



ATC

ATHENS TECHNICAL COLLEGE

Athens Technical College System of Georgia

## CATALOG 2013-2014

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and the college. While every effort will be made to ensure accuracy of the material stated herein, we reserve the right to change any provision listed in this catalog, including, but not limited to, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Students should consult this web site periodically for catalog updates. The college will also announce changes on the ATC website. Students should follow the catalog and associated addenda in effect at the time they enroll in classes for the first time. Students who do not register and take courses for two consecutive quarters may be required to meet the graduation requirements of the curricula in effect at the time they decide to return to Athens Technical College to complete their programs of study. Athens Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, 404-679-4501) to award the associate degree. Inquiries to the Commission should relate only to the college's accreditation status, and not to general admission information.

## PRESIDENT'S MESSAGE

On behalf of the faculty and staff, let me welcome you to Athens Technical College and congratulate you on your decision to further your education. Learning is a life-long process.

Our college is a growing, vibrant institution dedicated to providing high quality educational programs and the support services students need to achieve their educational and career goals. We enroll more than 8,000 students annually from nearly 90 counties in Georgia and from more than a dozen states throughout the United States. Students now can choose from more than 130 associate degree, diploma, and technical certificate programs in the business and public service, life sciences, and technical career fields.

We are proud of the fact that we are the first college in Georgia to be selected to participate in Achieving the Dream: Community Colleges Count. Achieving the Dream is a national nonprofit organization dedicated to helping more community college students succeed (complete courses and earn certificates and degrees). This emphasis on completion takes on added significance when you take into consideration the fact that nearly six in 10 jobs in today's labor market are held by workers with at least some postsecondary education or training. And 63% of projected job openings by 2018 will require at least some college education. Americans turn to community colleges - institutions that currently enroll close to half of all undergraduates in the United States - to address major shifts in America's needs by providing the education that leads to greater economic opportunity and improved quality of life.

As you contemplate your future, I encourage you to visit our college in order to explore the educational opportunities available to you here at Athens Technical College. We want your educational experiences to be positive and rewarding. I wish you every success as you begin one of the most important journeys of your life.

Sincerely,

Flora W. Tydings, Ed.D.  
President

## ABOUT ATHENS TECHNICAL COLLEGE

### Strategic Goals and Objectives

#### Student Success

- Expand and enhance optimal learning opportunities for students
- Advance student success through a focus on the achievement of learning outcomes for all students with the active involvement of all employees
- Advance student success through a focus on improving persistence and graduation rates
- Enhance pathways for students to transition from high school, home school, or adult education to Athens Technical College and from Athens Technical College to four-year institutions or to the workplace

#### Faculty/Staff Investment

- Develop college faculty and staff
- Expand the number of full-time faculty and staff to better address the full complement of student needs

#### Workforce and Community Development

- Identify and close workforce gaps
- Enhance continuing and community education opportunities at all campus locations
- Emphasize lifelong learning opportunities
- Redesign and implement the college Work Ethics program

#### Technology Integration

- Expand the use of technology throughout the college

#### Sustainability

- Ensure the long-term sustainability of the college

### Mission Statement

Athens Technical College, a unit of the Technical College System of Georgia, provides educational programs and services through traditional and distance education methods to foster lifelong learning, facilitate workplace success, and promote economic development.

### Vision Statement

As the college for the community, we provide transformational experiences that enable our students to advance educationally and to remain competitive in an ever-changing world.

### History of the College

The roots of postsecondary technical education in Georgia date back to 1943 when the state Board of Education approved a master plan for a system of area trade and vocational schools' the forerunners of today's technical colleges. This action led to the opening in 1944 of the first of these institutions in Clarkesville. After a second area trade and vocational school opened in Americus in 1948, the state board set aside the master plan despite the growing demand for training as a result of the mechanization of Georgia's agricultural economy and the rapid expansion of manufacturing throughout the state. The abandonment of the master plan would leave Clarkesville and Americus as the only locations of area trade and vocational schools in Georgia for the next ten years.

By the mid-1950s, W. M. Hicks, superintendent for trade and industrial education for the state Board of Education, was convinced that the economic future of Georgia depended on the availability of a trained workforce. Heeding the advice of Mr.



Hicks, the state board revisited the issue of postsecondary vocational education in Georgia. After extensive deliberation, the board adopted a new set of policies in 1958 to open additional institutions throughout the state.

Two communities - one in Northeast Georgia and the other in Southwest Georgia - quickly responded to the actions of the state Board of Education by opening new institutions later that year. The Clarke County School District opened one of these institutions and named it Athens Area Vocational-Technical School, a name that would remain in place for the next 29 years. The institution opened in former army barracks on Pope Street in downtown Athens. Growth in enrollment would lead to the opening of an additional location in Winterville.

Approval of a school bond referendum by the citizens of Clarke County in the mid-1960s allowed Robert G. Shelnutt, the first director of the institution, to consolidate the Pope Street and Winterville operations at a permanent campus on U.S. Highway 29, three miles north of downtown Athens. This facility opened in 1966. At the time, Athens Area Vocational-Technical School offered only 13 programs of study.

Mr. Shelnutt would oversee two expansions of the U.S. Highway 29 campus before his retirement in 1985. A 1970-1971 construction project funded by Clarke County, the State of Georgia, and the Economic Development Administration doubled the size of the campus facilities, which in turn, provided space to introduce 10 additional programs. Another expansion in 1980 provided modern facilities for instructional programs in business education, electronic data processing, and electromechanical engineering technology. The 1980 construction project expanded campus facilities to more than 155,000 square feet of classrooms, laboratories, shops, and administrative offices.

During his 27-year stewardship, Mr. Shelnutt established a foundation that would enable the next generation of leaders to expand Athens Area Vocational-Technical School into one of the premier institutions of this type in Georgia.

The election of Joe Frank Harris as governor planted the seed for educational reform in Georgia. Governor Harris established the Georgia Vocational Education Task Force shortly after his inauguration in 1983. The governor charged the task force with the responsibility of identifying ways to improve the governance structure, funding, and quality of the area vocational-technical schools. Acting on the recommendations of the task force, Governor Harris issued an executive order in 1984 to create the Georgia Board of Postsecondary Vocational Education. This order set in motion a long-term plan to consolidate the governance of area vocational-technical schools under this new state entity.

Just as Athens Area Vocational-Technical School was one of the first two institutions to open under the 1958 policies adopted by the state Board of Education, it was one of the first five institutions to transition to state governance in 1986. This change in governance led to the renaming of the school in 1987 to Athens Area Technical Institute. The transition to state governance also led to the creation of a local board of directors. Board members are liaisons between the institution and the counties it serves. The board of directors consists of representatives from business, industry, and economic development from the service area, which includes Clarke, Elbert, Greene, Hart, Madison, Oconee, Oglethorpe, Taliaferro, Walton, and Wilkes counties.

The transition to state governance also led to the changing of the title of Dr. Kenneth C. Easom, the successor to Mr. Shelnutt, from director to president. Dr. Easom guided the institution through a period of significant growth and change during his 18-year tenure as chief executive officer. Under his leadership, Athens Area Technical Institute was the first technical institute not governed by or connected to the Georgia Board of Regents, the governing entity of the state's university system, to earn accreditation as a two-year college from the Commission on Colleges of the Southern Association of Colleges and Schools.

This level of accreditation afforded the institution the opportunity to become the first technical institute in Georgia to receive approval from the Georgia Board of Nursing to develop an associate degree program designed to prepare students for licensure as registered nurses. The first class of students entered this program in 1991. Athens Area Technical Institute also was the first institution in the newly emerging state system to offer an associate degree program in paralegal studies. Dr. Easom added these unique programs to a comprehensive array of program offerings that included the only program designed to prepare students as laboratory assistants in the many private, state, and federal research and biotechnology laboratories moving to the area.

The institution assumed responsibility for providing adult education programs in the service area during Dr. Easom's tenure as president. This transfer of management responsibility occurred in July 1989. These adult education programs include basic reading and math classes, English as a Second Language courses, Tests of General Educational Development (GED) preparation courses, and workplace literacy classes. The institution holds GED testing sessions at the campuses in Clarke, Elbert, Greene, and Walton counties and at locations in Hart and Wilkes counties. The institution operates adult education centers in all service area counties. Students may participate in a full range of adult education classes at these centers. Residents also may obtain information from staff at these centers about the programs and services offered by the college.

Dr. Easom also oversaw the first expansion of campus facilities in 15 years. In 1995, a 34,000 square-foot facility opened on the north end of the Athens Campus. It contains a lecture hall, the library, and administrative offices. The opening of this

facility coincided with the opening in September 1995 of the Walton County Technical Education Center. This center was originally housed in a 7,500 square-foot facility located in the Walton Plaza in Monroe.

As part of the 1995 expansion, the institution held groundbreaking ceremonies in April for the Elbert County Campus. Elberton executive Frank Coggins donated nearly 43 acres of land 1.1 miles west of Elberton on Georgia Highway 72 for the new campus. The 37,000 square-foot academic building contains 14 classrooms, two laboratories, a lecture hall, and a library. The 10,000-square-foot classroom building contains six classrooms, an adult education laboratory, and faculty offices. The 7,000 square-foot child development center provides classroom space for the Early Childhood Care and Education program. The 3,900 square-foot auxiliary services building houses a bookstore and student center. Dedication ceremonies for the Elbert County Campus occurred on September 11, 1997.

Another dedication ceremony - this time for a technical education center in Greene County - followed the Elbert County ceremony 10 months later in July 1998. The Greene County Board of Commissioners, local businesses and industries, and a community development block grant from the Georgia Department of Community Affairs provided the funding needed to construct a 10,000 square-foot facility; the Greene County Development Authority provided land for the center.

Two years after opening the Greene County Center, the college acquired 10 additional acres of land and an 8,000 square-foot building directly across U.S. Highway 29 from the Athens Campus. This facility houses an adult education laboratory and classrooms and laboratory spaces for the plumbing program of study.

The Georgia General Assembly passed House Bill 1187 - the A+ Education Reform Act - during the 2000 session. Signed into law by Governor Roy Barnes, the A+ Act authorized a name change for the publicly funded technical institutions in the state. A ceremony on July 6, 2000, brought Lieutenant Governor Mark Taylor to Athens to officially change the institution's name to Athens Technical College.

The college began the new millennium with a name that more accurately reflected the scope of services available to the citizens of Northeast Georgia. The name change also led to an immediate increase in the number of students who enrolled in classes. Enrollment increased by 27.9 percent during the first year the college operated under the name Athens Technical College.

Growing enrollment led to the need for additional space on the Athens Campus. Dr. Easom worked to obtain funding for a new Business and Technology building before retiring in 2002. Construction on the 41,000 square-foot Business and Technology building began in May 2003. The building, which is located on the north end of the Athens Campus, opened in January 2005 and includes 18 classrooms, a lecture hall, instructional technology and computer network centers, and offices for faculty in the Division of Business and Public Service.

Dr. Flora Tydings arrived from Central Georgia Technical College to serve as the third chief executive of Athens Technical College in August 2004. Dr. Tydings launched the first capital campaign to be undertaken by the institution and its affiliate foundation shortly after arriving in Athens.

Dr. Tydings also guided the college through a process to expand the programs and services available at the technical education centers in Greene and Walton counties. The college now offers academic programs of study, training programs for business and industry, a comprehensive schedule of community education courses, and adult education classes at these locations. The Greene County Board of Commissioners renovated a portion of the existing facility in 2008 to accommodate this expansion. The renovated space now houses the college's Cosmetology and Medical Assisting programs.

The college moved the Walton County Center into larger facilities in the old Monroe Area High School building on Bryant Road. The college changed the designation of the facility to a campus and renamed it the Walton County Campus.

The partnership was one of six initiatives funded by the Technical College System of Georgia through the Georgia Career Academy Project, a state initiative designed to expand existing career academies and to open additional academies throughout Georgia. The \$500,000 grant was used to renovate one wing of the Walton facility to allow the college to introduce its Biotechnology program at that campus.

The 2008-2009 academic year marked the beginning of another period of growth for the college. Construction began on the Athens Campus of a new \$15.4 million, 67,500 square-foot facility for the college's Life Sciences programs. Health care is identified as one of the state's strategic industries and responds to the goals set forth by the Commission for a New Georgia for a healthier, safer, and more educated Georgia. The facility opened in March 2010.

During this same time frame, architects finished drawings for a \$4.5 million, 26,555 square-foot facility on the college's Elbert County Campus. This facility was designed to enable the college to introduce new programs in Diesel Mechanics and expand the programs in Industrial Systems Technology and Electrical Systems Technology. Groundbreaking ceremonies for the facility were held in September 2009, with construction starting shortly thereafter. This facility opened for Spring Quarter 2011.

The college also received a \$2.9 million grant in December 2008 from the Technical College System of Georgia to construct a career academy in conjunction with the Clarke County School District, the University of Georgia, and the OneAthens anti-poverty initiative. The career academy was constructed at the school district's H. T. Edwards facility, which is located off Broad Street in Athens. The Edwards site was redeveloped to house a number of school district programs, including its highly successful performance learning center. The career academy opened in August 2011.

Athens Technical College is one of just 30 community colleges nationwide to receive an invitation to join the 2011 cohort of Achieving the Dream: Community Colleges Count. Athens Technical College is the first institution in Georgia to participate in this national effort aimed at improving student success, closing achievement gaps, and increasing students' persistence and graduation rates. As an Achieving the Dream college, Athens Technical College will undertake an in-depth quantitative and qualitative analysis of its strengths, problem areas, and achievement gaps. With the addition of 30 community colleges in the 2011 cohort, the Achieving the Dream network now includes 160 institutions serving more than 2 million students annually in 30 states and the District of Columbia. In addition to Athens Technical College, the 2011 cohort includes community colleges in California, Kentucky, Maine, Maryland, Minnesota, New Jersey, Ohio, Oregon, Texas, and Washington.

Athens Technical College and three other colleges in Georgia received funding to redesign learning support coursework as part of a \$1 million grant from Complete College America in 2011. Athens Technical College joined Georgia Piedmont Technical College, the College of Coastal Georgia, and Georgia Gwinnett College to pilot innovative remediation programs in which students complete technology-based diagnostic assessments to determine the level of remediation required for each student.

Athens Technical College joined its sister institutions in the Technical College System of Georgia in converting from the quarter-based academic calendar to the semester-based academic calendar beginning with Fall Semester 2011. In preparation for this transition, program faculty worked with the membership of their program advisory committees and with their peers at technical colleges across Georgia to redesign the curriculum. The redesign process ensured that the programs included instruction and content on topics relevant to the twenty-first century.

## Development Activities

**Athens Technical College Foundation Inc.** The college established the Athens Technical College Foundation Inc. in January 1988 as a nonprofit corporation whereby funds, property, and other types of financial assistance - primarily from businesses, industries, corporate and private foundations, and individuals - are available to the college for the support and development of educational, cultural, social, civic, and professional endeavors. The purpose of the foundation is to provide academic and institutional support, scholarships, and endowments to promote the mission of the college. The officers and board of trustees are distinguished business and civic leaders from the counties of the service area.

**Alumni Association** - The college formed the Athens Technical College Alumni Association to encourage graduates to continue to participate in the development of the college. The association's goal is to maintain a mutually beneficial relationship between the college and its alumni by promoting their personal, educational, and professional development. The college inducts graduates into the alumni association at the annual graduation ceremony.

## Accreditation, Approval, and Certification

**Regional Accreditation** - Athens Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, GA 30033; 404-679-4501) to award the associate degree. Inquiries to the Commission should relate only to the college's accreditation status, and not to general admission information.

**Professional Accreditation** - The business unit (the associate of applied science degree programs in Accounting, Business Administrative Technology, and Marketing Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland, Park, KS, 66213; however, the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business and Public Service: Business Administration; Computer Support Specialist; Criminal Justice Technology; Culinary Arts; Early Childhood Care and Education; Health Information Technology; Hotel, Restaurant, and Tourism Management; Networking Specialist; Paralegal Studies; and Social Work Assistant.

The programs in Dental Assisting and Dental Hygiene are accredited by the American Dental Association Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

The associate degree program in Health Information Technology is in candidacy status pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education.

The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000. Anyone wishing to file a complaint with regard to the Nursing program should follow the complaint resolution procedures as outlined in this publication (see Complaints) (p. 90). They also may contact the National League for Nursing at the above address and telephone number.

The Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org), 131 Park St. Clearwater, FL 33756; 727-210-2350) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

The Physical Therapist Assistant Program at Athens Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 706-706-3254; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182; (312) 704-5300; email: [mail@jrcert.org](mailto:mail@jrcert.org); <http://www.jrcert.org>. If a student has an allegation of non-compliance with the Standards for an Accredited Educational Program in Radiography, they may pursue those allegations by going to the JRCERT website (<http://www.jrcert.org>). Select the Student tab. On the Student page, select Reporting Allegations and Reporting Process. Follow the directions on the reporting form. Students must complete all the steps of the Athens Technical College Radiography Program's grievance procedure before considering the filing of an allegation with the JRCERT of non-compliance with the JRCERT standards.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33765, upon recommendation by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA) 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173, as a program for educating veterinary technicians.

*Approval* - NAST 1100-Patient Care Fundamentals, is approved by the Georgia Medical Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia, 30346, to provide training and preparation to become a certified nurse assistant.

The Paralegal Studies program is approved by the American Bar Association (ABA).

The Phlebotomy Technician program is approved by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 385, Overland Park, Kansas, 66211.

The Practical Nursing program is approved by the Georgia Board of Licensed Practical Nurses.

*Certification* - The Automotive Technology program is certified by the National Automotive Technicians Education Foundation Inc. (NATEF).

The Medical Assisting program is certified by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 250, Overland Park, KS 66211.

## Memberships

**The college holds memberships in the following organizations:**

- Achieving the Dream: Community Colleges Count
- Alliance for Community College Innovation
- American Association for Paralegal Education
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- American Technical Education Association
- Association for Institutional Research
- Association of Surgical Technologists
- Council for Higher Education
- Georgia Association of Collegiate Registrars and Admissions Officers



- Georgia Association of Student Financial Aid Administrators
- Georgia Bio
- Georgia Hospitality and Travel Association
- Georgia Online Database
- National Academic Advising Association
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National League for Nursing
- North Georgia Associated Libraries
- National Student Clearinghouse
- Office Safety and Asepsis Procedures Research Foundation
- Southeastern Association of Community College Research
- Southeastern Library Network
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern Association of Community, Junior, and Technical Colleges
- Student Affairs Administrators in Higher Education
- Technical College Directors' Association of Georgia
- Technical College Foundation Association of Georgia
- Two-Year College Chemistry Consortium

## Program Advisory Committees

Athens Technical College invites representatives of area companies to serve on program advisory committees to ensure that the academic programs meet the needs of employers. The committees provide insight into trends affecting the workplace and aid in planning and evaluating the programs and services offered by the college.

## Service Member Opportunity Colleges

**Servicemembers Opportunity Colleges (SOC)** was created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. Athens Technical College is a member of the SOC consortium of approximately 1900 colleges and universities that subscribe to principles and criteria to ensure that quality academic programs are available to servicemembers. Current SOC information is available at [www.soc.aascu.org](http://www.soc.aascu.org).

## STUDENT CODE OF CONDUCT

One mission of Athens Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Athens Technical College must provide students with opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the mission of the college. The college reserves the right to maintain a safe and orderly educational environment for students and staff; therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

With these principles in mind, Athens Technical College established this Student Code of Conduct.

### Definitions

1. The terms "technical college" and "college" mean Athens Technical College.
2. The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
3. The term "students" includes all persons taking on a part-time or full-time basis any adult literacy, associate degree, diploma, technical certificate of credit, general education, developmental studies, business and industry, continuing education, or special populations course at Athens Technical College. People not enrolled officially for a particular term but who have continuing relationships with the technical college remain classified as "students."
4. The term "faculty member" means any person hired by the college to conduct teaching, service, or research activities.
5. The terms "technical college official" and "college official" include any person employed by the college to perform assigned administrative responsibilities.
6. The terms "member of the technical college community" and "member of the college community" include any person who is a student, faculty member, technical college official, or any other person employed by Athens Technical College.
7. The terms "technical college premises" and "college premises" include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college. These terms encompass all adjacent streets and sidewalks.
8. The terms "student organization" and "organization" means any number of persons who complied with the formal requirements for recognition by the college.
9. The term "judicial body" means any person or persons authorized by the president of the college to determine whether students are in violation of the Student Code of Conduct or other regulations and to recommend the imposition of sanctions.
10. The term "judicial advisor" means a technical college official authorized on a case-by-case basis by the president of the college to impose sanctions upon students found to be in violation of 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 Athens Technical College is the vice president for student affairs.
11. The term "appellate board" means any person or persons designated by the president to consider appeals of a judicial body's determination that students violated the Student Code of Conduct or other regulations or of the sanctions imposed by the judicial advisor. The president may serve as the appellate board.
12. This Code of Conduct uses the term "shall" in the imperative sense.
13. This Code of Conduct uses the term "may" in the permissive sense.
14. The term "policy" means the written regulations of Athens Technical College as found in, but not limited to, the Student Code of Conduct, catalog and student handbook, program addendums to the catalog and student handbook, the college policy manual, and the policy manual approved by the Board of Directors of Athens Technical College.
15. The term "System" means the Technical College System of Georgia.

16. The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
17. The term "continuing relationship" means any person who has been enrolled as a student and may enroll in the future as a student of Athens Technical College.
18. The term "academic misconduct" means any incident involving any act which improperly affects the evaluation of a student's academic performance or achievement (i.e., cheating, plagiarism).

## Filing a Complaint

Any member of the technical college community may file a complaint with the judicial advisor against any student for a violation of the Student Code of Conduct. Unless otherwise noted, the vice president for student affairs serves as the judicial advisor responsible for the administration of the college judicial system. The individual(s) initiating the action must submit the acquisition in writing to the vice president for student affairs as soon as possible after the event takes place, preferably within 10 business days. Academic misconduct shall be handled using the procedures outlined in the Academic Honesty Policy (see Academic Honesty Policy).

## Investigation and Decision

Within five business days after a complaint that does not involve academic misconduct is filed, the judicial advisor or 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 judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.athenstech.edu account, unless the student has already met with the vice president. After discussing the complaint with the student, the judicial advisor or designee shall determine whether the student is guilty of the alleged misconduct and whether the alleged misconduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

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. If it is determined that the student is guilty of a violation of the Student Code of Conduct, the judicial advisor or designee shall impose one or more of the following disciplinary sanctions:

- *Restitution* — A student who has committed an offense against property may be required to reimburse the 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.
- *Reprimand* — A written reprimand may be given to any student in order to notify him/her that he/she violated college regulations. Such a reprimand does not restrict a student in any way, but it signifies to the student that any further violation of the Student Code of Conduct may result in more serious sanctions.
- *Restriction* — A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the college in any way, denial of the use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities. A restriction signifies to the student that any further violation of the Student Code of Conduct during the period of time the restriction is in effect may result in more serious sanctions.
- *Disciplinary Probation* — Students placed on disciplinary probation may remain enrolled in classes provided they adhere to specific 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 disciplinary probation may result in the imposition of more serious disciplinary sanctions as specified by the terms of the probation.
- *Failing or Lowered Grades* — Students who are found to have committed academic misconduct may receive failing or lowered grades as specified in the college's Academic Honesty Policy (see Academic Honesty Policy (p. 18)).
- *Disciplinary Suspension* — If a student is suspended, he/she is separated from the college for a definite period of time, after which the student is eligible to return. The judicial body or judicial advisor may specify conditions for readmission. Conditions of reinstatement, if any, must be provided in writing to the student.
- *Disciplinary Expulsion* — Students may be removed and excluded from the college, college-controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the judicial advisor or designee. Students who are dismissed from the college for any reason may apply in writing for reinstatement twelve months following

the expulsion if the expulsion did not constitute academic misconduct. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specific term. The probationary status may be removed at the end of the specified term at the discretion of the judicial advisor or designee. Sanctions imposed on students who are removed or excluded from the college for academic misconduct reasons are outlined in the Academic Honesty Policy (see Academic Honesty).

- *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 brought forth against the student. However, an interim suspension may be imposed if the judicial advisor or designee determines 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 college community or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other technical college activities or privileges for which the student might otherwise be eligible as the president or the judicial advisor may determine to be appropriate.

In addition to the penalties outlined above, groups or organizations may also face:

- Deactivation.
- Loss of all privileges, including technical college recognition, for a specified period of time.

A student who has been suspended or expelled from the college shall be denied all privileges afforded a student and shall be required to vacate college premises at a time determined by the judicial advisor or designee. After vacating the college premises, the suspended or expelled student may not enter upon college premises at any time, for any purpose, in the absence of written permission from the judicial advisor or designee. A suspended or expelled student must contact the judicial advisor or designee to obtain permission to enter college premises. Permissions, if granted, will be for a limited, specified purpose.

Suspended or expelled students wanting to submit a written appeal of the disciplinary sanction may submit the appeal by mail or fax if the judicial advisor or designee refuses the student's request to enter the college premises for that specified purpose. A scheduled appeal hearing before the judicial body shall be understood as expressed permission from the student advisor or designee for the student to enter the college premises for the duration of that hearing.

The judicial advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the judicial advisor shall provide written notification to the president, vice president for academic affairs, executive director of registration and records, and instructors.

### *Appeals Procedures*

A student who wishes to appeal a disciplinary decision of the judicial advisor or designee must file a written notice of appeal through the office of the vice president for student affairs. Appeals will be reviewed by the judicial body. Students must submit their written appeals within five business days of receiving notification from the judicial advisor or designee of the sanctions imposed for violating the Student Code of Conduct.

The judicial advisor will schedule a hearing before the judicial body within ten business days of receiving the appeal. In the event that additional time is necessary, the judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.athenstech.edu account. The student has the right to present evidence and/or testimony during the hearing before the judicial body. The judicial advisor or judicial body shall conduct hearings according to the following guidelines:

- Privacy and Attendance Issues
  - The judicial body normally shall conduct hearings in private.
  - Admission of any person to the hearing shall be at the discretion of the chair of the judicial body.
  - The complainant and the accused have the right to receive assistance at their own expense from any advisor they choose. The advisor may be an attorney. The complainant and/or the accused students are responsible for presenting their own cases and, therefore, advisors may not speak or participate directly in any hearing before a judicial body.
- Witnesses
  - The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
- Procedural Issues

- At the discretion of the chair, a judicial body may accept pertinent records, exhibits, and written statements as evidence for consideration.
- All procedural questions are subject to the final decision of the chair of a judicial body.
- After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether to uphold the original sanctions.
- There shall be a single, verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the technical college.
- The chair of the judicial body shall notify the judicial advisor in writing of the judicial body's decision. The judicial advisor or designee will notify the student in writing of the judicial body's decision and of the opportunity to appeal directly to the president.
- In the event that the student chooses to contest the decision of the judicial body, he/she has the right to appeal the decision to the president of the college within five business days of receiving the notification of the judicial body's decision. The appeal to the president shall be in writing. The president shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The president shall deliver his/her decision in writing to the student and judicial advisor within ten business days. The decision of the president shall be final and binding.

## Violations of Federal, State, or Local Law

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

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. These proceedings may be instituted 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.

When a student is charged by federal, state, or local authorities with a violation of law, the 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 government representatives as they deem appropriate.

## Prohibited Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in this Student Code of Conduct:

1. Acts of dishonesty, including but not limited to, the following:
  - a. Cheating, plagiarism, collusion, or other forms of academic dishonesty as outlined in the Academic Honesty Policy (see Academic Honesty Policy)
  - b. Furnishing false information to any technical college official, faculty member, or office.
  - c. Forging, altering, or misusing any technical college document, record, or instrument of identification.
  - d. Tampering with the election of any student organization officially sanctioned and recognized by the college.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other technical college activities, its on- or off-campus public-service functions, or other authorized non-college activities when the act occurs on the technical college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the technical college, property of a member of the college community, or other personal or public property.



5. Hazing, which is an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of technical college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
8. Violation of published policies, rules, or regulations of the Technical College System of Georgia and/or Athens Technical College including, but not limited to, rules imposed upon students who enroll in a particular class or program.
9. Violation of federal, state, or local law on college premises or at activities sponsored or supervised by the technical college.
10. Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
11. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.
12. Public intoxication.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on technical college premises or at activities sponsored or supervised by the technical college.
14. Participation in a campus demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at functions sponsored or supervised by the college.
16. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at other locations where classes, activities, or functions sponsored or authorized by the college may be held.
17. Theft or other abuse of computer time, including but not limited to, the following offenses:
  - a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or technical college official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with the normal operations of the technical college computing system.
  - g. Violation of the Acceptable Computer and Internet Use policy established by the Technical College System of Georgia and Athens Technical College.
18. Abuse of the judicial system, including but not limited to, the following:
  - a. Failure to obey the summons of a judicial body or technical college official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - 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 system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Use of tobacco products on campus (see Use of Tobacco Products)

20. Failure to dress appropriately at all times — Dress requirements vary in classrooms, laboratories, and shop areas. Students enrolled in internships and clinical courses must dress appropriately according to the requirements of the work in which they are participating. Students shall not dress, groom, wear, or use emblems, insignia, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes the disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall observe at all times the rules governing body cleanliness, and they shall not wear short or tight shorts, swimsuits, or tank tops nor shall they have bare midriffs or bare feet.

## Document Retention

The judicial advisor or 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 judicial advisor or 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. A record of the final decision must 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.

## ACADEMIC HONESTY POLICY

Academic honesty is essential to the individual growth and development of students at Athens Technical College. Upon admission to the college, each student is obligated to uphold the highest ethical standards in academic endeavors. Athens Technical College has a responsibility for ensuring that the grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty hinder the college's ability to fulfill this responsibility. Faculty members have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and by notifying instructors of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating this academic honesty policy.

### Procedures for Addressing Violations of Academic Dishonesty

Athens Technical College has established the following procedures for addressing violations of academic dishonesty.

#### Instructor's Meeting with Student

An instructor who has evidence that a student has committed an act of academic dishonesty must meet with the student as described below or during the week of final exams may report the violation to the vice president for student affairs. In meeting with the student, the instructor must present and explain the evidence of the violations of the academic honesty policy and allow the student to respond to the evidence. The instructor will then offer the student two options – to accept the charges or request a mediated discussion to review the charges with a trained facilitator. If the student accepts the charges, the student may receive a grade of zero points for all or part of that assignment or another suitable but less severe penalty, depending on the circumstances of the offense and as decided upon by the instructor. At the conclusion of the meeting, the instructor and student will sign a completed copy of the Violation of Academic Honesty Policy notification form. If the report is made directly to the vice president for student affairs, then the vice president will schedule a mediated discussion and will notify the student of the meeting date and time.

The instructor is responsible for:

- Providing the student with a copy of the completed and signed notification form.
- Informing the student of his or her right to dispute the charges and thus to participate in a mediated discussion.
- Informing the student of his or her right to rescind the signed notification form by submitting a written statement to this effect to the vice president for student affairs within five business days of the meeting with the instructor.
- Sending a copy of the completed and signed notification form to the vice president for student affairs within 24 hours of the meeting with the student.

In certain instances such as when the alleged violation occurs during a final exam, the instructor may elect to submit all materials to document the violation to the vice president for student affairs without holding a meeting with the student. The vice president will then schedule a mediated discussion as outlined below.

#### Mediated Discussion

If the student disputes the charges, if the student decides to rescind the signed acknowledgement form, or if the instructor refers the alleged violation directly to the vice president for student affairs, the vice president will assign a mediator to schedule and conduct a facilitated discussion. The student will receive written notification of the date and time of the facilitated discussion by certified mail, while the instructor will receive written notification via email and interoffice mail. The facilitated discussion will be held no less than five nor more than fifteen days after the student reasonably should have received written notification by certified mail. The vice president has the discretion to extend maximum time limits for the scheduling of the mediated discussion.

The faculty member, student who was believed to have violated the policy, and the mediator are the only participants in the facilitated discussion session. Other participants, including legal counsel, are excluded from attending mediated discussion sessions. Furthermore, these sessions may not be recorded. The faculty member and student may reach an agreement about the appropriate consequence(s) for a dishonesty violation keeping in mind that the process should be educational for the student who violated the policy yet fair to other students who have honestly completed the academic work. At the conclusion of the

mediated discussion, the instructor, student, and mediator will sign a completed copy of the Mediated Discussion agreement form.

The mediator is responsible for:

- Providing the student and instructor with a completed and signed.
- Presenting and explaining the evidence of the academic honesty violation to the student.
- Completing a mediated discussion agreement form.
- Informing the student of his or her right to rescind the signed agreement form by submitting a written statement to this effect to the vice president for student affairs within five business days of the mediated discussion session.
- Sending a copy of the completed and signed agreement form to the vice president for student affairs within three business days of the meeting with the student.

The student has the right to rescind a facilitated discussion agreement by notifying the vice president for student affairs within five days from the date the agreement form is signed. If the agreement is rescinded, a student judiciary committee will be convened to determine if the academic dishonesty occurred and if so, to assign the appropriate sanction(s) for the violation.

## Student Judiciary Committee

**Hearing for Disputed Cases** If the faculty member and the student cannot reach an agreement about the appropriate consequence(s) for an alleged violation of the academic honesty policy, the matter will be referred back to the vice president for student affairs. The vice president will then schedule a meeting of the student judiciary committee to hear the case and notify the student by certified mail the date, time, and location of the hearing. The student judiciary committee hearing will be held no less than five nor more than fifteen days after the student reasonably should have received notification by certified mail. In the event that additional time is necessary, the judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.athenstech.edu email account. The procedures for conducting a student judiciary committee are published as part of the Student Code of Conduct (see Student Code of Conduct outlined later in this section).

If the student judiciary committee finds the student guilty of an academic honesty infraction, the student must receive zero points for the activity for which the infraction occurred. First offense violations may also result in one or more of the following consequences:

- Final course grade of F
- Suspension for a period of one or more academic terms
- Expulsion

A suspension allows a student to return to the institution after a specified period of time. Readmission to the college does not guarantee the student the opportunity to reenroll in the program of study from which he or she was suspended. An expulsion means that the student is ineligible to return to the institution.

If the student judiciary committee finds that extraordinary circumstances warrant the imposition of a consequence other than what is described above, the committee shall state in writing the reasons for the extraordinary circumstances and why an alternate consequence is considered appropriate. The vice president for student affairs will provide written notification to the student of the sanctions imposed as a result of a guilty ruling by the student judiciary committee.

## Second Offenses

Upon receiving the notification from the instructor, the vice president for student affairs will determine whether this incident constitutes a second acknowledgement by the student that he or she has violated this academic honesty policy. If it is determined that the incident is the first time the student has violated the academic honesty policy, the vice president for student affairs will send a certified letter to the student informing the student that he or she will be on disciplinary probation for the remainder of his or her tenure at Athens Technical College, unless the student meets with the vice president of student affairs, at which time may sign for a copy of the letter. If it is determined that the notification constitutes a second acknowledgement by the student, the consequence may result in the student being expelled. If the student acknowledges a second violation in a facilitated discussion or if a student judiciary committee finds a second violation of the policy, the student may be expelled with a notation that the expulsion was for an academic honesty violation.

## Effective Date for Suspension or Expulsion

A student who is suspended or expelled from the college for violating the academic honesty policy will be administratively removed from all classes. The student will receive a final course grade of F in the course in which the academic honesty infraction. Students dismissed for disciplinary reasons or who leave the college when disciplinary action is pending is ineligible for refunds of all tuition and fees.

## Action on Determination of Innocence

If the mediated discussion or the student judiciary committee determines that no violation occurred, the instructor shall enter a final grade for that student. The instructor will determine the grade for the assignment and the course. That grade shall be entered on or before the latter of (a) the date on which grades for that class must be submitted to the Office of Registration and Records or (b) 10 days following delivery to that instructor of a notice of that student's final determination of innocence. For this purpose, "final determination" means that an agreement is reached between the instructor and student during a mediated discussion session that academic dishonesty did not occur or that a student judiciary committee concludes that the student did not violate the academic honesty policy. The vice president for student affairs shall notify the instructor of the final determination.

## Student Responsibilities

Upon admission to the college, each student is obligated to uphold the highest ethical standards in academic endeavors. Students have a responsibility for maintaining academic honesty by refraining from committing acts that violate the academic honesty policy; therefore, it is imperative that each student become familiar with the contents of the policy. Being unfamiliar with this policy does not absolve the student from disciplinary action. Furthermore, students have a responsibility to notify instructors of observed or known incidents of academic dishonesty committed by others.

## Instructor Responsibilities

Faculty have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach; therefore, they have a responsibility to take reasonable steps to inform students of the academic honesty rules that apply to particular academic work and the specific types of academic assistance that are permissible in connection with that academic work. Faculty is also responsible for following the steps outlined in this policy. When alleged violations are being resolved through the mediated discussion process or by student judiciary committee hearings, the instructor shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The instructor may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of the exam or laboratory conditions. Requests for a course withdrawal will not be approved unless it is determined that no violation occurred.

An instructor who suspects that a student has violated the academic honesty policy within the context of clinical patient care may prohibit the student from any and all patient care responsibilities and from attendance at all clinical affiliate institutions until the issue is resolved. The instructor must notify the vice president for student affairs immediately of the prohibition. The student will be allowed to make up any clinical assignments without academic penalty if it is determined that no violation of the academic honesty policy occurred.

## Prohibited Conduct

Academic honesty is defined as performing all academic work without plagiarism, cheating, lying, tampering, falsifying, stealing, purchasing, giving, or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source. Academic dishonesty means performing, attempting to perform, or assisting any other person in performing academic work that does not meet this standard of academic honesty. Academic work means any act performed in connection with work required to be submitted or performed, being prepared to be submitted, or actually submitted for an academic grade and academic advancement in connection with courses and programs offered in all types of learning environments by Athens Technical College. Academic work includes, but is not limited to, examinations, exercises, quizzes, term papers, required drafts of assignments, required attendance, reports, presentations and speeches, laboratory work, online assignments, scientific experiments, clinical and practicum rotations, and internship assignments.

No student shall perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for academic credit or advancement. A student does not have to intend to violate the academic honesty policy to be



found in violation. Furthermore, lack of knowledge of the provisions of this policy is not an acceptable response to an allegation of academic dishonesty.

## Examples of Academic Dishonesty

The following acts by a student are examples of academically dishonest behavior:

- Plagiarism
  - Submission for academic advancement the words, ideas, opinions, or theories of another that are not common knowledge, without appropriate attribution to that other person. Plagiarism includes, but is not limited to, the following acts when performed without appropriate attribution:
    - Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline.
    - Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work.
    - Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
    - Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.
    - Purchasing (or receiving in any other manner) a term paper or other assignment that is the work of another person and submitting that term paper or other assignment as the student's own work.
- Unauthorized assistance
  - Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. During examinations, quizzes, lab work, and similar activities, students are to assume that any assistance (such as books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by an instructor. Examples of prohibited behavior include, but are not limited to, the following when not authorized:
    - Copying or allowing another to copy answers to an examination.
    - Transmitting or receiving during an examination information that is within the scope of the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner).
    - Giving or receiving answers to an examination scheduled for a later time.
    - Completing for another or allowing another to complete for you all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation).
    - Submitting a group assignment or allowing that assignment to be submitted representing that the project is the work of all the members of the group when fewer than all of the group members assisted substantially in its preparation.
    - Unauthorized use of a programmable calculator or other electronic device.
- Lying/Tampering
  - Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:
    - Giving false reasons (in advance or after the fact) for failure to complete academic work, including, for example, giving false excuses to an instructor or to any college official for failure to attend an exam or to complete academic work.
    - Falsifying the results of any laboratory or experimental work or fabricating any data or information.
    - Altering any academic work after it has been submitted for academic credit and requesting academic credit for the altered work, unless such alterations are part of an assignment (such as a request of an instructor to revise the academic work).

- Altering grade, lab, or attendance records. This includes, for example, the forgery of college forms for registration in or withdrawal from a course.
- Damaging computer equipment (including removable media such as disks, CDs, flash drives) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources.
- Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy.
- Submitting for academic advancement an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course, unless done pursuant to authorization from the instructor supervising the work or containing fair attribution to the original work.
- Theft
  - Stealing, taking, or procuring in any other unauthorized manner (such as by physical removal from an instructor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).
- Other
  - Failure by a student to comply with a duty imposed under this policy. Any behavior that constitutes academic dishonesty is prohibited even if it is not specifically listed in the above compilation of examples.

## ADMISSIONS INFORMATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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

- Title VI, Title VII, and Title IX (Employees) — Dr. Leslie Crickenberger, Executive Director of Human Resources, (706) 583-2818, lcrickenberger@athenstech.edu, Room J-211B, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.
- Title IX (Students) — Andrea Daniel, Vice President for Student Affairs, (706) 355-5124, adaniel@athenstech.edu, Room H-774, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.
- Section 504 and the Americans with Disabilities Act (ADA) — Keli Fewox, Director of Student Support Services and Career Development, (706) 355-5081, kfewox@athenstech.edu, Room H-749, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

Individuals also may obtain instructions and procedures for informal and formal complaints applicable to any of the above laws from the officials designated above. Laws prohibit retaliation against any complainant. Call 1-800-421-3481 to obtain additional information.

### Early Application Deadlines

To expedite the admissions process, applicants should submit all required admission materials for the specified academic terms by the dates indicated below:

**Fall Semester:** July 1

**Spring Semester:** November 1

**Summer Semester:** April 1, 2013

The Admissions Office staff will process complete application packets received by these dates first. They will then process complete packets received after these dates in the order applicants submit them and as time permits. Applicants who submit an application after the Early Application deadline are subject to an additional \$20 late processing fee. Applicants who submit their admissions packets after the early application deadline may not be eligible to register for classes until the late registration period. Anyone who registers for classes during the late registration period must pay a \$45 late registration fee. Financial aid benefits will not cover the late registration fee; therefore, students must pay this fee with personal funds. Complete application packets must include the following items:

- Signed admission application with all fields completed
- \$20 nonrefundable application fee (\$40 if submitted after the Early Application deadline)
- Official high school or GED transcripts
- Official college transcripts from all colleges attended in the past
- Valid placement test scores (COMPASS, ASSET, SAT, or ACT) that are less than five years old on the early application deadline
- Documentation of Lawful Presence and Residency

The section on General Admission Requirements provides detailed information about what constitutes a complete application packet.

## Selective Admission Programs Application Deadlines

Applicants to selective admission programs must meet additional requirements to receive consideration for admission to those programs. Prospective students should refer to the section on Admission Processes for Selective Admission Programs and to the Programs of Study section of this catalog for program-specific admission requirements.

Applicants to the following programs must submit all required documentation to the Admissions Office prior to the established dates listed below in order to receive consideration for admission:

<b>Program</b>	<b>File Completion Date</b>	<b>Semester Program Begins</b>
Dental Assisting	March 1	Summer
Dental Hygiene	January 1	Fall
Diagnostic Medical Sonography	September 1, 2013	Spring 2014
Emergency Medical Technician	June 15	Fall
Health Information Technology	May 1	Fall
	October 1	Spring
Medical Assisting	May 15	Fall
	October 15	Spring
Nurse Aide	June 1	Fall
	September 1	Spring
Nursing (RN)	February 1	Fall
Nursing Accelerated Option	February 1	Fall
Paramedic Technology	June 15	Fall
Phlebotomy Technician	June 1	Fall
	September 1	Spring
Physical Therapist Assistant	June 1	Fall
Practical Nursing	July 1	Spring
Radiography	June 1	Fall
Surgical Technology	June 1	Spring
Veterinary Technology	June 1	Fall

## Eligible Applicants

Individuals 16 years of age or older are eligible for admission to Athens Technical College. The president of the college may waive the age requirement for secondary students who are participating in articulated programs of study. Age requirements for certain programs may be different because of professional accreditation standards or because of applicable state or federal laws. Consult the Curriculum section for specific age requirements for each program of study.

## General Admission Requirements

This section lists the general requirements for admission to technical certificate<sup>1</sup>, diploma, and associate degree programs of study available at Athens Technical College. (Applicants should submit all required documentation as listed in this section to the staff at the campus they plan to attend the majority of their classes). Refer to the Curriculum section for specific admission

requirements for individual programs of study. Applicants who have additional questions should contact the Admissions Office staff at the Athens Campus, Elbert County Campus, or Walton County Campus to schedule an appointment. They may also contact the manager of the Greene County Campus. To gain admission to Athens Technical College, applicants must complete the following steps:

- **Admissions Application and Application Fee**

All applicants must submit a complete admissions application with a nonrefundable \$20 application fee. The Admissions Office staff will not process applications received without the mandatory application fee. Include applicant's name on checks or money orders so the Business Office will credit the proper applicant account. Applicants who submit an application after the Early Application deadline are subject to an additional \$20 late processing fee.

- **Official<sup>2</sup> High School Transcripts**

Applicants must be high school graduates or have earned the GED to gain admission to the college. Applicants must have graduated from a secondary school that is accredited by a regional accrediting agency (such as the Southern Association of Colleges and Schools), Georgia Accrediting Commission, Georgia Association of Christian Schools, Association of Christian Schools International, Georgia Private School Accreditation Council, Accrediting Commission for Independent Study, Southern Association of Independent Schools, Distance Education Training Council, the Florida Council of Independent Schools, South Carolina Independent School Association, Texas Private School Accreditation Commission, or a public school regulated by a school system and state department of education.

Applicants who have not completed at least 30 semester credit hours or 45 quarter credit hours of study at one or more colleges must submit official high school transcripts or official transcripts of GED test scores. The Admissions Office staff should receive these documents before a file can be processed. On occasion, a file may be processed with a hold on the record if transcripts from the last institution attended have been received. High school seniors must submit transcripts showing their high school enrollment when they submit an application for admission to the college. However, high school seniors must submit a second official transcript once they graduate from high school in order to document the actual graduation date.

High school special education diplomas and certificates of attendance are not recognized for admission purposes. Applicants who received high school special education diplomas or certificates of attendance or who graduate from non-accredited high schools must earn the GED credential to gain consideration for admission to the college.

The president of the college may waive this requirement for secondary students participating in dual/joint enrollment programs.

- **Official<sup>2</sup> College Transcripts**

Applicants who attended one or more colleges prior to applying for admission to Athens Technical College may be required to submit official transcripts from each college they attended in the past to the college's Admissions Office. Applicants enrolled at other colleges when they submit applications for admission to Athens Technical College must send official transcripts showing the courses they are taking at that time. These applicants must submit official transcripts again to document the final grades issued for those courses.

Applicants who previously attended out-of-state colleges may be required to provide applicable course descriptions before the executive director of registration and records can evaluate transcripts from those colleges. The executive director of registration and records will not evaluate transcripts for transfer credit until the Admissions Office receives transcripts from all colleges previously attended by the applicant.

- **Placement Test Scores**

Applicants may need to submit placement test scores as part of the admissions process. Prospective students may submit official copies of COMPASS, ASSET, SAT, or ACT scores, provided they took the test within five years of the early application deadline (see Early Application Deadline (p. 23)). Applicants seeking admission to associate degree programs, diploma programs, and technical certificates of credit must have minimum SAT scores of 450 critical reading and 450 math or minimum ACT scores of 16 English, 19 math, and 18 reading.

Applicants who submit scores lower than the minimums stated above or who have not taken the SAT or ACT within five years of the early application deadline must take the COMPASS placement examination or submit official copies of COMPASS or ASSET test scores from another college (see COMPASS Placement Examination).

Applicants who have successfully completed equivalent program-level English and/or mathematics or who have earned an associate degree or higher credential at another postsecondary institution will not be required to submit placement test



scores provided they submit official transcripts at the same time they submit their application for admission. International students who apply to the college must take the placement test in order to determine proficiency in reading and writing.

- **Resident Alien Card**

Applicants who hold green cards or who qualify under refugee or asylee status must submit photocopies of their resident alien cards as part of the admissions application packet. These students must also provide additional documentation as outlined in the section on International Student Admission.

- **Admissions Notification Letter**

Once applicants' files are complete, the Admissions Office staff will process the admission packet and notify applicants in writing of their admission status. New students must bring their letter of acceptance to initial advisement and registration sessions.

- **Financial Aid Application**

Applicants for financial aid must submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) at least four weeks prior to the early admission application deadline of the semester for which they seek admission (see Financial Aid). Applicants who do not submit financial aid applications by the appropriate deadline will be personally responsible for paying tuition and fees at the time of registration. Prospective students receiving financial assistance from the Veterans Administration (VA) are personally responsible for paying tuition and fees at the time of registration.

- **New Student Orientation**

All newly accepted students must complete the New Student Orientation. The orientation introduces new students to college policies and procedures.

- **New Student Registration**

All newly accepted students will receive information from the Office of Admissions on the dates, times, and locations for new student registration. Students must bring their acceptance letter, information sheet, and a printout of the confirmation email that they have successfully completed New Student Orientation in order to meet with an advisor and to complete the registration process.

- **Proof of Residency and Verification of Lawful Presence**

All students applying for in-state college tuition must provide proof of lawful presence in the United States and proof of Georgia residency. All new and returning applicants must submit this documentation. Students should submit documentation of lawful presence and residency as soon as possible so that their tuition rates can be calculated appropriately. Students who are lawfully present in the United States but have not resided in the State of Georgia for at least the past twelve months will be charged tuition at the rate two times the rate paid by Georgia residents. Students who are not lawfully present in the United States shall pay tuition at a rate four times the rate paid by Georgia residents. The following is a reference tool for how to read a current Georgia driver's license in determining residency and lawful presence in the United States.

If Georgia driver's licenses were issued before January 1, 2008:

This shows that applicants are Georgia residents only. Applicants must provide additional documentation to demonstrate that they are legally present in the United States. Examples of additional documentation include: Some examples are:

If Georgia driver's licenses were issued between January 1, 2008 and one year prior to the current date:

This shows that applicants are Georgia residents and are legally present in the United States. No additional documentation is required.

If Georgia driver's licenses were issued less than 12 months from the current date:

This shows that applicants are legally present in the United States, but have not resided in GEORGIA for more than 12 months. Applicants must provide additional documentation showing they have been residents of GEORGIA for more than 12 months. Examples of additional documentation include: Some examples are:

Students who cannot be verified as lawfully present in the United States are not eligible to be considered for in-state tuition regardless of how long they have lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in the Tuition and Fees section of this catalog and student handbook to

warrant in-state classification. Students that are initially classified as out-of-state and successfully petition to have their residency changed to in-state also have to meet the lawful presence verification requirement.

<sup>1</sup> Students who are foreign, out-of-state, or over 62 years of age will be enrolled only on a space available basis and will not displace any students desiring to enroll who is a resident of the state of Georgia. See the *Legal Residency Requirements* in the section on *Financial Aid* for details.

<sup>2</sup> Official means mailed directly from the releasing high school/college to the receiving college or hand-delivered in a sealed envelope from the releasing high school/college to the receiving college.

## Provisional Admission

The Admissions Office staff will admit applicants who do not meet the minimum placement examination requirements for regular program admission on a provisional status. Provisional admission signifies that students must complete learning support coursework in at least one content area (English, mathematics, reading). Provisionally admitted students may enroll in learning support classes and program-specific courses provided they have met course prerequisites. Provisionally accepted student who need learning support classes in two or more disciplines are *required* to take FSSE 1000, preferably during the first semester of enrollment.

The learning support curriculum assists students with developing the basic math, reading, language, and college success skills that are essential for academic achievement. Any students may elect to take learning support courses at their own expense if they need to improve their basic skills. Those students who fail to meet minimum entrance requirements must enroll in prescribed learning support courses. Student must receive a minimum grade of C\* in their learning support courses to progress to the next course and to gain regular program admission. A grade of C\* provides evidence that students have the basic English, reading, and/or math skills needed to succeed in their programs of study.

## Special Admission

Occasionally, individuals may wish to enroll in courses for personal, consumer, or occupational purposes without receiving a certificate, diploma, or associate degree. Special admission students must complete the formal admission process as described in General Admission Requirements. Students may apply only 25 hours of coursework taken as special admission students toward the graduation requirements of associate degree, diploma, or certificate programs. Special admission students who later decide to pursue a credential must retake all courses completed after the 25-hour limit.

The Admissions Office staff also admits applicants as special admission students if they complete the formal admission process as described in General Admission Requirements but do not declare a program of study on their applications. Special admission students do not qualify for financial aid.

## Admission Processes for Selective Admission Programs

Because admission to Health Information Technology and programs in the Division of Life Sciences is competitive, applicants seeking admission to those programs must satisfy additional criteria not included in the section on General Admission Requirements. Applicants must submit all required documentation prior to the application deadlines listed in the Selective Admission Programs Application Deadlines section in order to receive consideration for admission. Applicants to selective admission health programs can access the specific admission requirements for their chosen program in the Curriculum section of this catalog and student handbook. The following programs utilize selective admission processes to admit students:

- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Health Information Technology
- Medical Assisting
- Nurse Aide
- Nursing (RN)
- Nursing Accelerated Option

- Paramedic Technology
- Phlebotomy Technician
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Surgical Technology
- Veterinary Technology

Student attempting to enter selective admission programs must also submit an Intent to Enroll form. Applicants interested in the programs offered in the Division of Allied Health and Life Sciences are encouraged to attend one of the monthly information sessions held on the Athens Campus.

Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission to a selective admission program. Furthermore, only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to a selective admission program.

The Admission Office staff admits competitive admission program applicants to the college without admitting them to their desired program of study. Enrollment in the college (but not in the program) allows students to complete any learning support classes and required general core and health core courses prior to admission to specific health-related programs of study. This process does not guarantee that students will gain admission to their program of choice. The Admissions Office staff admits applicants to the college as Health Care Science program students/applicants for competitive associate degree-level programs or Health Care Assistant program students/applicants for competitive diploma-level programs.

## Transfer Credit for Life Sciences Programs

The executive director of registration and records does not automatically award transfer credit for courses specific to Life Sciences programs in Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Surgical Technology, and Veterinary Technology. The executive director of registration and records consults with faculty from those programs to determine transfer credit based on course competencies and date of completion (typically within two to five years). Applicants transferring to Athens Technical College from other colleges should review the section on Credit by Transfer in the Academic Information section of this publication for additional information.

## Transfer Student Admission

Athens Technical College will honor any current academic sanctions imposed on applicants by the colleges they last attended. The Admissions Office staff classifies transferring applicants as being in good academic standing if their last college did not impose any academic sanctions. The Admissions Office staff classifies transferring applicants as being on probation if their last college placed them on probation, or if their grade point average (GPA) is below a 2.0. Students on academic dismissal at their previous college must meet the requirements for re-entry to that college before they are eligible for admission to Athens Technical College. Once those requirements are met, the Admissions Office staff will admit these applicants on a probationary basis.

Applicants admitted on a probationary basis must attain a minimum 2.0 grade point average during their first semester of enrollment at Athens Technical College in order to remove themselves from probation. Otherwise, they will be dismissed from the college (see Academic Probation (p. 47) and Academic Dismissal). Students admitted to the college on a probationary basis should complete COLL 0099 – *College Success Skills* during their first semester of enrollment.

## Transient Student Admission

Students enrolled at other colleges and universities may occasionally wish to take one or more courses at Athens Technical College and transfer the credit to their home institutions. Transient admission is for one semester only; transient students must submit transient letters from their home colleges each semester they plan to enroll in courses at Athens Technical College. Students who have been academically dismissed from their home institutions are ineligible for transient student status at Athens Technical College. The Admissions Office staff will award transient status to applicants who complete the following steps:

- Obtain letters of transient approval from their home institutions that indicate their academic standing and the courses approved for enrollment. Otherwise, applicants seeking transient student status at Athens Technical College must provide official transcripts from their home institutions.
- Complete and submit the Athens Technical College application for admission and the nonrefundable \$20 application fee. Students applying for transient status for a second or subsequent time will only pay a \$10 readmission fee.
- Submit financial aid transient letters from the home colleges to the Financial Aid Office at Athens Technical College (if applicable).
- Complete and submit transient course request forms to the Admissions Office to receive clearance for registration.
- Obtain approval to take online classes, if applicable (see Advisement for Online Classes).
- Register online for the approved courses during the scheduled transient student registration period (see the Online Registration Procedures in the Returning Student Registration section for directions on completing the online registration process).
- Pay tuition and fees either online or to the cashier by the payment deadline.

The Financial Aid staff automatically covers tuition and fees of transient students who submit HOPE transient letters to the Athens Technical College Financial Aid Office prior to the day transient students register for classes.

After completing courses, transient students must pay the \$5 transcript fee in order to have official transcripts sent to their home institutions. They must submit completed and signed transcript request forms and the payment receipts to the Office of Registration and Records. The executive director of registration and records will process transcript request forms and mail official transcripts to transient students' home institutions after all instructors submit all grades for all students for that term.

Athens Technical College does not guarantee enrollment to transient students. Transient students may enroll in classes if space is available. If a home institution does not provide a transient letter which specifies the courses transient students are to take while enrolled at Athens Technical College, the transient students must provide a current transcript from their home institution to demonstrate that they have met the course prerequisites as established by the faculty of Athens Technical College. Transient students are not eligible to register for courses for which they have not met the prerequisite requirements. They must also satisfy corequisite requirements as specified in the Course Description section of this publication.

## College Enrollment Opportunities for High School Students

Athens Technical College provides high school students with a number of different options to earn college credit while still in high school. The following chart provides information on the different opportunities available through the college

Dual Enrollment Area	ACCEL	Dual Enrollment-HOPE	Move On When Ready	Articulation	Joint Enrollment
Who is eligible to take dual enrollment courses	Eligible student in grades 11-12 seeking a high school diploma from an eligible Georgia high school	Eligible student in grades 11-12 seeking a high school diploma from an eligible Georgia high school	Any high school junior or senior who is enrolled full-time and meets all eligibility requirements	Any 9-12 grade students at schools with articulated agreements	Not a dual program
Is college admission required to participate?	Dual enrollment students must apply and be accepted at an eligible postsecondary institution	Dual enrollment students must meet the dual enrollment guidelines and the postsecondary institution requirements	Students must meet all Move on When Ready requirements of the law, Georgia Department of Education, and the eligible postsecondary institution	No	Yes

Part time or full time student status required?	Full-time or part-time	Full-time or part-time	Must be full-time with a minimum of 12 semester hours per semester	Part-time based on agreed upon courses	Part-time
What courses are available?	Approved academic courses on the ACCEL course list	Approved courses on the dual enrollment directory	Approved academic, career, technical, fine arts, and elective courses	Any courses that have articulated agreements	Any courses the college offers
Which campus does the student attend for the dual enrollment course?	At or through the high school or college where the student is dually enrolled	At or through the high school or college where the student is dually enrolled	At or through the college where the student is dually enrolled	High school campus	College
What credit will be earned?	Students simultaneously earn credit toward their high school diploma and college credit toward a certificate, diploma, or associate degree	Students simultaneously earn credit toward their high school diploma and college credit toward a certificate or diploma	Students simultaneously earn credit toward their high school diploma and college credit toward a certificate, diploma, or associate degree	High school-college is based on the conditions of the local written agreement	College only
Who pays for the dual enrollment courses?	The Georgia Student Finance Commission will coordinate payment to the eligible postsecondary institution using state-approved funding	The Georgia Student Finance Commission will coordinate payment to the eligible postsecondary institution using state-approved funding	The Georgia Department of Education will coordinate payment to the eligible postsecondary institution using the system's FTE funding	No cost	Hope Grant or Scholarship/Student
Does the local school system lose local funding for these dual enrolled students?	No	No	Yes, the system will not receive FTE funding for the student, but will receive \$200 annually per student for administrative costs	No	No
Will dual enrollment courses count against the Hope Scholarship hours?	No	No	No	No	Yes

## ACCEL Program Admission

The ACCEL program is a state-funded dual enrollment program administered by the Georgia Student Finance Commission (GSFC). This program provides eligible juniors and seniors enrolled at public or private eligible high schools in Georgia the opportunity to earn college degree-level credit as they meet their high school graduation requirements.

To be eligible for ACCEL funds, high school students must enroll in associate degree-level courses approved by the Georgia Department of Education in the areas of the core graduation requirements for college preparatory students (English, mathematics, social studies, and science). The list of eligible courses is available at [www.GAcollge411.org](http://www.GAcollge411.org). Georgia residency and U.S. citizenship requirements for HOPE program eligibility apply to ACCEL award eligibility. The director of admissions or designee will determine the residency and citizenship eligibility of ACCEL participants. ACCEL applicants must also be in compliance with Selective Service registration requirements.

ACCEL applicants must complete the following steps in order to participate in this program:

- Adhere to the ACCEL guidelines as developed by the Georgia Student Finance Commission.
- Choose courses approved by the Georgia Department of Education (as listed at [www.GAcollge411.org](http://www.GAcollge411.org)).
- Be at least 16 years old and classified as either a junior or senior pursuing a diploma from an eligible public or private high school in Georgia.
- Submit a letter of recommendation from one of their high school counselors.
- Review the ACCEL Enrollment Agreement to Participate and submit a completed ACCEL Enrollment Acknowledgment form with signatures of applicants, their parents/guardians, and their high school counselor.
- Complete, sign, and submit an application for admission.
- Submit official COMPASS, ASSET, SAT, or ACT test scores.

Applicants must gain regular admission status for associate degree-level coursework to participate in the ACCEL program. Applicants whose test scores place them in learning support coursework are not eligible for ACCEL. After gaining admission to Athens Technical College, high school students must complete the New Student Orientation. ACCEL students must complete the orientation before they will be eligible to register for their first semester at the college.

The ACCEL program pays for tuition for eligible students, but no longer pays for fees or books. Degree-level college credits attempted by ACCEL students while in high school will not be included in the quarter or semester hours used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of the HOPE Scholarship, HOPE Grant, and ACCEL programs provided the students met the academic requirements to be a HOPE Scholar when they graduated from high school and were, therefore, eligible to receive the HOPE Scholarship as entering first-year students. Furthermore, the attempted hours will not be included in the hours used to determine the maximum hours for which they can receive HOPE benefits if ACCEL students did not meet the requirements to be a HOPE Scholar when they graduated from high school and were, therefore, ineligible to receive the HOPE Scholarship as entering first-year students (see ACCEL Guidelines on the [www.gacollge411.org](http://www.gacollge411.org) website).

Transportation and other expenses are the responsibility of the students. Students are responsible for items that are not covered by the ACCEL program, including all fees, books, supplies, and equipment. It is mandatory that students purchase the books, supplies, and equipment required by the college instructor.

The ACCEL Program Application for Financial Aid must be completed online and renewed each semester high school students wish to enroll in ACCEL courses at Athens Technical College. The application is available online at [www.gacollge411.org](http://www.gacollge411.org). Select Applications and Transcripts and then ACCEL Program in the right-hand column. The application has three parts:

- Part 1 to be completed by the student and the parent or guardian (Financial aid staff uses this section to check general information and basic requirements for ACCEL and state financial aid).
- Part 2 to be completed by the student's high school counselor (This section is used to confirm that the student will be given high school credit for specific postsecondary courses).
- Part 3 to be completed by the financial aid staff at the college (The staff uses this section to confirm that the student is enrolled in the courses approved by the high school in Part 2).

Students must list all courses that they plan to enroll in for that particular semester. If any part of the online application is incomplete, wrong, or invalid, the financial aid staff will reject the application. Once an application is rejected, students must complete and submit the application again.

## **Dual Enrollment-HOPE Admission**

The Dual Enrollment-HOPE program offers additional educational opportunities for motivated high school students to earn technical college credit as they meet their high school graduation requirements. High school students enrolling in this program are eligible to take required, non-general education courses within technical certificate or diploma programs. Georgia residency and U.S. citizenship requirements for HOPE program eligibility apply to Dual Enrollment-HOPE participants. Applicants must be in compliance with Selective Services registration requirements as well.

Dual Enrollment-HOPE applicants must complete the following steps in order to participate in this program:

- Be at least 16 years of age and have successfully completed the ninth grade.
- Submit official high school transcripts indicating a minimum high school grade point average of 2.0 on a 4.0 scale.
- Submit a letter of recommendation from one of their high school counselors.
- Review the Dual Enrollment Agreement to Participate and submit a completed Dual Enrollment Acknowledgement Form with signatures of applicants, their parents/guardians, and high school counselor.
- Complete, sign, and submit the college's application for admission.
- Submit official COMPASS, ASSET, SAT, or ACT test scores.

Some technical certificate and diploma programs of study require students to be over the age of 18 to enroll in coursework associated with those programs. See the Curriculum section of this publication for specific age requirements. Applicants for the Dual Enrollment-HOPE program must gain regular admission status to participate. Applicants whose test scores place them in learning support coursework are not eligible to participate in this program.

After gaining admission to Athens Technical College, Dual Enrollment-HOPE students must complete the New Student Orientation. Dual Enrollment-HOPE students must complete the orientation before they will be eligible to register for their first semester at the college.

The credit hours attempted by Dual Enrollment-HOPE students while in high school are not used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of the HOPE Grant and the HOPE Scholarship programs.

Transportation and other expenses are the responsibility of the student. Students are responsible for items that are not covered by the Dual Enrollment-HOPE Grant, including all tuition not covered by the HOPE Grant, books, supplies, and equipment. It is mandatory that students purchase the books, supplies, and equipment required by the college instructor. Students will also be responsible for paying the tuition and other expenses for courses that are not required in their program of study.

Dual enrollment students must complete the Free Application for Federal Student Aid (FAFSA) in order to receive financial aid through the Dual Enrollment-HOPE Grant program. This application must be completed and renewed each academic year. (The FAFSA year at Athens Technical College begins with fall semester and continues through spring semester.) The application is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

When completing the financial aid application, students will be required to provide student and parental information, including income tax information. The FAFSA is used to check general information and basic eligibility requirements for the Dual Enrollment-HOPE Grant program. If the FAFSA is incomplete, the college's financial aid staff will automatically send students a letter or email requesting the required information or documentation.

## **Joint Enrollment Admission**

Joint enrollment provides high school students the opportunity to take courses at public or private postsecondary institutions in Georgia while they are still enrolled at their high schools. They receive credit at the postsecondary institutions when they successfully complete coursework. Joint enrollment students do not earn credit to satisfy their high school graduation requirements. High school students wanting to enroll jointly at Athens Technical College must be at least 16 years old, have a minimum high school grade point average of 2.0, and submit the necessary documentation listed in the General Admission Requirements section of this publication.

Joint enrollment applicants must gain regular admission status to enroll at the college. High school students whose test scores place them in learning support coursework are not eligible to enroll jointly at the college. After gaining admission to Athens Technical College, joint enrollment students must complete the New Student Orientation. Joint enrollment students must complete the orientation before they will be eligible to register for their first semester at the college.



The Georgia Student Finance Commission provides funding through the HOPE grant program for joint enrollment students who only take technical certificate or diploma-level courses at postsecondary institutions. Joint enrollment students are ineligible to receive financial assistance through the HOPE scholarship program. The credit hours attempted by joint enrollment students while in high school are used to determine the maximum hours for which the students can receive HOPE benefits.

### Home-Schooling Admission

Students completing secondary programs of study that are not approved by the U.S. Department of Education or a recognized accreditation agency accepted by the Technical College System of Georgia may gain consideration for admission to Athens Technical College. Students completing secondary programs of study that are not approved by the U.S. Department of Education or a recognized accreditation agency accepted by the Technical College System of Georgia may gain consideration for the admission to Athens Technical College provided they obtain a GED or submit the following:

- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of the intent to home school their child.
- Submit a copy of the Declaration of Intent to Home-School from the Georgia Department of Education.
- Documentation verifying that the parent or legal guardian submitted the required attendance reports to the local superintendent's office on a monthly basis as required by O.C.G.A. §20-2-690.
- Annual progress reports or final transcripts from the applicant's junior and senior years (final progress report should include the applicant's graduation date).
- Appropriate placement test scores required of applicants' programs of study (test scores must be less than five years old on the early application deadline date for the semester in which applicants seek admission to the college – see Early Application Deadlines (p. 23)).
- Completed admission application with the nonrefundable application fee of \$20.

### International Student Admission

Athens Technical College has been approved by the Department of Homeland Security (DHS) and Student and Exchange Visitor Program (SEVP) School Certification Branch (SCB) to issue I-20 forms to students from foreign countries who wish to enroll at Athens Technical College. Individuals are considered international applicants to the college if they are citizens or permanent residents of a country other than the United States. Students who will need F or M student visas are required to apply under the international student admission requirements listed below. They must submit all items to the attention of the college's International Student Office. For more details on these admission requirements, applicants can visit the International Students section of the college's website. Applicants with other immigration statuses will need to apply under general admission through the Admissions Office, but are welcome to contact the International Student office for assistance. To gain consideration for admission, applicants who will be seeking a student visa must:

- Submit the college's application for admission and the \$20 nonrefundable application fee payable with U.S. currency, a credit card, money order, or check issued by a bank in the United States.
- Submit placement exam scores (COMPASS, ASSET, SAT, or ACT) that are less than five years old on the early application deadline date for the semester in which applicants seek admission to the college (see Early Application Deadlines (p. 23)).
- Provide official transcripts from high school (or GED) and all colleges attended by the application deadline. All foreign transcripts must be translated and evaluated by an approved credential evaluation service.
- Provide documentation verifying a minimum of \$17,403 USD is available to finance the first year of education and cost-of-living expenses. Applicants or their sponsors are required to submit this documentation.
- Submit a photocopy of the passport page that shows the full name of the applicant. (The full name as listed in the passport must match the full name listed on the admissions application and other documentation required to gain admission to the college as an International Student.)

International students transferring to Athens Technical College from other colleges in the United States must notify the DSOs at the transfer-out colleges of the need to transfer the SEVIS records. Applicants transferring from another U.S. postsecondary institution will need to submit a completed Athens Technical College Transfer Clearance Form and provide a copy of their current I-20 form, I-94 form, and current visa

International applicants must use one of these college-approved credential evaluation service providers: Josef Silny and Associates, World Education Services Inc., Educational Credential Evaluators Inc., or American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services. Addresses, applications, and information on the companies approved to provide evaluation services of foreign transcripts are available in the Admissions Office. Applicants must pay the costs of having their credentials evaluated. At a minimum, applicants must have the equivalent of a high school diploma.

Technical College System of Georgia policy specifies that non-citizens cannot receive in-state or out-of-state tuition. In accordance with the Federal Title IV definition, non-citizen applicants are eligible for in-state and out-of-state tuition if they are a United States permanent resident with a permanent resident card (I-551), a conditional permanent resident (I-551-C), or the holder of an arrival/departure record (I-94) from the United States Department of Homeland Security. The I-94 must include one of the following designations:

- Refugee
- Asylum granted
- Parolee (I-94 confirms paroled for a minimum of one year and that the status has not expired)
- Victim of human trafficking
- T-Visa holder (T-1, T-2, T-3, etc.)
- 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.

After applicants submit this documentation, the Admissions Office will evaluate their application materials if space is available in programs. The college will assess tuition and fees at a rate that is four times the rate assessed for Georgia residents.

Athens Technical College welcomes students from around the world and values the diversity that international students can bring to the campus. The International Students webpage provides an International Student Admission Guide. This document includes procedures designed to help all international students remain in compliance with U.S. immigration laws and regulations. The following forms are available to international applicants on the International Students webpage:

- *Initial F-1 Coming from Outside the United States*
  - International Student Admissions Guide
  - F1/M1 International Student Admissions Checklist
  - Affidavit of Support
  - Application for Admission – Mail to the International Student Office, Athens Technical College, 800 US Hwy 29 N, Athens, GA 30601 after completion. Follow the Admission Requirements listed in the Admissions Guide.
- *F-1 Students Transferring From a School in the United States*
  - International Student Admissions Guide
  - F1/M1 International Student Admissions Checklist
  - Transfer Clearance
  - Affidavit of Support
  - Application for Admission – Mail to the International Student Office, Athens Technical College, 800 US Hwy 29 N, Athens, GA 30601 after completion. Follow the Admission Requirements listed in the Admissions Guide.
- *Student Responsibilities*
  - F1/M1 International Student Agreement of Responsibilities
  - Change of Address Request

## Change of Major

Students who plan to change majors must complete the Readmission Request/Program Change Form available from the Admissions Office. Students must also pay a \$10 processing fee to the cashier each time they submit program change forms to the Admissions Office. The college will waive the \$10 processing fee for students who gain admission to a selective admission program or who change from the diploma level to the associate degree level (or vice versa) in the same program content area.

Because admission to the health-related programs is selective, students wanting to change to a health major must satisfy additional criteria not included in the General Admission Requirements section of this publication and be selected for admission to the program (see Admission Processes for Selective Admission Programs). Students must obtain signatures of a staff member in the Financial Aid Office and a staff member in the Admissions Office before submitting program change forms to the Admissions Office. For program changes to become effective for the following semester, students must submit the completed forms to the Admissions Office by the dates indicated on the Academic Calendar (see Academic Calendar).

An Admissions counselor must review students' placement test scores each time they change majors or move from diploma level to associate degree level coursework. If scores are below the threshold needed for admission to the desired new programs of study, the Admissions Office may require students to retake the COMPASS placement examination. Furthermore, students who do not achieve the minimum test scores needed for regular admission to their new programs must complete any prescribed learning support courses (see COMPASS Placement Examination).

## Readmission

Students who do not enroll in classes for two consecutive semesters must apply for readmission to the college and pay a \$10 readmission fee. Students who are involuntarily withdrawn from the college because of academic or disciplinary reasons must also apply for readmission to the college (see Academic Dismissal section). The readmission fee is waived for students who are involuntarily withdrawn from the college.

Students seeking readmission must submit a Readmission Request form, which is available from the Admissions Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, and the Director's Office at the Greene County Campus. Students who have attended other colleges since they last attended Athens Technical College must submit transcripts from those colleges as part of the readmission process.

Applicants for readmission should return the completed readmission form to the Admissions Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, or the Director's Office on the Walton County Campus, or the Director's Office at the Greene County Campus by the early application deadline for the semester applicants are seeking readmission (see Early Application Deadlines). The college will notify students in writing of their admission status and registration dates.

## Re-entry into Selective Admission Programs of Study

Students who fail to progress in a selective admission program may request re-entry to that program, although re-entry cannot be guaranteed. Reasons for failure to progress may include, but are not limited to, withdrawal from a program course, academic course failure, clinical course failure, or documented deficiencies in clinical performance. Students seeking re-entry must be aware that they can only retake the class(es) they failed during the semester the course or courses are offered and make their re-entry plans accordingly. Furthermore, students may only re-enter the program one time for a total of two attempts to complete a program successfully. In order to be considered for re-entry, students must have a minimum overall grade point average (GPA) of 2.0, be in good academic standing at the college, and meet all other requirements for re-entry as specified by the Office of Admissions. Students may also be required to meet conditions of a program-specific, individually developed learning action plan in order to re-enter.

All requests for re-entry are granted on a space available basis, which is based on the allowable student-to-faculty ratio determined for effective classroom or laboratory teaching, availability of appropriate clinical sites, employment rates in field, and other factors. Students seeking to re-enter programs may be required to demonstrate that they have retained the foundational knowledge necessary for academic success and patient safety by completing both written and practical exams on coursework previously completed. If the need to re-enter is based on previous withdrawal for medical reasons, applicants must submit documentation from a physician providing clearance to resume all aspects of the program, including clinical education.

Students who request re-entry into selective admission programs must abide by the policies and procedures in place at the time re-entry is sought, not those that were in place at the time of first admission. Students are hereby notified that individual selective admission programs may have additional requirements for re-entry, all of which are published in addenda to the catalog and student handbook and available from the respective program chairs.

## COMPASS Placement Examination

Applicants may need to submit placement test scores as part of the admissions process. Prospective students may submit official copies of COMPASS, ASSET, SAT, or ACT scores, provided they took the test within five years of the early application deadline (see Early Application Deadline). Applicants may exempt the COMPASS examination by providing official transcripts denoting the successful completion of program-level English and math courses from another postsecondary institution.

Applicants seeking admission to associate degree programs, diploma programs, and technical certificates of credit must have minimum SAT scores of 450 critical reading and 450 math or minimum ACT scores of 16 English, 19 math, and 18 reading. Applicants who submit scores lower than the minimums stated above or who have not taken the SAT or ACT within five years of the early application deadline must take the COMPASS placement examination or submit official copies of COMPASS or ASSET test scores from another college. In certain instances, the Admissions Office may admit applicants who do not achieve the minimum entrance exam scores needed for regular program admission as either provisional or learning support students if all other requirements are met (see Provisional and Learning Support Admission). Specific COMPASS and ASSET scores for each program of study are available on the college's website.

The COMPASS examination is a computer-based, untimed placement test developed by ACT to identify the basic skill levels of students as they enter college. This information is important when selecting an appropriate area of study. The results also provide an indication of the likelihood of success in specific college-level courses. COMPASS measures applicants' performance in reading, writing, pre-algebra, and algebra.

COMPASS is administered throughout each semester. Upon receipt of admission applications, Athens Technical College will send applicants information detailing specific instructions on how to schedule their placement exam. It is the responsibility of applicants to attend and complete the exam during their scheduled exam date.

On the day of testing, applicants will need to present photo identification to enter the testing session. Applicants are required to arrive on time for testing; they may not be allowed to enter a test session once testing has begun.

Athens Technical College offers testing preparation workshops to students at its campuses in Athens, Elbert County, Greene County, and Walton County on a routine basis. Information on the availability of workshops is posted at each campus. A variety of test preparation materials are available through the Testing Services link on the college's website.

Applicants who commit acts of academic dishonesty while completing the placement exam will be charged with violating the college's Academic Honesty Policy (see Academic Honesty Policy).

## COMPASS Retesting Policy

Students who are admitted to the college under the Provisional Admission status are eligible to retest once in each content area after a minimum of 30 days from their original test date. In order to retest, students will need to:

- Complete the Compass Retest Registration form. The form can be located at the Student Support Services Testing Center on the Athens Campus or via the testing services link on the college's website.
- Pay a retesting fee. The fee for testing is \$15 per content area. Payment may also be submitted via phone by contacting the cashier at the Athens Campus. The telephone number is (706)355-5121.
- The completed registration form and payment must be received by the appropriate testing site no later than a minimum of 24 hours prior to the desired testing date.

Students admitted to the college under the Provisional Admission status who do not meet regular admission status after retaking the COMPASS examination will be placed in the appropriate learning support courses that correspond to their highest placement test scores for each content area.

Students who retake the placement examination and score in the adult education range in any content area will be referred to the adult education centers in their counties of residence for remediation in the appropriate content area(s). Students may retest again upon completion of remediation; however, they must wait a minimum of 30 days from their previous test date before retesting. Students who score in the adult education range upon retest must:

- Complete a minimum of 40 hours of classroom preparation in the specified content area(s) through their local Adult Education program.
- Acquire a minimum of eighth grade level score on the Complete Test of Adult Basic Education (TABE) level D in the specified content areas. Instructors at the local Adult Education program administer this test.

- Receive a testing report form from the Adult Education program documenting the results. This form is required for submission to subsequent retest session.

*High School Students:* Currently enrolled high school students who are applying for programs and courses offered through the ACCEL, Dual Enrollment-HOPE, or Joint Enrollment programs must score in the dual enrollment admission range in all basic skills areas in order to gain admission to Athens Technical College. Applicants who score below the dual enrollment admission range must improve their scores in all areas of weakness before they can be considered for admission while in high school. Currently enrolled high school students who do not score in the dual enrollment admission range on all basic skills areas on their original placement test will be allowed to retest in the identified area(s) of weakness as long as it has been a minimum of 30 days since they originally took the placement examination. Students are encouraged to engage in self-study prior to retest to improve their chances of success.

High school students who fail to achieve the minimum scores in all required areas after the first retest may be eligible to retest provided the following requirements are met:

- It has been a minimum of 30 days since the last retest.
- Students did not score in the Adult Education range in two or more areas.
- Students have successfully completed all high school coursework for the semester during which the last retest was given. Successful completion is defined as earning a minimum grade of C in all courses attempted that school term. The high school will need to provide official notification to the College verifying the student's successful performance for the semester in which the last retest was administered.

Upon meeting these requirements, high school students will be eligible to retest a subsequent time each semester as long as they remain eligible for Dual Enrollment or ACCEL admission to the College. Students should only register for retesting in the content areas that do not fall within the dual enrollment admission range for the program they are seeking to complete.

High school seniors who are not applying for dual enrollment status will be permitted to retest after 30 days have passed since their original test date.

## Selective Admission Examinations

Applicants to certain selective admission programs in health-related fields of study must take the National League for Nursing (NLN) pre-admission examination, the SAT, or the Health Occupations Basic Entrance Test (HOBET-V) to be considered for admission to their desired program of study. Tests must have been administered within five years of the application deadline for the specific program of study to which applicants are seeking admission. Applicants who commit acts of academic dishonesty while taking the selective admissions examination will be charged with violating the college's Academic Honesty Policy (see Academic Honesty Policy).

Applicants to the Nursing program must take the NLN Pre-admission RN Examination to receive consideration for admission to that program. Applicants to the Medical Assisting and Practical Nursing programs must take the NLN Pre-admission PN Examination to receive consideration for admission to those programs. The NLN pre-admission examination assesses what applicants have learned to date. The test has three sections, all consisting of multiple-choice questions:

- Verbal skills/reading comprehension – assesses word knowledge through sentence completion and reading comprehension and assesses the ability to draw conclusions, make inferences, and apply information to new situations
- Mathematics – assesses arithmetic (integers, fractions, decimals, and percentages) and basic algebraic and geometric skills
- Science – assesses knowledge of biology, human anatomy and physiology, chemistry, physics, earth science, and health

Applicants to Medical Assisting, Nursing, and Practical Nursing are encouraged to take the NLN pre-admission examination after they successfully complete coursework in anatomy and physiology (ALHS 1011 at the diploma level or BIOL 2113/BIOL 2113L and BIOL 2114/BIOL 2114L at the associate degree level), English (ENGL 1010 at the diploma level or ENGL 1101 at the associate degree level), mathematics (MATH 1012 at the diploma level or MATH 1100, MATH 1101, MATH 1111, or MATH 1127 at the associate degree level), and other general core/education course requirements. Completing these courses prior to taking the NLN preadmission examination better prepares students for the content covered on the examination and may aid them in improving their test scores. Students may not register for the NLN exam until any necessary learning support classes are complete.

National League for Nursing policy recommends that test administrators not allow applicants to retake the NLN pre-admission examination any sooner than six months from the previous test date. Websites and other resources to prepare for the NLN pre-admission examination are on the college website.

To register for the NLN exam, students must complete the following steps:

- Obtain a NLN registration form from the Testing Services Office on the Athens Campus or on the college website.
- Select the desired testing date and confirm the required registration deadline.
- Complete the required registration form.
- Submit the non-refundable \$95 payment to the cashier at the Athens Campus or via phone at 706-355-5121.
- Submit Copies of the completed registration form and proof of payment to the Testing Services Office located in H-749 on or before the published deadline

Applicants must show a photo identification to gain entrance to the testing session. Additional information about the NLN pre-admission examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu). Exam preparation information is available at the Testing Services Office located on the Athens Campus in Room H-749 or on the college website.

Applicants to the Radiography and Veterinary Technology program must submit current SAT scores to be considered for admission to those programs. The SAT is primarily a multiple-choice test that measures developed critical reading/verbal and mathematical reasoning abilities related to successful performance in college. The SAT provides a standardized measure designed to supplement the secondary school record and other information about students in assessing their readiness for college-level work.

Educational Testing Services recommends that testing administrators allow applicants to competitive health programs to retake the institutionally administered SAT no sooner than six months from the previous test date. (Applicants cannot use scores earned on the institutionally administered version of the SAT to seek admission to other colleges). Restrictions on the frequency with which applicants can take the nationally administered SAT do not exist. Applicants interested in taking the nationally administered SAT exam can obtain additional information and suggested resources to prepare for the examination from the SAT website at [www.collegeboard.org](http://www.collegeboard.org). Applicants must register in advance with the Testing Services Office on the Athens Campus in order to take the SAT. To register for the Institutional SAT exam, students must complete the following steps:

- Obtain a SAT registration form from the Testing Services Office on the Athens Campus or on the college website.
- Select the desired testing date and confirm the required registration deadline.
- Complete the required registration form.
- Submit the non-refundable \$60 payment to the cashier at the Athens Campus or via phone at 706-355-5121.
- Submit copies of the completed registration form and proof of payment to the Testing Services Office located in Room H-749 on or before the published deadline.

Applicants must show or other photo identification to gain entrance to the testing session. Additional information about the SAT examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu).

Applicants to the Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Health Information Technology, Phlebotomy Technician, Physical Therapist Assistant, and Surgical Technology programs must take the HOBET-V examination. This examination is a 209-minute, 170-item assessment consisting of questions in reading, mathematics, science, and English and language usage.

To register for the Institutional HOBET exam, students must complete the following steps:

- Obtain a HOBET registration form from the Testing Services Office on the Athens Campus or on the college website.
- Select the desired testing date and confirm the required registration deadline.
- Complete the required registration form.
- Submit the non-refundable \$95 payment to the cashier at the Athens Campus or via phone at 706-355-5121.
- Submit copies of the completed registration form and proof of payment to the Testing Services Office located in Room H-749 on or before the published deadline.

Applicants must show photo identification to gain entrance to the testing session. Additional information about the HOBET V examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu).

## ADVISEMENT AND REGISTRATION

### Academic Advisement

Advisement at Athens Technical College focuses on meeting the college's mission of providing educational programs and services that foster lifelong learning, facilitate workplace success, and promote economic development. Thus, advising assists students with educational and career planning, as well as the personal development needed to reach their career goals.

Academic advisement allows faculty advisors and students to work together to develop educational plans that support meaningful and realistic career goals. The role of advisors is to assist and mentor, but students are ultimately responsible for developing and implementing their goals and plans. Athens Technical College established the following outcomes of advising:

- To assist students in identifying and evaluating their interests, abilities, and short- and long-term goals.
- To guide students in formulating plans to pursue those goals and to assess their progress toward those goals.
- To provide information to students about college policies, procedures, resources, and programs related to their personal and educational goals and needs.
- To enable students to use technology and other college resources to monitor their own progress, to reconsider or modify their goals if appropriate, and to initiate and complete college processes such as registration
- To assist students in developing self-understanding, self-acceptance, decision-making skills, and other personal development skills needed for educational planning, career development, and productive participation in the economy of Georgia

Faculty advisors schedule office hours and consult with students each semester to plan appropriate class schedules. In addition, the college holds advising days each semester so that students can meet with their faculty advisors during convenient hours. Academic advisors are also available in the Advisement Center to assist students with advisement issues. Students may schedule appointments with the academic advisors in the Advisement Center by calling (706) 357-0003 or by sending an email to [advisement@athenstech.edu](mailto:advisement@athenstech.edu).

### General Registration Information

Students should check [www.athenstech.edu](http://www.athenstech.edu) for announcements regarding registration dates. Registration for returning students normally begins during the week after midterm each semester. Because Athens Technical College has multiple campuses, different section numbers are used to identify where the college offers classes each semester. Students may search for classes by campus when registering for classes each semester. The following section numbers identify specific class locations:

<b>Sections</b>	<b>Campus</b>
1 through 29	Athens
30 through 39	Elbert County
40 through 49	Walton County
50 through 59	Greene County
60 through 69	Virtual/Online Courses
70 through 79	Sections with restricted enrollment offered at high schools or other off-campus locations
80 through 89	Hybrid Courses
90 and above	Web Enhanced Courses

*Eligibility* — New students with an official letter of acceptance to the college and returning students may register for classes.

*Drop/Add* — Students may add classes to their schedules via their BannerWeb account during the first three days of each semester. Students may add classes to their schedule in person at the Registration and Records office on the Athens Campus or at the administration offices on the Elbert, Greene, and Walton Campuses on the fourth and fifth day of each semester. Students are not permitted to add classes to their schedules or switch to other sections of a course after this time. Students may need to



see an advisor to obtain clearance to add a course if an advisor has not approved for them to take the course. Students need to be aware that adding classes may affect their financial aid.

Students may drop classes via their BannerWeb account during the first three days of any semester without academic or financial penalties. Classes dropped during this period will not appear on academic transcripts. Students who are trying to drop their entire schedule of classes (or the only class they are enrolled in for the semester) must contact the Registration and Records Office at [registration@athenstech.edu](mailto:registration@athenstech.edu) for assistance.

Students who drop classes after the third day of the semester will not receive a refund of tuition and fees. Furthermore, they will receive a grade of W, WP, or WF for courses dropped after the third day. This grade will appear on academic transcripts. Students need to be aware that dropping classes may affect their financial aid.

*Student Course Schedule* — Students should review their schedules and their fee assessment forms after each registration activity. These documents serve as proof of course registration should questions arise. Students should print or save copies of the documents as part of their permanent records.

*Student Responsibilities* — Students must become knowledgeable about registration procedures and follow them explicitly. Any deviation from the prescribed procedures may result in registration delays or errors in the schedule. Advisors are available to students for academic advisement and selection of classes, but applicants do not receive approval for academic advisement or registration until the Admissions Office formally accepts them into the college.

*Registration Errors* — Students are responsible for completing the appropriate forms and procedures for registration or changes to registration. In addition, they must verify that their schedules of classes are correct. Registration and Records Office is not responsible for errors resulting from students not following the proper procedures or not verifying their schedules at the time of registration. Students should report any registration problems to [registration@athenstech.edu](mailto:registration@athenstech.edu).

*Required Classes* — If students enrolled in specific programs of study refuse to take appropriate program-related courses, the Admissions Office may reclassify them as special admission students.

*Tuition/Fee Payment Deadline* — Enrollment is not complete until students complete registration and pay tuition and fees. Students must pay tuition, fees, and other charges by the Tuition/Fee Payment deadline as listed on the Academic Calendar (see Academic Calendar). Students who owe money to the college after the Tuition/Fee Payment deadline will be administratively withdrawn from classes before the next term begins. Failure to pay an instructional or technology support fees, supply fees, malpractice insurance, graduation fee, radiation badge fee, fuel surcharges, or any other fee or charge not covered by financial aid and not electronically authorized will result in students being withdrawn from their classes (see Electronic Authorizations in the Financial Aid section). Students who are administratively withdrawn from classes will have to pay a \$45 late fee to re-register for classes during the official Drop/Add period as listed on the Academic Calendar (see Academic Calendar).

## New Student Orientation, Registration, and Advising Day

The Admissions Office sends acceptance letters to all newly accepted students. This letter provides information about completing new student orientation, attending an advisement day, creating student email accounts, and registering for classes for their first semester of planned attendance.

All newly accepted students must complete the New Student Orientation, which is available on the college website. Additional information on ways to complete the orientation is also available at this site. The orientation introduces new students to college policies and procedures.

Students must bring their acceptance letter and a printout of the confirmation email that they have successfully completed New Student Orientation in order to meet with an advisor and to complete the registration process. Students will also be able to purchase textbooks and supplies, pay tuition and fees, secure parking permits, and obtain student identification cards during the Advisement/Registration session.

## Returning Student Registration

Returning students register for classes during the Returning Student Registration Period as listed on the Academic Calendar (see Academic Calendar). Students must meet with their advisors each academic term to discuss program requirements and to develop a schedule of classes and to receive their registration access code. They will then register themselves for classes via the college's online student registration system. Directions on how to use the online student registration system are available on the college website. After registering for classes, students must pay their tuition, fees, and all other charges or they will be removed from classes for non-payment (see Tuition/Fee Payment Deadline).

The college establishes online registration dates based on the number of credit hours accrued by students; students closest to graduating receive scheduling preference. Students who attend an advising session on one of the college's scheduled advising days, usually one week before midterm each semester, will be eligible to register for classes during Early Owl Registration scheduled before returning student registration opens. Special admission students who are taking classes during the current academic term are considered returning students for the subsequent academic term. Returning students who fail to register for classes during the registration period established for returning students must wait until the late registration period to register for classes. The college will assess a \$45 late fee when students register for classes during late registration periods. This fee is not covered by financial aid unless students authorize the college to access Pell funds to do so.

## Transient Student Registration

Transient students are eligible to complete the online registration process during the scheduled transient student registration period each semester or during late registration. The college will assess a \$45 late fee for those who register during late registration. Directions on how to use the online student registration system are available on the college website. A staff member in the Admissions Office clears transient students to register for eligible courses provided they submit the college's Transient Course Request form to the Admissions Office. This form is available on the college website.

Transient students requesting to take an online class must complete the approval process to take online classes (see Advisement for Online Classes). Transient students must pay their tuition and fees online or to the cashier on the day they register for classes unless they have submitted HOPE financial aid transient letters to the Financial Aid Office at Athens Technical College. Financial Aid staff will automatically cover tuition and fee charges of eligible students approved to receive these benefits. Students must pay their tuition, fees, and all other charges not covered by financial aid or they will be removed from classes for non-payment (see Tuition/Fee Payment Deadline). Please note that Athens Technical College does not bill students. Instructions for paying tuition and fees online are available under the Current Students menu on the Athens Technical College homepage.

## No-Show Policy

Instructors will submit the names of students who do not attend any of the class sessions during the first week of the academic term as "No Shows" to the Registration and Records Office. Students taking online courses must log onto the online instructional system within the first five days of the start of the academic term and complete the specified academic assignment as directed by the course instructor. Otherwise, instructors of online courses will report students as No Shows. Students taking self-directed/individualized instruction courses must meet with their instructors during the first five days of the academic term to finalize class schedules. Otherwise, instructors of self-directed learning courses must report those students as No Shows.

The executive director of registration and records will remove No Show students from their classes, and instructors will not allow students to begin attending classes during the second or subsequent weeks of the academic term. The college will refund 100 percent of the tuition and fees students paid for the courses in which instructors reported them as No Shows. Students reported as No Shows in one, but not all, classes will be ineligible for refunds if the credit hours of their remaining classes total 15 hours or more. The Financial Aid Office will not award aid benefits for courses in which instructors report students as No Shows.

This policy does not apply to those students who attend at least one class session; complete the specified assignment in an online class, or meet with instructors of self-directed/individualized instruction courses during the first five days of the academic term, but later stop attending classes. Those students must complete the formal withdrawal process as outlined in *Withdrawing Before the Semester Midpoint* or *Withdrawing After the Semester Midpoint* or risk earning grades of F for the courses.

## Withdrawing Before the Semester Midpoint

Students may withdraw from courses without academic penalty until the midpoint of the semester as published in the Academic Calendar (see Academic Calendar). By withdrawing before the midpoint of the semester, students automatically receive grades of W, which do not affect semester or cumulative grade point averages (see Grading System). Grades of W do affect students' satisfactory academic progress for financial aid purposes (see Satisfactory Academic Progress). Students who stop attending classes without formally withdrawing from courses risk earning final grades of F, which appear on academic transcripts.

Students withdrawing from classes before the midpoint of the semester may complete the withdrawal process through the online student registration system. Directions on how to use the online student registration system to withdraw from classes are available on the college website.

Students will be able to drop all but one class through the online student registration system. To drop the last remaining class, students may email their name, student identification number, and the course registration number (CRN) to [registration@athenstech.edu](mailto:registration@athenstech.edu). They must send this email from their [@student.athenstech.edu](mailto:@student.athenstech.edu) email account. The Registration and Records Office will not process the request if students send the information from any email account other than the [@student.athenstech.edu](mailto:@student.athenstech.edu). Students may also complete the withdrawal process in person at the Registration and Records Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, or the Director's Office at the Greene County Campus. Students should keep copies of their withdrawal forms and emails for their official records.

Students are not eligible for a refund when they withdraw from classes after the third day of the semester. Withdrawing from courses may affect students' satisfactory academic progress and the amount of financial aid they receive for the semester. Furthermore, they may have to repay a portion of the tuition and fees that financial aid cannot cover because of the withdrawal (see *Withdrawing From or Dropping Classes* in the section on Financial Aid).

## Withdrawing After the Semester Midpoint

After the midpoint of the semester, instructors must assign grades of WP — Withdrawal Passing or WF — Withdrawal Failing (see *Grading System*). Grades of WP and WF affect students' satisfactory academic progress for financial aid purposes (see *Satisfactory Academic Progress*). Grades of WF affect students' academic standing. Students who stop attending classes without formally withdrawing from courses risk earning final grades of F. Students may withdraw from classes up to the withdrawal deadline as indicated on the Academic Calendar (see *Academic Calendar*).

The Registration and Records Office will not accept withdrawal forms once final exams begin. Instructors calculate withdrawing students' grades at the point they submit withdrawal forms for instructors to sign, not at the point when students stop attending class. These grades appear on academic transcripts.

Students withdrawing from classes after the midpoint of the semester must complete the following steps:

- Obtain a Withdrawal form from the Registration and Records Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, or the Director's Office at the Greene County Campus.
- Students who are physically unable to come to campus may e-mail their request to withdraw to their instructor. The e-mail must come from the students' [@student.athenstech.edu](mailto:@student.athenstech.edu) e-mail account. The instructor will e-mail the student and copy [registration@athenstech.edu](mailto:registration@athenstech.edu) to assign the WP or WF.
- Complete the form and secure signatures of instructors. Instructors will assign grades of WP if students are passing at the time of withdrawal or grades of WF if students are failing at the time of withdrawal. Grades of WF are calculated in semester grade point average as grades of F.
- Secure the signature of a financial aid counselor. Withdrawing from courses may affect students' satisfactory academic progress and the amount of financial aid they receive for the semester. Furthermore, they may have to repay a portion of the tuition and fees that financial aid cannot cover because of the withdrawal (see *Withdrawing From or Dropping Classes* in the section on Financial Aid).
- Sign and submit completed forms to the Office of Registration and Records on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, or the Director's Office at the Greene County Campus. Withdrawal forms without instructor-assigned grades or signatures will not be processed.
- Keep copies of the forms to document the withdrawal

## Withdrawing from Online Courses

Students who are taking online classes may withdraw from classes through the online student registration system through the midpoint of the semester as indicated on the Academic Calendar (see *Academic Calendar*). Directions on how to use the online student registration system to withdraw from classes are available on the college website.

Students will be able to drop all but one class through the online student registration system. To drop the last remaining class, they will need to complete the withdrawal process by emailing their instructors and [registration@athenstech.edu](mailto:registration@athenstech.edu) through their [@student.athenstech.edu](mailto:@student.athenstech.edu) email account or the online course delivery system to provide notification that they are withdrawing from their classes.

Instructors will assign grades of either WP or WF if students withdraw after the midpoint of the semester. Instructors will notify students by email of the assigned grade. Instructors will then forward the students' original emails requesting the withdrawal and information on the students' grades to the Registration and Records Office.

Students who are taking both face-to-face and online courses during any given semester must follow the same procedures outlined in *Withdrawing Before the Semester Midpoint* or *Withdrawing After the Semester Midpoint*. Withdrawing from online courses may affect students' satisfactory academic progress and the amount of financial aid they receive for the semester. Furthermore, they may have to repay a portion of the tuition and fees that financial aid cannot cover because of the withdrawal (see *Withdrawing From or Dropping Classes* in the section on Financial Aid).

## Withdrawing from the College

Students withdrawing from the college (i.e., withdrawing from all classes) must follow the same procedures outlined in *Withdrawing Before the Semester Midpoint* or *Withdrawing After the Semester Midpoint*.

## Withdrawing for Military Duty

In the event of a military emergency whereby students who are in the Armed Services, the National Guard, or Armed Forces Reserve receive activation notices or receive notification to report for duty and are no longer able to attend classes, students may select one of the following options:

- To withdraw from the college for the semester — the students' records will reflect no enrollment, thus no grades will appear on their transcripts. The college will refund all tuition and fees; however, the Financial Aid Office will return Title IV, Pell Grant, and Federal Supplemental Educational Opportunity Grant funds in accordance with federal regulations.
- To receive the appropriate letter grades and any applicable refunds — the Financial Aid Office will calculate such courses as "attempted" for HOPE and satisfactory academic progress purposes (see Satisfactory Academic Progress for more information).

To select an option, students must provide documentation of such military service from an appropriate military official.

## ACADEMIC INFORMATION

### Grading System

Athens Technical College uses the following grading system to specify levels of performance in coursework.

Numerical Grade	Grade Equivalent	Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

Learning support course grades are designated with an asterisk and are not included in the calculation of cumulative, graduate, and semester grade point averages. The college also uses the following symbols:

#### *AC - Articulated Credit*

This symbol indicates that students passed exemption examinations while enrolled in high school. Grades of AC are counted toward earned credits but are not calculated into a student's grade point average at Athens Technical College.

#### *AU — Audit*

This symbol indicates that students enrolled in courses but chose not to seek credit for the courses (see Auditing Classes).

#### *EX — Credit by Examination*

This symbol indicates that students received credit based on their successful performance on examinations to demonstrate prior achievement of course competencies (see Credit by Examination).

#### *I — Incomplete*

This symbol indicates that students could not complete the coursework by the end of the academic term due to extenuating circumstances, and they were approved to delay the completion of coursework to next academic term per a signed agreement. Instructors must file change of grade forms with the executive director of registration and records as soon as course requirements are completed. It is the student's responsibility to contact the instructor and complete all course requirements per their agreement. Only in extreme circumstances will the vice president for academic affairs extend an incomplete grade beyond the limit of one semester. The executive director of registration and records does not calculate incomplete grades in grade point averages.

#### *IP — In Progress*

Instructors will assign grades of IP when courses extend beyond the official term ending date as indicated in the Academic Calendar (see Academic Calendar). Grades of IP are typically reserved for individualized courses or for courses such as internships and practicums. These grades are also used when courses begin in one academic term and continue into another academic term. This grade cannot be used to defer grade reporting for more than one term. Students must complete the work during the following term and instructors must file change of grade forms with the executive director of registration and records.

#### *TR, TRA, TRB, TRC — Transfer*

These symbols indicate transfer credit awarded for courses taken at other colleges. TR was used to indicate transfer credit until August 2011. Beginning August 2011, TRA, TRB, and TRC codes were implemented to indicate the grade earned at the transferring institution. Transfer grades are not included when calculating semester, cumulative, or graduation grade point averages. CLEP, AP, and other credits earned by national exam receive a grade of TR (see Credit by Exam).

#### *W — Withdrawal*

This symbol indicates that students officially withdrew from classes by the midpoint of the semester as noted in the Academic Calendar (see Academic Calendar). These grades are not included in the calculation of grade point averages.

#### *WF/WF\* — Withdrawal Failing*

This symbol indicates that students were failing when they officially withdrew from classes after the midpoint of the semester as noted in the Academic Calendar (see Academic Calendar). Grades of WF are calculated as grades of F in grade point averages.

***WP — Withdrawal Passing***

This symbol indicates that students were passing when they officially withdrew from classes after the midpoint of the semester as noted in the Academic Calendar (see Academic Calendar). These grades are not included in the calculation of grade point averages.

Grades of F, F\*, I, IP, W, WF, WF\*, and WP may affect financial aid. Learning support hours count toward attempted hours. Grades earned for learning support courses do not affect the final grade point average; however, those grades do affect satisfactory academic progress for financial aid purposes (see Satisfactory Academic Progress in the Financial Aid section).

**Cumulative Grade Point Average**

The cumulative grade point average (CGPA) reflects the total credit hours earned and determines scholastic standing of students. Programs of study, changes in programs of study, or student classification do not affect the CGPA. The CGPA is the grade point average calculated on all attempts of all credit courses taken at Athens Technical College. The cumulative grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purposes (see Satisfactory Academic Progress in the Financial Aid section). The executive director of registration and records recalculates the CGPA at the end of each semester.

**Graduation Grade Point Average**

Graduation grade point averages include only those courses required for graduation. When students take courses more than once, the most recent grade earned is used in the graduation grade point average. The graduation grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Students must earn a minimum 2.0 graduation grade point average in order to graduate from the college.

The college recognizes students as honor graduates if they earn a graduation grade point average of 4.0. The college recognizes students as presidential scholars if they earn a graduation grade point average of between 3.75 and 3.99 and as deans' scholars if they earn a graduation grade point average of between 3.50 and 3.74.

**Semester Grade Point Average**

The semester grade point average (GPA) is the average based on all credit courses taken during the academic term at Athens Technical College. The semester grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purpose (see Satisfactory Academic Progress in the Financial Aid section).

**Calculation of Grade Point Averages**

Grade point average (GPA) is calculated as follows:

- Multiply the credit hours of each course by the points associated with the grade earned.
- Add the points earned for all courses.
- Divide the total points by the total number of credit hours attempted.

The assigned values for grades are:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points
WF	0 points

## Grade Reports

Grade reports are available via students' BannerWeb accounts. Students who do not have a computer or Internet access may go to the college libraries or open computer lab on the Athens, Elbert, Greene, or Walton campus to access and print grades. Grades are typically available for viewing seven days after the last day of the semester. Directions on how to view grades online are available on the college website. Students are expected to review their final grades at the conclusion of every semester and to follow the procedures and timelines specified in the Academic Grievance policy if they wish to contest a final grade.

## Academic Grievances

Students who receive final course grades that they believe are incorrect must first address the matter with the instructor; the instructor will review course grades and calculations and determine if a grade change is warranted. Absent extraordinary circumstances, this process should conclude within two weeks of the date of the issuance of the final course grade. If students are not satisfied with the instructor's decision, they may request in writing that the vice president for academic affairs review the matter. Absent extraordinary circumstances, students must file written appeals within six weeks from the date of issuance of the final course grade. The vice president will examine the facts to ensure that the grade was determined fairly and according to the criteria stated in the course syllabus and will communicate the results of the review to the students and instructor. The decision of the vice president for academic affairs shall be final.

## Academic Probation

Students on academic probation failed to earn a minimum of a 2.0 grade point average (GPA) for all credit work attempted in any semester. Learning support grades are not included in the calculation of the semester GPA. Probation alerts students to the fact that their academic performance is not acceptable and points out possible consequences if they do not improve during the next semester of enrollment (see Semester Grade Point Average). Students placed on academic probation must attain a minimum 2.0 GPA during the next semester of enrollment to remove themselves from probationary status. Students who fail to do so are subject to academic dismissal. In certain circumstances, the college may dismiss students from academic programs or the college without placing them on probation first.

Students who transfer to Athens Technical College from another college where they were on academic probation at the time of the transfer will be admitted to Athens Technical College on probation. They must attain a minimum 2.0 GPA during their first semester of enrollment at Athens Technical College in order to remove themselves from probationary status. Students who fail to do so are subject to academic dismissal.

## Academic Dismissal

Students who fail to remove themselves from academic probation will be academically dismissed. Academically dismissed students who gain readmission will do so on a probationary basis. Students are notified of their dismissal in writing at their @student.athenstech.edu email addresses.

Students academically dismissed for the first time may not enroll in classes for the subsequent semester. To gain readmission to the college, students who have been academically dismissed must submit a Request for Readmission to the Admissions Office. Upon gaining readmission to the college following a first dismissal, students must enroll in and successfully complete COLL 0099 — *College Success Skills* during their first semester of readmission.

Students academically dismissed for a second time may not enroll in classes for two consecutive semesters. They are required to submit a second Request for Readmission form and a letter explaining the circumstances of the second dismissal and reasons the readmission committee should grant them readmission.

Students academically dismissed for a third time may not enroll in classes for three consecutive semesters; a fourth time for four consecutive semesters, and similarly for all subsequent dismissals. Students on academic dismissal must submit a Request for Readmission form and a letter explaining the circumstances of the dismissal and reasons the readmission committee should grant them readmission.

Students must submit all requests for readmission to the readmission committee by the second week of the semester prior to the semester for which they are seeking readmission.

The readmission committee consists of the following personnel:

- The directors of admissions and student support services.

- An admissions counselor (for Athens Campus students), the coordinator of student affairs on the Elbert County Campus (for Elbert County Campus students), the director of the Walton County Campus (for Walton County Campus students), or the director of the Greene County Campus (for Greene County Campus students).
- The program chair of the dismissed student's most recent program of study.

The committee considers requests and renders written decisions to students. In considering requests for readmission, the readmission committee has the authority to approve or deny requests and to stipulate conditions that students must satisfy. If the readmission committee denies students readmission to the same program of study, students may apply for admission to another program of study.

## President's List

Students who earn a semester grade point average of 4.0 while enrolled for 12 or more semester credit hours will be placed on the President's List for the semester.

## Dean's List

Students who earn a semester grade point average of 3.5 to 3.9 while enrolled for 12 or more semester credit hours will be placed on the Dean's List for the semester.

## Transfer and Alternative Credit

### Advanced Placement (AP) Credit

Students who receive scores of three or higher on College Board Advanced Placement tests for which the college offers an equivalent course may be awarded the appropriate credit at Athens Technical College. Applicants must have official test scores mailed directly from the College Board to Athens Technical College. Students should direct questions to [registration@athenstech.edu](mailto:registration@athenstech.edu) about credit for AP courses. This credit is designated as TR on the transcript, is included in a student's earned hours, and is not calculated into the student's grade point average.

The following policy will be used concerning the transfer of credit for AP exams:

- AP English *Language* and Composition – transfer score of 3 or higher as ENGL 1101  
<http://aphighered.collegeboard.org/exams/english/english-language>
- AP English *Literature* and Composition – transfer score of 3 or higher as ENGL 1102  
<http://aphighered.collegeboard.org/exams/english/english-literature>

In situations where students have taken one of the two exams and have then taken another freshman composition class at the college level, ATHENS TECHNICAL COLLEGE will award students both ENGL 1101 and ENGL 1102, regardless of which AP exam and freshman composition class the student took.

### College-Level (CLEP) Credit

Athens Technical College awards credit for a limited number of college-level examination subject exams, but not for the general exams. To receive CLEP credit, the scores received must be at the 50th percentile or higher. Applicants must have official test scores mailed directly from the College Board to Athens Technical College. Students should direct questions to [registration@athenstech.edu](mailto:registration@athenstech.edu) about CLEP credits. This credit is designated on the transcript as TR, is included in a student's earned hours, and is not calculated into the student's grade point average.

### Credit by Examination

Credit by examination is a process that allows students who can demonstrate achievement of course competencies to receive credit for a course. Currently enrolled students who present evidence of prior knowledge of a particular subject may receive credit by passing a course-specific examination. Appropriate evidence may include, but is not necessarily limited to, work experience, non-credit coursework, equivalent coursework taken at non-accredited institutions, and courses offered by the military. Students may not take credit-by-examination tests for courses previously taken at Athens Technical College, including courses in which they earned grades of W, WP, WF, or AU. Students may not take the same test more than once.



Students interested in credit by examination should confer with their respective academic advisors and the Registration and Records Office to ensure that credit earned through credit by examination will apply toward graduation requirements. Students must have the permission of the instructional program chair or course coordinator offering the courses before seeking credit by examination. The nonrefundable testing fee is 25 percent of tuition normally charged for the course. To seek credit by examination, students must complete the following steps:

- Obtain Credit by Examination Request form on the college website.
- Obtain signatures of the instructional program chairs offering the courses for which students seek credit through this examination process. Departments may ask for documentation of prior knowledge in certain subject areas before allowing students to seek credit by examination.
- Pay a nonrefundable testing fee to the college's cashier once program chairs and/or course coordinators approve students to take examinations

At the scheduled time, give the exam proctor the Credit by Examination form, testing fee receipt, and photo identification to gain admission to the testing session

The instructional department is responsible for reporting results to the Registration and Records Office. Students who achieve grades of C (70) or higher on exams receive credit for the courses. Academic transcripts list the grade EX for credit earned by examination. Students should verify they received credit by checking their transcripts on the college website. EX grades are not calculated into a student's grade point average.

### **Credit by Transfer**

Athens Technical College recognizes that it is necessary to establish reasonable and definitive policies for the acceptance of transfer credit. The college developed these guidelines in accordance with the standards set by the Technical College System of Georgia, American Association of Collegiate Registrars and Admissions Officers, and the Commission on Colleges of the Southern Association of Colleges and Schools.

Please note that equivalencies and requirements may change without notice. While the executive director of registration and records is responsible for evaluating transcripts to determine transfer credit, the ultimate authority for the transfer evaluation rests with the instructional faculty and division deans in the discipline. For example, the mathematics coordinator and dean of general education are the ultimate authorities on the transferability of math courses to the college. Athens Technical College distinguishes between the acceptance of credit and its applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements. Students should review individual program selection and admission requirements to determine if coursework needs to be completed within a specific timeframe.

The executive director of registration and records determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which students seek transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Athens Technical College; and the appropriateness and applicability of the learning experiences to the programs offered at Athens Technical College.

The college has established the following procedures to guide the awarding of transfer credit:

#### *Anatomy and Physiology*

Unless a class was taken at a Technical College System of Georgia institution, credit for Anatomy and Physiology I (BIOL 2113/BIOL 2113L) and Anatomy and Physiology II (BIOL 2114/BIOL 2114L) will only be awarded if both classes and their corresponding labs were taken at the same college.

#### *Computer Information System courses*

The appropriate faculty and administrators will review both the course competencies and date of completion (typically within five years) before awarding transfer credit for courses in computer science, microcomputers, or networking.

#### *Credit by examination*

Credit awarded by examination tests administered at other postsecondary institutions is not transferable.

### *Health Information Management Technology*

Health Information Management Technology coursework must have been completed at a postsecondary institution holding CAHIIM accreditation in order to be considered for transfer credit.

### *Learning Support coursework*

Learning support coursework taken at other colleges is transferable if the course meets the same criteria for transferability as credit courses. Transferred learning support coursework is not calculated into a student's GPA or earned hours.

### *Life Science Courses*

Because of the competitive nature of the Life Sciences programs, transfer credit for courses specific to the Life Sciences programs is not routinely awarded. In rare situations where space allows, Life Sciences faculty and administrators will take into account the selection process and accreditation status of the student's former program when awarding transfer credit.

### *Official transcripts with final grades*

Students must submit official transcripts from all colleges attended in the past. All official transcripts must include final grades. Students who submit transcripts with "in progress" coursework must submit additional official transcripts once they complete the "in progress" coursework for it to be considered for transfer credit.

### *Paralegal Studies*

Paralegal Studies (PARA) coursework must have been taken at postsecondary institutions that hold American Bar Association (ABA) approval to be considered for transfer credit.

### *Transferable coursework*

Students may receive transfer credit for courses taken at regionally accredited colleges and universities. If students attended a college that was not regionally accredited at the time of attendance, students may be asked to provide additional materials including course syllabi, college catalog course description, and instructors' credential information for the course to be considered for transfer.

The student must have earned final grades of A+/-, B+/-, or C+/- for a course to be transferable, and the course must have greater than or equal to the number of semester hours required by the similar course at Athens Technical College.

Grades earned in transferred courses are not calculated into Athens Technical College grade point averages; however, the Financial Aid Office includes transferred grades earned for all courses taken at all postsecondary institutions when calculation HOPE scholarship grade point averages and for determining satisfactory academic progress for financial aid purposes.

### *Science courses with separate labs*

In order to receive credit for a science course, students must pass both the course and the associated lab. Transfer credit for lecture and lab will not be awarded separately.

### *Semester system*

If students are coming from institutions on the quarter system, the quarter hours are converted to semester hours by multiplying the quarter hours by 0.6667. This conversion may result in students receiving fewer credit hours for coursework offered at Athens Technical College. It is the responsibility of students to ensure that they complete additional coursework, if necessary, in order to satisfy the graduation requirements of their program of study at Athens Technical College.

### *Transferring from another Georgia technical college*

Coursework taken under state-approved standards at other Technical College System of Georgia colleges is transferable provided the student's previous technical college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. If students attended a technical college that was not regionally accredited at the time of attendance, students may be asked to provide additional materials including course syllabi, college catalog course description, and instructors' credential information for the course to be considered for transfer.

***Transcript Notation of transfer credit***

Transfer credit is noted by TR, TRA, TRB, or TRC on the Athens Technical College transcript and is not included in semester, cumulative, or graduation grade point averages. The Registration and Records Office records transferred coursework on students' electronic academic records and notifies students via email at the @student.athenstech.edu email address that the credits have been posted. Students should access their student records on their Banner Student Web accounts through the college website (www.athenstech.edu) to verify the transfer credit awarded.

Students wishing to transfer from Athens Technical College to another college must contact that college directly to determine the transferability of credits.

**Experiential Credit**

Athens Technical College does not offer experiential credit or credit for coursework taken on a non-credit basis.

**High School Articulation**

High school students enrolled in secondary institutions with which Athens Technical College has articulation agreements are eligible for credit by examination resulting from joint review and course articulation. Procedures are available from the college's high school coordinator on the Athens Campus and from the directors of career, technical, and agricultural education at area high schools.

High school students may seek credit for both statewide and locally articulated courses. Students who achieve minimum grades of 70 in the related courses at the high school level are eligible to attempt to earn credit by examinations. Those who make grades of C (70) or higher on the exemption examinations receive college credit (grades of AC on their college transcripts) for the courses.

There is no requirement for students to take additional coursework to replace courses for which credit was earned through examination, and there is no charge to high school students for testing. Students must pay \$20 to reserve spaces on the testing rosters, but the college will return this fee once students complete their examinations. The executive director of registration and records will continue to process documentation for credit by examination up to 24 months after students graduate from high school.

**International Baccalaureate (IB) Credit**

Credit will be awarded to students who have taken appropriate high school courses determined equivalent to courses offered at Athens Technical College and achieved a score of three or higher on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board. Applicants must have official test scores mailed directly to Athens Technical College. Students should direct questions to registration@athenstech.edu about IB credit. This credit is designated on the transcript as TR, is included in a student's earned hours, and is not calculated into the student's grade point average.

**Military Credit**

Credit for courses completed at military service schools is awarded based on the American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation of Educational Experiences in the Armed Services.

**Attendance Policy**

Athens Technical College requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed.

Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly via the course syllabus or addendum; and to apply the policies fairly and consistently to all enrolled students.

Instructors are solely responsible for determining whether work missed may be made up; any make-up work allowed will be scheduled at the discretion of the instructor. Policies for makeup work will also be detailed in the course syllabus or addendum. In case of classes canceled due to inclement weather or emergencies, the college will make every effort to reschedule.

classroom/lab hours missed. Please see the Continuation of Instruction Plan for further information concerning emergency situations.

## Auditing Classes

Students who audit courses attend classes without receiving grades or credit. Students must meet all prerequisites for the courses they audit. Students who audit courses must pay the regular tuition, admission, and registration fees. They must attend classes during the same periods as students who will receive grades and credit for the courses. Students who audit courses receive all course materials (except tests) available to credit students. Instructors may provide practice tests for audit students if they deem it appropriate. Students who wish to audit classes must receive approval from the appropriate division dean prior to registration; the dean will notify the instructor of the audit approval. Students must complete and sign an audit form and obtain signatures from the appropriate division dean before submitting the form to the Registration and Records Office. Audit forms are available on the college website. Students may register to audit courses on a space available basis only during the late student registration period. Students may not change from credit status to audit status or vice versa once the term starts, including during the official drop/add period. The executive director of registration and records will not change audit grades to credit grades after students complete the course.

Students may not use financial aid to pay tuition and fees for courses they audit. Because auditing courses may affect financial aid status, students receiving financial aid must report to that office to disclose their auditor status.

## Continuation of Instruction Plan

Athens Technical College has developed a Continuation of Instruction Plan to be implemented in case of emergency situations such as inclement weather or other emergencies which cause short-term campus closure or in the event faculty members need to cancel classes for a short time due to personal illness. This plan includes methods for communicating with students and for providing access to course materials via online course component or email.

*Communication* — Instructors are responsible for informing students of how they will communicate with them should the college close for inclement weather and other emergency situations. Instructors should post their information in their syllabi addenda. Students will also receive information on the best way to contact instructors in case of an emergency.

*Instruction* — Faculty must describe in the syllabi addenda how they will use the online course component or email in their course to continue instruction when the college is closed for inclement weather and other emergency situations. Faculty who integrate an online component in their course will use that component to continue instruction. Faculty who do not integrate an online component in their course will communicate and continue instruction with their students through the students' @student.athenstech.edu email account. Faculty will use their college-provided email account to send and receive emails from students. If email is utilized to continue instruction, content can be attached to the email between instructors and students.

*Help Resources* — Instructors will provide information to students about academic and technical help resources. This information should be readily accessible to students in the online course component or sent to them via email.

## Course Load

Students may register for up to 18 semester hours of credit in any term. Requests for more than 18 hours must be made in writing to the vice president for academic affairs.

## Course Substitution

Students enrolled in diploma programs of study who meet associate-level prerequisite test-score requirements may substitute the following higher-level general education courses or electives to meet the general education core or elective requirements of their diploma programs of study:

- ENGL 1101 for ENGL 1010
- PSYC 1101 for PSYC 1010
- MATH 11XX for MATH 10XX
- BIOL 2113/BIOL 2113L and BIOL 2114/BIOL 2114L for ALHS 1011

## Distance Learning

Distance learning is a flexible and convenient alternative to taking face-to-face courses; however, online courses are not easier! Online learners need to be ready to take an active role in their learning to ensure a successful learning experience. Online courses at Athens Technical College typically require one or more proctored exams. A proctored exam requires students to go to one of the campuses of Athens Technical College or to locate a proctor (typically at a local college, university, or testing center) and complete the exam as directed by the instructor. The following phrases explain distance learning at Athens Technical College:

- Taught by college faculty, distance learning courses are comparable to the same courses taught in a traditional classroom setting.
- Distance learning courses have the same course content, student learning outcomes, and grading policy and criteria as face-to-face courses.
- Students who take online courses need strong study, time management, Internet, and reading comprehension skills to be successful.
- On average, online courses require a minimum time commitment of 15 hours each week to complete all assignments. Students interact with the instructor and other students through the online learning environment.
- Thinkwell and MyMathLab learning management programs are used for the majority of math courses offered at Athens Technical College. ANGEL, a learning management program, is used for all other distance learning courses available at the college. Students receive a username and password to access these learning management programs.

### Eligible for E-Learning at Athens Technical College

In an effort to ensure the best chance of successful completion of online courses, Athens Technical College requires students who plan to take online courses to meet the following criteria:

- Must hold a minimum grade point average of 2.0.
- May be in learning support in only one area (English or math) and it **cannot be Reading**.
- Must meet all course prerequisites.
- Must be in good academic standing; students on probation or who are returning to college after having been academically dismissed are ineligible to take online classes.
- Must have no history of failing (F) or withdrawal failing (WF) grades in the course they wish to take online.
- Must have completed the Orientation Process for Online Classes before meeting with their advisor.

### Definitions of Types of Distance Learning Courses

The following terms describe the instructional methods used to deliver distance learning courses at Athens Technical College:

- **Online** - Online courses are taught using the Internet, with the bulk of the course content, activities, and interactions occurring online. Online courses may require an on-site component and that component must be detailed in the course syllabus. Online courses may require proctored exams
- **Hybrid** — Courses are taught primarily via the Internet and partially via an on-campus classroom. (Example: Monday/Wednesday on campus; all other coursework online).
- **Web-enhanced** — Online resources are used to supplement face-to-face classroom instruction. The web-based component of the course supports classroom instruction and may require students to use the Internet to interact with one another and the instructor, to review content, do research, complete and/or submit assignments, or take tests. Almost all courses offered at the college are, at minimum, web-enhanced.
- **Video-conferencing** — Face-to-face course taught at two or more locations at the same time. The course is delivered by interactive audio/video technologies with the instructor teaching in one of the classroom locations, broadcasting to the other classroom location.

## Support for Distance Learners

The director of distance education and instructional technologies supports faculty and students and manages the college's web-based instruction and instructional technology needs. Students requiring technical support for their distance education courses are encouraged to:

- Visit the E-learning web page for information regarding software and hardware requirements. This information is available on the college website.
- Contact the course instructor for assistance.
- Submit a help request form through the college website. On class days, students can expect a response from technical support within 24 hours.

For more information about services and resources available to all students, including distance learners, please visit the Current Students link on the college website.

## Full-time Student Status

Students enrolled in 12 or more semester hours of credit are considered full-time students. Students who gain admission to the college as learning support students can enroll only in learning support courses until they achieve at least provisional admission status (see Provisional and Learning Support Admission ). Should the number of hours learning support students qualify to take in any given semester be less than 12 semester credit hours, the executive director of registration and records may identify those students as full-time students for insurance verification purposes.

## Residency Requirement

Students seeking a credential (associate degree, diploma or TCC) must complete at least 25 percent of the coursework for their programs of study at Athens Technical College. No exceptions will be made to this policy.

## Transcript Requests

All transcripts issued include the student's entire academic record. Students must submit a completed Transcript Request form to the Registration and Records Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, or the Director's Office at the Greene County Campus. On the Transcript Request form, students must provide their names as recorded on official Athens Technical College records, their college identification numbers, their programs of study, their dates of enrollment at the college, complete information on where the Registration and Records Office is to mail or email the transcripts, and their signatures. Transcript Request forms are available on the college website. Students may print unofficial transcripts from their BannerWeb accounts at any time.

Students must pay a fee of \$5 for each official transcript issued. Students may pay a fee of \$25 to obtain one or more official transcripts on demand. Students will be assessed an additional fee if they request to have their transcripts sent by certified or overnight mail. This policy also applies to transient students from other institutions.

The Registration and Records Office will not issue transcripts to students who are financially indebted to the college.

## Transient Status for Athens Technical College Students

Students who are pursuing diploma or associate degree programs of study at Athens Technical College may occasionally wish to take courses at other regionally accredited colleges for transfer to Athens Technical College. Such students should first seek the advice of their respective program advisors and/or the Registration and Records Office to ensure that transient student status will meet residency and other graduation-related requirements. Regular admission students seeking transient status must be currently enrolled and in good academic standing. Students who do not declare a program of study (special admission status) are ineligible to be transient students at other institutions.

Athens Technical College approves transient student status only for courses included in (or equivalent to those listed in) programs of study offered at the college. Students must satisfactorily complete all course prerequisites before gaining transient approval. Transient admission is for one term only; students must submit transient request forms each term they plan to enroll in courses at other colleges. Requests to take online courses offered by other Technical College System of Georgia (TCSG) colleges must be submitted using the online process at [www.gvtc.org](http://www.gvtc.org). To request face-to-face classes at TCSG colleges or at other regionally accredited colleges, students must complete a transient credit request form, which is available on the college

website. Students must print and complete the form before submitting it to the Office of Academic Affairs on the Athens Campus.

The vice president for academic affairs will verify that students are currently enrolled and are in good academic standing. The vice president will also determine whether the courses they plan to take as transient students apply to their programs of study. If students satisfy the criteria, the vice president will approve the request.

After completing courses, transient students must request that the registrars at the other colleges send official transcripts to the Athens Technical College Registration and Records Office. That office will award transfer credit for courses completed with grades of C or higher. Students should access their student records via BannerWeb to verify that the transfer credit has been awarded.

## Transfer Articulation Agreements

The following universities or systems have articulation agreements with the members of the Technical College System of Georgia, including Athens Technical College, that are regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS):

- Clayton State University — Bachelor of Applied Science programs
- DeVry University — Bachelor of Applied Science and Bachelor of Science in Technical Management degree programs
- Life University — Bachelor of Business Administration agreement and Bachelor of Science in Computer Information Management agreement
- Mercer University — Bachelor's degree, multiple programs
- Southern Polytechnic State University — Bachelor of Applied Science and Bachelor in Engineering Technology-related programs
- Statewide RN-BSN Articulation — Allows graduates of diploma and ADN/ASN degrees to obtain a Bachelor of Science in Nursing degree
- University System of Georgia — There is a statewide articulation agreement between the Technical College System of Georgia (TCSG) and the University System of Georgia (USG) that specifies 27 general education courses that are guaranteed to transfer between Commission on Colleges-accredited institutions within TCSG and the USG.

A number of additional Athens Technical College courses transfer to the University of Georgia. They can be found by going to the UGA Website. Athens Technical College also has an articulation agreement with UGA's College of Environment and Design that is described in the college catalog under the Landscape Design TCC.

Athens Technical College also has local articulation agreements with Piedmont College, Emmanuel College, and Macon State College.

## Warranty of Graduates

As a demonstration of confidence in the quality of the programs of study offered at each technical college in Georgia, the Technical College System of Georgia warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees.

The warranty guarantees that graduates demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If it is determined that program graduates lack such competencies, the Technical College System of Georgia will provide retraining in areas of deficiencies at no charge to the employers or graduates.

An employer in conjunction with a graduate, or the graduate alone, may file a claim against the warranty if the individual is unable to perform one or more of the competencies contained in the industry-validated standards, including failure to pass a State of Georgia-required licensing examination. This warranty is applicable only to graduates of technical certificate, diploma, or associate degree programs who entered the programs subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation, and any state-governed technical college that offers the programs from which individuals graduated will honor this warranty.

## Work Ethics

Work Ethics refers to the basic academic, interpersonal, reasoning, and problem-solving skills, as well as work ethics behaviors that, when transferred to the occupational setting, facilitate job acquisition, retention, and advancement. Because students are preparing for employment, it is essential that they become accustomed to standards of behavior in the workplace. The college has the following expectations of its students:

### *Appearance*

(Students display appropriate dress, grooming, and hygiene.)

### *Attendance*

(Students attend and participate in classes, arrive and leave on time, and notify instructors of planned absences.)

### *Attitude*

(Students demonstrate positive attitudes and self-confidence, have realistic expectations of themselves and others, and demonstrate mannerly behavior.)

### *Character*

(Students display loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.)

### *Communication*

(Students display appropriate verbal (speaking), nonverbal (eye contact and body language), writing, and listening skills.)

### *Cooperation*

(Students work well with others and respond appropriately to constructive criticism, conflicts, and complaints.)

### *Organizational Skills*

(Students possess skills in prioritizing and managing time and resources effectively, demonstrate flexibility in responding to change, and follow directions and procedures for the work environment.)

### *Productivity*

(Students demonstrate problem-solving capabilities and complete tasks efficiently, effectively, and timely.)

### *Respect*

(Students react appropriately to cultural/racial diversity in the classroom, lab, or clinical/practicum/internship setting; acknowledge and appreciate the rights of others; and have regard for diversity.)

### *Teamwork*

(Students work corroboratively with others toward a common goal in a respectful and cooperative manner and participate appropriately as a team member.)

Program faculty identifies how they will assess students' accomplishments of these expectations in the different courses associated with a program of study. They develop the assessment methods in accordance with the professional standards and expectations associated with the career field.



## TUITION AND FEES

Tuition and fees are subject to change without notice. The tuition and fees currently assessed per credit hour each semester are listed below:

Credit Hours	Tuition and Fees
	1 \$328
	2 \$413
	3 \$498
	4 \$583
	5 \$668
	6 \$753
	7 \$838
	8 \$923
	9 \$1,008
	10 \$1,093
	11 \$1,178
	12 \$1,263
	13 \$1,348
	14 \$1,433
	15 \$1,518

Students enrolling in most technical certificates of credit and all diploma and associate degree programs of study will pay semester tuition at the rate of \$85 per credit hour. The college also assesses all students the following fees each term: accident insurance (\$4), instructional fee (\$50), parking fee (\$15), registration fee (\$39), student activity fee (\$30), and technology fee (\$105). The cost of supplies, textbooks, and tools vary by program.

Students enrolling in the Commercial Truck Driving Program pay a total of \$1,368 in tuition and fees; they also pay a fuel surcharge of \$185 per semester. The HOPE Grant will not cover the fuel surcharge.

*International Students* — Students who were not born in the United States or who are not naturalized citizens of the United States shall pay tuition at a rate four times the rate paid by Georgia residents. All fees, including registration, student activity, supply, accident insurance and instructional and technology support, are the same as for in-state residents. International students may enroll in classes for which space is available and may not displace students desiring to enroll who are residents of the state (see Proof of Residency and Verification of Lawful Presence).

International students who, in accordance with the federal Title IV definition, are permanent residents of the United States and hold a permanent resident card (I-551) or a conditional permanent resident card (I-551C) are classified as eligible non-citizens for tuition purposes. Also classified as eligible non-citizens are holders 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 the status has not expired), or Cuban-Haitian entrant.

Eligible non-citizens may be extended the same considerations as citizens of the United States in determining whether they qualify as Georgia residents and thus for in-state tuition. 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 eligible non-citizens.

*Out-of-state Students* — Students who are legal residents of the United States will be charged tuition at a rate two times the rate paid by Georgia residents. All fees, including registration, student activity, supply, accident insurance, and instructional and technology support are the same as for in-state residents. United States citizens include legal residents of the 50 states, District of Columbia, Puerto Rico, U.S. Virgin Islands, Guam, and Northern Mariana Islands. Athens Technical College exists primarily to serve Georgia citizens; therefore, non-resident students may enroll in classes on a space-available basis. They shall not displace students desiring to enroll who are legal, permanent residents of the state.

*Georgia Residents 62 Years of Age or Older* — Georgia residents who are 62 years of age or older who meet requirements for enrollment into academic courses may attend on a space-available basis without paying tuition. Georgia residents 62 years of age or older who want to guarantee enrollment in a course must pay tuition and all applicable fees. Once they elect to guarantee enrollment, they are not eligible to change to a space-available basis at a later date. Georgia residents 62 years of age or older are ineligible to receive financial aid through the HOPE program once tuition is waived. HOPE does not cover fees or books. Please note the following registration requirements:

- Georgia residents 62 years of age or older who choose to pay tuition and fees themselves to guarantee enrollment. These students may register online during returning student registration if they are returning students or during new student registration if they are new students.
- Georgia residents 62 years of age or older who are seeking to have their tuition waived. These students must register in person in the Office of Registration and Records during the official Drop/Add period.

## Other Expenses

It is mandatory that students purchase the books, supplies, tools, and equipment required by their instructors. Textbooks and other supplies are available in the campus bookstore. Costs will vary depending on the course.

Students registering for certain courses will be charged a supply fee to cover the cost of materials students use in the courses. The HOPE Grant and Scholarship programs will not cover any fees; therefore, students are expected to make payment with cash, check, money order, or credit card to cover these fees. They may also authorize the college to deduct these fees from their federal financial aid benefits (see Electronic Authorization of Federal Financial Aid Funds). Supply fees are listed in the applicable course descriptions (see Course Descriptions). Students should also review the Curriculum section for information on program-specific expenses.

Students may also be responsible for using personal funds to pay these additional fees:

- Application fee — \$20
- Change of Major processing fee — \$10
- COMPASS retest — \$15 per section
- Diploma replacement — \$25
- Exemption test fee — 25 percent of tuition
- Graduation fee — \$35
- ID card replacement — \$5
- Late application fee — \$20
- Late registration fee — \$45
- Malpractice insurance — \$11 per year
- Parking decal replacement — \$5
- Parking fee — \$15
- Parking tickets — \$10 per ticket
- Program change — \$10
- Readmission fee — \$10
- Return check fee — \$30
- SAT exam — \$60

- Smoking violations — \$50
- Transcript fee — \$5 per copy
- On-Demand Service — \$25 plus any cost incurred to ship overnight

## Georgia Resident Defined

The director of admissions or designee will classify every person accepted by the college as an in-state, out-of-state, or international student (see Proof of Residency and Verification of Lawful Presence). Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors to be met. The following indicators may be considered when documenting residency status of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchases and taxes paid thereon.
- State for which the individual filed and paid state income taxes.
- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and where the payment of property taxes thereon is made.
- Address on driver's license and the state in which the driver's license was issued.
- Address on the Georgia Driver's License Bureau ID.
- Reason for initially coming to Georgia.
- State in which business, professional, or other licenses were issued.
- Location of checking, savings, or other banking accounts.

## Citizenship Requirements

Students meet citizenship requirements if they are born in the United States, are naturalized citizens of the United States, or are classified as eligible non-citizens according to the federal Title IV definition (see Proof of Residency and Verification of Lawful Presence).

To qualify for in-state tuition, students who meet the citizenship requirements must establish and maintain legal, permanent residency in Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes of the academic term for which they seek in-state tuition.

## Verification of Lawful Presence in the United States

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

- A current driver's license issued by the State of Georgia after January 1, 2008.
- A current photo identification card issued by the State of Georgia after January 1, 2008.
- A current driver's license or photo identification issued by:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2010, or have a gold star in the upper right hand corner.
  - South Carolina: Issued after November 1, 2008.
  - Tennessee: Issued after May 29, 2004.
  - Any State: Any valid drivers license or ID card with a gold star in the upp

- A certified U.S. birth certificate showing the student was born in the United States or United States territory (photocopies are not acceptable).
- An approved completed Free Application for Federal Student Aid (FAFSA) for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the U.S. Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

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

### **Dependent Students**

Dependent students are defined as individuals under the age of 24 who receive financial support from parents or United States court-appointed legal guardians whose federal or state tax returns list the individuals as dependents. Dependent students meet the Georgia residency requirement if their parents have established and maintained legal, permanent residency in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the academic term for which they are seeking in-state tuition and provided that the dependent students graduated from an eligible high school located in the State of Georgia or if their parents claimed them as dependents on the parents' most recent federal income tax returns. Dependent students also meet the Georgia residence requirements if their United States court-appointed legal guardians have established and maintained legal, permanent residency in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the academic term for which they seek in-state tuition and provided that the appointment was not made in order to avoid the payment of out-of-state tuition.

An eligible high school is defined as any private or public secondary educational institution in the State of Georgia that is authorized to grant high school diplomas and is on the list of accreditation agencies approved by the Technical College System of Georgia.

### **Independent Students**

Independent students are defined as individuals who are not claimed as dependents on the federal or state income tax returns of their parents or United States court-appointed legal guardians who have ceased to provide support and right to the individuals' care, custody, and earnings. Independent students meet the Georgia residency requirements if they have established and maintained legal, permanent residency in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the academic term for which they seek in-state tuition. It is presumed that independent students did not gain or acquire legal, permanent residency in the State of Georgia while attending Athens Technical College or any member institution of the Technical College System of Georgia without clear evidence of having established legal, permanent residency in the State of Georgia for purposes other than attending Athens Technical College or any member institution of the Technical College System of Georgia.

### **Retaining Georgia Residency**

Dependent students shall continue to retain their status as Georgia residents if their parents or United States court-appointed guardian established legal, permanent residency outside the State of Georgia provided the dependent students remain continuously enrolled at Athens Technical College. Individuals are classified as continuously enrolled students if they are making satisfactory academic progress toward completing an associate degree, diploma, or technical certificate of credit and are without a break in enrollment of more than one traditional academic term (see Satisfactory Academic Progress in the Financial Aid section). Individuals who are not enrolled for two or more consecutive academic terms are not classified as continuously enrolled students. Participation in eligible alternative study programs which require travel outside of Georgia but inside the United States are not considered breaks in enrollment.

Independent students who temporarily relocate outside the State of Georgia for a period of less than 12 months shall retain their status as Georgia residents for tuition purposes.

### Eligibility for In-State Tuition Waivers

Students in the following classifications are eligible for in-state tuition waivers. These waivers do not affect students' eligibility for HOPE Scholarships or Grants, except for waivers for military personnel and their dependents as provided for in the Georgia Student Finance Commission regulations. The classifications include:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code §20-4-40.
- Full-time employees of the Technical College System of Georgia and their spouses and dependent children.
- Full-time teachers in the public schools, military bases, or at public postsecondary colleges in Georgia and their spouses and dependent children.
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia.
- United States military personnel and their dependents who are legal residents of Georgia but are stationed outside the state.
- Students who are legal residents of out-of-state counties bordering on Georgia counties and who are enrolled in a technical college when there is a local reciprocity agreement in place.
- Career counselor officers and their dependents who are citizens of the foreign nation which their consular office represents and who are living in Georgia under orders of their respective governments. This waiver applies only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Notwithstanding any provision in the residency policy, individuals who are unlawfully present in the United States are not eligible for any waiver of the tuition differential.

### Penalties

Misrepresentation of facts to qualify for residency status will expose students to civil liability for back-due tuition and disciplinary action including suspension or permanent exclusion from all technical colleges. Moreover, the college may criminally prosecute students.

### Electronic Authorizations of Financial Aid

Students may authorize the college to use federal financial aid funds (Pell Grant, Supplemental Educational Opportunity Grant, and Academic Competitive Grant) to pay most fees, including late registration fees, NLN testing fees, SAT testing fees, standardized health program placement examination testing fees, and graduation fees. The authorization allows the college to apply federal financial aid funds to cover fees for the entire period students are enrolled at the college. Students may change or modify an authorization at any time. Students should verify that their financial aid benefits are sufficient to cover the fees; otherwise, they run the risk of being administratively withdrawn from their classes because they owe money to the college at the Tuition/Fee Payment Deadline as listed in the Academic Calendar (see Academic Calendar).

### Insurance

*General Accident Insurance* — The college requires all students to purchase state-mandated accident insurance at registration. This coverage protects students while they are engaged in college activities during the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injuries or accidental death or dismemberment) as specified below:

- All activities sponsored and supervised by Athens Technical College, including travel with a group in connection with such activities.
- Travel directly and without delay to or from the insured person's residence and the site of such activities.

Except when they need emergency care, students who are injured should go to the Business Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office at the Greene County Campus, or the Director's Office on the Walton County Campus to obtain claim forms prior to going to their doctors or a hospital. College staff members

will verify student enrollment for that academic term. Students must submit the claim forms to their doctors or a hospital. If they need emergency care, students should go directly to a hospital. They should inform hospital personnel that they have coverage under a college accident insurance policy and have the hospital contact the Business Office at (706) 355-5116 for further instructions.

*Malpractice Insurance* — Students enrolled in the Cosmetology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Early Childhood Care and Education, Emergency Medical Technician, Medical Assisting, Nursing, Paramedic Technology, Patient Care Assisting, Phlebotomy Technician, Practical Nursing, Physical Therapist Assistant, Radiography, Surgical Technology, and Veterinary Technology programs must have malpractice insurance, and they must purchase this insurance from the college's cashier. The group policy runs from July 1 through June 30 regardless of the date of payment by students. The insurance company does not prorate student payments.

Students may be required to submit payment receipts to their program chair to verify coverage.

## Tuition/Fees Payment Deadlines

Students must pay all tuition, fees, and other charges by cash, checks, credit cards, debit cards, money orders, or through financial aid procedures by the Tuition/Fee Payment Deadline as noted in the Academic Calendar (see Academic Calendar). The Financial Aid staff will automatically cover tuition and fee charges of students eligible and approved to receive these benefits. Students not eligible and approved to receive financial aid benefits must complete the registration process and pay all fees before attending classes.

Students who owe money to the college after the Tuition/Fee Payment Deadline will be removed from classes. Failure to pay an instruction and technology support fee, supply fee, malpractice insurance, graduation fee, radiation badge fee, fuel surcharge, or any other fee or charge not covered by financial aid will result in students being removed from their classes. Students who are removed from classes will have to pay a \$45 late fee to re-register for classes during the official Drop/Add period.

Students who have paid their tuition and fees with personal funds or who receive financial aid benefits must complete the formal withdrawal process if they later decide not to attend classes (see *Withdrawing From Classes Before the Midpoint of the Semester* (p. 42) for procedures). Withdrawing from classes prior to the start of the academic term will not affect academic progress and the withdrawal will not be reflected on academic transcripts.

## Personal Check Policy

The Business Office accepts personal checks for the amount of tuition and fees. Students paying by check must provide proper identification. Proper identification includes the following information for the account holder: current address, driver's license number, date of birth, and gender. It is unlawful to issue bad checks. When banks return checks for any reason, the Business Office will notify students by mail to appear in person to make cash payment; the college will also require a \$30 returned check fee to clear returned checks.

Not attending classes does not relieve students from the responsibility of paying for bad checks. If the matter is not resolved within 10 days, the Business Office will refer the matter to the Clarke County Magistrate's Court for collection. Students are responsible for all court costs. The Business Office does not accept checks from students who previously issued bad checks to the college. The executive director of registration and records will not release records until students satisfy financial obligations to the college.

## Refunds

Students will receive full refunds of tuition and fees (excluding the mandatory application fee) if they formally withdraw from the college by the last day to withdraw from classes without academic or financial penalties as listed in the Academic Calendar (see Academic Calendar and *Withdrawing Before the Semester Midpoint*). Reductions that result in a schedule of 15 or more credit hours are not eligible for a refund. The college will not issue refunds to students who withdraw from some or all classes after the last day to withdraw from classes without academic or financial penalties. Furthermore, the college will not issue refunds to students who stop attending classes and do not complete the formal withdrawal process (see *Withdrawing Before the Semester Midpoint* and *Withdrawing from the College*).

If the executive director of registration and records administratively withdraws students because classes are canceled, because students fail prerequisite courses the previous semester, or because students are academically dismissed at the conclusion of the previous semester, the college will refund the original tuition if the reduction changes their enrollment from full-time (12 or more hours) to part-time status (less than 12 hours). If the administrative withdrawal results in students being withdrawn

completely for the semester, the college will refund 100 percent of the tuition and fees (excluding the mandatory application fee). The college will refund 100 percent of the tuition and fees (excluding the mandatory application fee) paid by students who are reported as "No Shows" by their instructors (see No Show Policy).

## FINANCIAL AID INFORMATION

The purpose of the financial aid program is to assist students who would be unable to attend college without aid (need-based awards) and to recognize students for their accomplishments and potential for achievement (merit-based awards).

Scholarships, grants, and employment are available. Federal and state financial aid programs, external scholarship programs, and scholarships provided by the college through the Athens Tech Foundation, Inc., fund these financial assistance programs. Athens Technical College does not participate in any of the federal loan programs.

Students should contact the Financial Aid Office to schedule an appointment to discuss financial aid opportunities. Financial Aid staff may be reached by calling the following telephone numbers:

- Athens Campus —(706) 355-5009
- Elbert County Campus —(706) 213-2100
- Walton County Campus —(770)207-4161

Staff members from the Financial Aid Office on the Athens Campus visit the Greene County Campus and Walton County Campus each semester to meet with applicants and currently enrolled students in order to assist with financial aid questions and issues. Applicants and currently enrolled students should call these campus locations to schedule appointments. The telephone number for the Greene County Campus is (706) 453-7435.

### Federal Aid Programs

*Federal Pell Grant* —Federal Pell Grant is an entitlement program that provides aid to eligible students to help meet the costs of postsecondary education. Recipients do not have to repay Pell Grants. The U.S. Department of Education determines eligibility using students' expected family contribution (EFC), a formula developed by the federal government, and the courses for which you are registered under a federally approved program of study. The number of credit hours students take during a given semester affects the actual award disbursement. A student may be eligible to receive Pell Grant up to 12 semesters (or its equivalent), as long as all other eligibility requirements are met. The grant is not available to students with baccalaureate degrees, in loan default, males not registered with Selective Service, or to high school students participating in dual or joint enrollment programs. Students who gain admission to the college through the special admission category are ineligible to receive the Pell Grant.

*Federal Supplemental Educational Opportunity Grant (FSEOG)* —This campus-based grant provides aid to students who meet the Pell Grant eligibility requirements. Students must be enrolled in five or more hours of required courses to receive this grant. Pell Grant recipients receive priority for FSEOG awards. Recipients of this grant are randomly selected in most scenarios.

*Federal Work Study* —This campus-based program provides part-time employment for students who need such earnings to meet a portion of their educational expenses. Students must be eligible to receive the Pell Grant and have a remaining, unmet need for financial aid assistance in order to participate in this program. Opportunities are based on available positions and job qualifications.

The supervisor and student determine work schedules based on the student's class schedule and the number of hours they need to work in order to earn their total work-study award. The Office of Finance and Administration directly deposits work-study payments into students' accounts at the end of each month.

### How to Apply for Federal Financial Aid

To apply for federal financial aid, students must complete the following steps:

- Submit an application for admission to the college. Students must gain acceptance to financial aid-eligible programs to receive assistance.
- File a Free Application for Federal Student Aid (FAFSA) online by the financial aid application deadline as published in the Academic Calendar (see Academic Calendar).

The federal processing center will email or mail Student Aid Reports (SAR) directly to students. Financial aid applicants must review the information in part two of the Student Aid Reports to ensure that the reports are accurate. The Financial Aid Office will send a notification email to students' @student.athenstech.edu email account informing them that the institution has received their FAFSA. If selected for verification by the U.S. Department of Education, the Financial Aid Office will send an



email to students' @student.athenstech.edu email and a letter through the United States Postal Service informing them of the required documents needed to complete the verification process. The college cannot award financial aid until students submit the documents requested as part of the verification process.

### **Disbursement Schedule for Federal Aid Funds**

The Financial Aid staff will apply financial aid benefits toward the tuition and fees charged for those courses required by the recipients' programs of study. Students who register for courses not required in their programs of study will be responsible for paying with personal funds the tuition and associated fees charged for those non-required courses. The Financial Aid staff will remove HOPE and/or Title IV funds for any courses not required in students' programs of study. They remove the funds after the conclusion of the official Drop/Add period. The Financial Aid staff notifies students of the removal of financial aid funds via email at the students' @student.athenstech.edu email account.

The Financial Aid staff must verify student enrollment and attendance by the end of the second week of the academic term. The staff then has 14 days to prepare and distribute federal financial aid funds. Enrollment status at the point the Financial Aid staff disburse funds determines award amounts. Students who withdraw from all classes prior to the completion of 60 percent of the semester may be responsible for repaying some or all of the federal financial aid benefits they received for that academic term. The refund and repayment formulas established by the U.S. Department of Education determine the amount of aid returned. Detailed information on the return of Title IV funds is available on the college website.

Students receive refund checks if their Pell Grant, Federal Supplemental Educational Opportunity Grant, and/or HOPE-GED benefits exceed the amount owed for tuition, fees, and/or books. Students may go online via their BannerWeb account to authorize the college to use the excess federal financial aid funds to pay most fees, including late registration fees, instructional and technology fees, NLN testing fees, SAT testing fees, standardized health program placement examination testing fees, and graduation fees. The authorization allows the college to apply excess federal financial aid funds to cover fees for the entire period students are enrolled at the college. Students may change or modify an authorization online via their BannerWeb account at any time.

Students with a credit balance will have credit available from the Pell Grant and/or HOPE-GED at the college's bookstore to purchase required books and supplies prior to the first day of the term if the Financial Aid Office has authorized the disbursement of funds for the term. Students should verify that their federal financial aid benefits are sufficient to cover tuition, fees, and bookstore charges; otherwise, they run the risk of being administratively withdrawn from their classes because they owe money to the college at the Tuition/Fee Payment Deadline as listed in the Academic Calendar (see Academic Calendar).

### **Renewal Application**

Students must renew their Free Application for Federal Student Aid (FAFSA) online each year after January 1 and prior to the financial aid application deadline as indicated on the Academic Calendar (see Academic Calendar) in order to receive consideration for assistance during the next academic year. Fall Semester marks the first term of the academic year for financial aid purposes, and the academic year encompasses the Fall, Spring, and Summer semesters. Students receiving financial aid benefits during Summer Semester must renew their FAFSA in order to receive aid for the subsequent Fall Semester.

To use financial aid for tuition and fees, students must submit their FAFSA, and their college financial aid file must be completed by the financial aid application deadline as indicated in the Academic Calendar (see Academic Calendar). Students who fail to meet these deadlines may be responsible for paying all tuition and fees due at the time of registration. Students who fail to meet these deadlines may be administratively withdrawn from their classes if they owe money to the college after the Tuition/Fee Payment Deadline as indicated in the Academic Calendar (see Academic Calendar). Once the Financial Aid Office receives all information needed to establish eligibility, the college will reimburse eligible students for the tuition and fees they paid in advance for that term.

### **State Aid Programs**

HOPE (Helping Outstanding Pupils Educationally) is a lottery-funded program that provides financial assistance to eligible in-state students attending Georgia institutions of higher learning. Students do not have to be classified as full-time students to receive HOPE benefits.

A student must be a United States citizen or an eligible non-citizen for 12 consecutive months immediately prior to the first day of classes of the academic term for which HOPE benefits are sought. Full-time employees of the Free Trade Area of the Americas (FTAA), their spouses, and their dependents are not exempt from this requirement.

Students who meet the Georgia residency requirements of the Technical College System of Georgia at the time they graduate from high school, complete a home study program, or successfully pass the GED must also meet the Georgia residency requirements for 12 consecutive months immediately prior to the first day of classes of the academic term for which HOPE benefits are sought.

Students who do not meet the Georgia residency requirements of the Technical College System of Georgia at the time they graduate from high school, complete a home study program, or successfully pass the GED must meet the Georgia residency requirements for 24 consecutive months immediately prior to the first day of classes of the academic term for which HOPE benefits are sought.

Students attending Athens Technical College as joint enrollment or dual enrollment students must meet the Georgia residency requirements of the Technical College System of Georgia for 12 consecutive months immediately prior to the first day of classes of the academic term for which HOPE benefits are sought.

Military personnel on active duty and stationed in Georgia or who list Georgia as their home of record shall be treated as Georgia residents for purposes of HOPE eligibility. This status also applies to the military spouses and dependent children of the military personnel on active duty and stationed in Georgia or who list Georgia as their home of record.

Students who were correctly determined to have met the Georgia residency requirements of the Technical College System of Georgia for purposes of HOPE eligibility and who began receiving HOPE benefits must continue to meet the Georgia residency requirements in order to remain eligible to receive HOPE benefits unless they have a break in enrollment for two or more consecutive semesters and reside outside of Georgia for 12 or more consecutive months. These students must re-establish Georgia residency for 12 consecutive months before regaining eligibility to receive HOPE benefits.

Students who have a break in enrollment for two or more consecutive semesters and who reside outside Georgia for less than 12 consecutive months will continue to meet the Georgia residency requirements provided they re-enroll in classes within 12 consecutive months from their most recent date of enrollment.

Students who earned the GED credential from the Technical College System of Georgia receive a \$500 voucher they can apply toward the cost of education. Students may use this voucher anytime within 24 consecutive months immediately following the date the Technical College System of Georgia issues the HOPE GED voucher to students. Students who received the \$500 voucher and later earn the HOPE Scholarship may have to return the voucher to the Georgia Student Finance Commission.

Students (except HOPE-GED recipients) must maintain satisfactory academic progress in order to remain eligible to receive HOPE benefits. HOPE Grant/Scholarship regulations do not require students who attend public institutions such as Athens Technical College to enroll full time to receive financial assistance.

Students must be in compliance with the United States Selective Service System requirements prior to the financial aid application deadline as indicated in the Academic Calendar (see Academic Calendar) in order to be eligible to receive HOPE benefits.

Students will not be eligible to receive HOPE benefits if they are in default on a federal Title IV or State of Georgia educational loan, owe a refund on federal Title IV or State of Georgia student financial aid program, or are in violation of federal Title IV regulations or State of Georgia student financial aid program regulations.

Students who have repaid a defaulted loan, repaid a refund, or resolved the default status may be eligible to receive HOPE benefits beginning with the academic term in which the repayment was made. Students may resolve their default status by satisfying one of the following means:

- Completing an acceptable rehabilitation plan.
- Having the loan repurchased by the original lender and the default status reversed.
- Consolidating the loan in order to remove it from default.
- Receiving an approved Title IV debt settlement, including a compromised setting.

In accordance with the Georgia Drug-Free Postsecondary Education Act of 1990, O.C.G.A. §20-1-24, students convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs are ineligible to receive HOPE benefits from the date of conviction to the completion of the following academic term.

Students are ineligible to receive HOPE benefit while incarcerated. Upon release from prison, they may begin receiving HOPE benefits if they meet all eligibility requirements.

## Technical Certificate and Diploma Programs

Students enrolling in technical certificate and diploma programs of study may be eligible for financial assistance through a HOPE Grant for up to 63 semester hours in which HOPE benefits covered tuition (i.e., HOPE semester paid-hours). Additionally, students may receive a combination of HOPE Grant and HOPE scholarship payments for a maximum of 127 semester hours of attempted coursework at colleges and universities in Georgia.

HOPE Grant recipients must have earned a cumulative grade point average of at least 3.00 at the end of the academic term in which they accumulated at least 30 or 60 semester paid hours (excluding learning support and dual enrollment coursework) in order to remain eligible to receive HOPE benefits.

Students who have earned a baccalaureate degree or higher from any postsecondary institution is ineligible for the HOPE Grant. Special admission students —those students who do not declare a program of study—are not eligible for financial assistance.

The Financial Aid Office will not award HOPE Grant benefits for coursework exempted through an exemption examination process; continuing education courses; audited courses; or for testing, training, or experience.

The HOPE Grant will cover tuition according to the year's factor rate for the coursework required by their programs of study. The factor rate is set each year by the Georgia General Assembly.

The HOPE Grant will cover the tuition associated with any required learning support courses students must take in order to gain regular admission status to the college provided the students meet the HOPE Grant eligibility requirements (see Provisional Admission).

The credit hours associated with the learning support coursework will count toward students' HOPE Grant paid-hours limit and the HOPE Grant/HOPE Scholarship combined paid-hours limit. Grades for learning support coursework are not considered in the calculation of students' grade point average at the different checkpoints.

State policy specifies that a maximum of 15 semester hours per term will count toward the paid hours limit event if the actual number of hours taken for the term is greater than 15.

## Associate Degree Programs

Students may be eligible for financial assistance through the HOPE Scholarship program provided they meet the requirements to be classified as Georgia residents at the time they graduate from an eligible high school or complete an eligible home school program.

Students who received a GED, who graduated from an ineligible high school, or who completed an unaccredited home school program may be eligible to receive the HOPE scholarship their freshman year (first tier) if they score in the 85th percentile or higher on a standardized college admission test (SAT or ACT). Official examination scores must be sent directly to GSFC for consideration.

Entering first-year students must graduate from an eligible high school with a minimum cumulative grade point average of 3.0 on a 4.0 scale in the college preparatory curriculum or a minimum cumulative grade point average of 3.2 on a 4.0 scale in the career/technology curriculum. Information on the high school courses included in the grade point average calculation is available on the Georgia Student Finance Commission website and from high school counselors.

Students must have a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale at all checkpoints in order to remain eligible for HOPE Scholarship benefits.

Entering first-year students may receive benefits through the academic term in which they accumulate at least 30 semester hours of attempted credit unless they first reach an end-of-spring checkpoint or three-term checkpoint.

Entering first-year students who enroll for 12 or more credit hours during one or more of their first three terms of college enrollment must meet the minimum CGPA requirement at the spring checkpoint.

Entering first-year students who enroll in fewer than 12 credit hours in each of their first three terms of college must meet the minimum CGPA requirement at the three-term checkpoint. Thereafter, the Financial Aid Office will conduct end-of-spring checkpoints on these students regardless of the number of credit hours they enroll in during each subsequent academic term.

Entering first-year students who enroll in fewer than 12 credit hours in their first two terms of college enrollment and in 12 or more credit hours in their third term of college enrollment must meet the minimum CGPA requirement at the end-of-spring checkpoint. These students will continue to receive HOPE Scholarship funds until they accumulate 30 semester hours of attempted credit or until the next end-of-spring checkpoint, whichever comes first.

Students who graduated from high school and were not academically eligible for HOPE Scholarship benefits immediately after high school graduation may be eligible for these benefits if they have a minimum cumulative grade point average of 3.0 on a 4.0 scale after completing 30, 60, or 90 semester hours of study at the associate degree level or higher. Once students become eligible for the HOPE Scholarship after attempting 30, 60, or 90 semester hours of study at the associate degree level or higher, they must have a minimum cumulative grade point average of 3.0 on a 4.0 scale at the end-of-spring checkpoint in order to remain eligible for HOPE Scholarship benefits.

HOPE Scholarship recipients who lost their HOPE benefits at the end-of-spring or three-term checkpoints may regain their eligibility if they have a minimum cumulative grade point average of 3.0 on a 4.0 scale at the end of the academic term in which they attempt 30, 60, or 90 semester hours of study at the college-degree level. Students who lose their HOPE Scholarship eligibility at two different checkpoints cannot regain eligibility for these benefits.

Students who had received HOPE Scholarship benefits prior to Summer Quarter 2011 may continue to receive these benefits until June 30, 2015, provided they continue to meet all other eligibility requirements. HOPE Scholarship-eligible students who did not receive any benefits prior to Summer Quarter 2011 may receive the benefits until seven years from the date of their high school graduation, the date they successfully completed the GED, the completion date for a home study program, or the date they stop pursuing a college credential.

State policy specifies that a maximum of 15 semester hours per term will count toward the paid hours limit even if the actual number of hours taken for the term is greater than 15. The HOPE Scholarship will cover tuition according to the year's factor rate for the coursework required by their programs of study. The factor rate is set each year by the Georgia General Assembly.

The HOPE Scholarship will not cover the tuition associated with any required learning support courses students must take in order to gain regular admission status to the college provided the students meet the HOPE Grant eligibility requirements (see Provisional Admission).

The Financial Aid Office includes all attempted hours and corresponding grades earned for degree-level courses at Athens Technical College and all other colleges and universities in the calculation of cumulative grade point averages even if the executive director of registration and records does not accept those courses for transfer credit. Included in the calculation of cumulative grade point averages are all remedial courses completed prior to Fall Semester 2011; courses in which students formally withdraw from courses; and courses in which students received I or IP grades, pass or fail grades, and satisfactory or unsatisfactory grades.

It is the responsibility of students to contact the Financial Office to establish HOPE Scholarship eligibility. It is recommended that students submit a HOPE Scholarship Evaluation Request prior to the start of their first term of enrollment. However, students must submit this request to the Financial Aid Office no later than the midpoint of the semester for which they are seeking reimbursement. Requests received after this time will be evaluated for the next semester.

Students may receive HOPE Scholarship benefits for up to 127 semester hours of attempted coursework. Additionally, students may receive a combination of HOPE Grant and HOPE Scholarship payments for a maximum of 127 semester hours of attempted coursework at colleges and universities in Georgia. Students who have earned a bachelor's degree from any college or university are ineligible to receive financial assistance through the HOPE Scholarship program.

### **Zell Miller Scholarship**

High school students who graduate from eligible high schools as valedictorians or salutatorians or who graduate from an eligible high school with a minimum cumulative grade point average of 3.7 on a 4.0 scale may be eligible for the Zell Miller Scholarship. High school students also must obtain a minimum combined score of 1200 on the SAT critical reading and math or a composition scale of 26 on the ACT in order to receive consideration for the Zell Miller Scholarship. They must obtain these scores during a single administration of the SAT or ACT. Students who graduated from high school between 2007 and 2010 and met the requirements for the Zell Miller Scholarship at that time can gain eligibility for the scholarship if they have a minimum cumulative grade point average (CPGA) of 3.3 at their most recent checkpoint.

Students who graduated from ineligible high schools or completed ineligible home study programs may become eligible for the Zell Miller Scholarship if they have a minimum CGPA of 3.3 after successfully completing 30 semester hours of coursework at the degree level. Students must have met Georgia residency requirements at the time they graduated from the ineligible high school or completed the ineligible home study program. Furthermore, they must have obtained the minimum ACT or SAT scores indicated in the preceding paragraph by the time they graduated from high school or completed the home study program.

The Zell Miller Scholarship covers 100 percent of tuition; however, it will not cover any fees. Students may receive Zell Miller Scholarship benefits through the school term in which they accumulate at least 30 semester hours unless they first reach an end-of-spring checkpoint or a three-term checkpoint.

Zell Miller scholars who were enrolled for 12 or more semester hours during at least one of their first three terms of enrollment at Athens Technical College must meet the minimum CGPA requirement at the spring checkpoint. Zell Miller scholars who were enrolled for less than 12 semester hours during each of their first three terms of enrollment must meet the minimum CGPA requirement at the third-term checkpoint. Zell Miller scholars who were enrolled in less than 12 hours during their first two terms of enrollment and were enrolled for 12 or more hours during their third term of enrollment must meet the minimum CGPA requirement at the point they accumulate 30 attempted hours of semester coursework or reaches the next end-of-spring checkpoint, whichever occurs first.

Zell Miller scholars must have a minimum GPA of 3.3 at each subsequent checkpoint to remain eligible for this scholarship program. Students may regain eligibility for the Zell Miller Scholarship if they have achieved a minimum CGPA of 3.3 at subsequent checkpoints. Students who lose their eligibility a second time cannot regain eligibility again. Contact the Financial Aid Office at [financialaid@athenstech.edu](mailto:financialaid@athenstech.edu) for additional information.

Students who had received HOPE Scholarship benefits prior to Summer Quarter 2011 may receive Zell Miller Scholarship benefits until June 30, 2015, provided they continue to meet all other eligibility requirements. State policy specifies that a maximum of 15 semester hours per term will count toward the paid hours limit even if the actual number of hours taken for the term is greater than 15. The HOPE Scholarship will cover tuition according to the year's factor rate for the coursework required by their programs of study. The factor rate is set each year by the Georgia General Assembly.

The Zell Miller Scholarship will not cover the tuition associated with any required learning support courses students must take in order to gain regular admission status to the college provided the students meet the HOPE Grant eligibility requirements (see Provisional Admission).

The Financial Aid Office includes all attempted hours and corresponding grades earned for degree-level courses at Athens Technical College and all other colleges and universities in the calculation of cumulative grade point averages even if the executive director of registration and records does not accept those courses for transfer credit. Included in the calculation of cumulative grade point averages are all remedial courses completed prior to Fall Semester 2011; courses in which students formally withdraw from courses; and courses in which students received I or IP grades, pass or fail grades, and satisfactory or unsatisfactory grades.

Students may receive Zell Miller Scholarship benefits for up to 127 semester hours of attempted coursework. Additionally, students may receive a combination of HOPE Scholarship and Zell Miller payments for a maximum of 127 semester hours of attempted coursework at colleges and universities in Georgia. Students who have earned a bachelor's degree from any college or university are ineligible to receive financial assistance.

### **Financial Aid for High School Students**

The Georgia Student Finance Commission (GSFC) administers the ACCEL program to provide high school juniors and seniors at eligible Georgia public and private high schools the opportunity to take certain courses from postsecondary institutions that count for both high school graduation credit and perhaps credit toward a college degree.

To be eligible for ACCEL funds, high school students must enroll in associate degree-level courses approved by the Georgia Department of Education in the areas of the core graduation requirements for college preparatory students (English, mathematics, social studies, and science) (see ACCEL Program Admission). Georgia residency and U.S. citizenship requirements for HOPE program eligibility apply to ACCEL award eligibility. ACCEL applicants must be in compliance with Selective Service registration requirements as well.

Degree-level college credits attempted by students while in high school will not be included in the semester hours used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of HOPE Scholarship, HOPE Grant, and ACCEL programs provided the students met the academic requirements to be a HOPE Scholar when they graduated from high school and the student's college accepts those credits. The attempted hours will be included in the hours used to determine the maximum hours for which they can receive HOPE benefits if ACCEL students did not meet the requirements to be a HOPE Scholar when they graduated from high school and were, therefore, ineligible to receive the HOPE Scholarship as entering first-year students.

High school students should carefully consider whether to participate in the ACCEL program in that the GSFC will apply the credit hours for which students receive ACCEL payments toward the maximum number of credit hours of payment they can receive from the HOPE scholarship after they graduate from high school because they have the risk of not meeting the requirements to be a HOPE scholar. High school students and their parents, high school counselors or principals, and postsecondary institution officials should be confident that it is in the best interest of students to participate in the ACCEL program.

The Dual Enrollment-HOPE program offers additional educational opportunities for motivated high school students to earn technical college credit as they meet their high school graduation requirements. Dual Enrollment-HOPE will cover tuition according to the year's factor rate for the coursework required by their programs of study. The factor rate is set each year by the Georgia General Assembly. Dual Enrollment-HOPE does not cover required fees, nor provide students with a book allowance.

If they meet all other requirements, high school students who are simultaneously seeking technical certificates or diploma programs of study at eligible public postsecondary institutions are eligible for the HOPE Grant (see Dual Enrollment-HOPE Admission). The credit hours attempted by Dual Enrollment-HOPE students while in high school are not used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of the HOPE Grant and HOPE Scholarship programs.

The credit hours attempted by Joint Enrollment students while in high school are used to determine the maximum hours for which they can receive HOPE Benefits (see Joint Enrollment Admission).

## Satisfactory Academic Progress

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress (SAP) for students receiving financial aid. The SAP policy must include both a qualitative measure (cumulative grade point average) and a quantitative measure (percentage successfully completed) along with a maximum period for program completion. The qualitative and quantitative measures are defined as:

- Qualitative —Students must maintain a cumulative grade point average of at least 2.0 (C) on a 4.0 scale.
- Quantitative —Students must successfully complete two-thirds (66.6 percent) of all semester hours attempted to remain eligible for financial aid.

Students also must show completion rates that allow them to complete their programs of study in no more than 150 percent of the time normally required to do so (as determined by the college catalog).

Successful grades include A, A\*, B, B\*, C, C\*, and D. Unsuccessful grades include D\*, F, F\*, I, IP, W, WF, WF\*, and WP (see Grading System).

Successful completion of learning support classes requires a “C” or better. Students enrolled in a program of study of more than two academic years must have a GPA of at least a 2.0.

Failure to maintain satisfactory academic progress will result in the loss of federal (Pell) and state (HOPE) grants and scholarships. The SAP policy applies to all students, regardless of whether they have previously received aid. Financial aid regulations consider new students and transfer students to be making satisfactory academic progress.

The Financial Aid Office will notify students through their @student.athenstech.edu email account if they fail to make satisfactory academic progress for any term.

## Financial Aid Warning and Exclusion

The Financial Aid Office initially places students on financial aid warning if they do not maintain Satisfactory Academic Progress as described in the preceding section. Students will continue to receive financial aid benefits while on financial aid warning. Students placed on financial aid warning have one semester to meet satisfactory academic progress standards or the Financial Aid Office will place them on financial aid exclusion. Students on exclusion are not eligible to receive financial aid until they again meet the Satisfactory Academic Progress Standards or file a successful appeal.

## Appeals

Students placed on financial aid exclusion may appeal the denial of financial aid if extenuating circumstances are present. Students submit appeal forms to the Financial Aid Office explaining the circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. This form is available in the Financial Aid Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Student Affairs Office at the Walton County Center, or the Director's Office at the Greene County Campus. This form also is available on the college's website ([www.athenstech.edu](http://www.athenstech.edu); select Current Students and then Financial Aid before selecting Forms and then Appeals. Click on the Request for Appeal of Financial Aid Exclusion to access the form.

The Financial Aid Office must receive appeal letters prior to the midpoint of the semester for which students are appealing their exclusion status. A committee of faculty and staff reviews all financial aid appeals. Students who are successful in appealing their financial aid exclusion will be placed on financial aid probation and may be required to meet requirements of an academic

plan. During this probation period, they will be eligible to receive financial aid benefits. Students on financial aid probation must be making satisfactory academic progress at the end of the term for which the appeals committee approved the appeal and/or meeting requirements of academic plan. Otherwise, the Financial Aid staff will again place students on financial aid exclusion. Students who fail to make satisfactory academic progress and are therefore placed on financial aid exclusion will not be eligible to appeal the resulting financial aid exclusion. Students who are not successful in appealing their financial aid exclusion are not eligible to submit another appeal; all appeals are final.

## Withdrawing from or Dropping Classes

Federal financial aid (Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) and Georgia's HOPE Scholarship, HOPE Grant, and Zell Miller Scholarship programs do not consider hours dropped during the drop/add period (usually the first three days of the semester) as registered hours for students. All HOPE funding for tuition of dropped classes is refunded to the Georgia Student Finance Commission.

If students withdraw from classes after the first three days of the academic term, HOPE will cover tuition provided students attended class or attempted to contact their instructors during the first full week of the semester. The Financial Aid Office will recalculate the amount of Pell Grant and FSEOG awarded based on the Federal Return of Title IV Funds policy. Please consult with a financial aid counselor prior to withdrawing from a class. Withdrawing affects students' satisfactory academic progress.

## Athens Tech Merit-Based Scholarships

The Athens Tech Foundation Inc. provides merit-based scholarships to recognize students who achieve academic excellence. The Foundation awards merit-based scholarships each spring to students already enrolled at Athens Technical College and to graduating high school students in the counties served by the college. Information on the merit-based scholarships is available on the college website.

Disbursements of merit-based scholarships do not begin until the following semester. Scholarship recipients must reimburse the Foundation if they withdraw from classes within seven calendar days after the start of the semester. Scholarship recipients who leave the college for two consecutive semesters or who graduate forfeit any unused portion of their scholarships.

Applicants must have a minimum 3.0 cumulative grade point average to be eligible for merit-based scholarships. The Foundation will permanently withdraw scholarships if recipients' cumulative grade point averages drop below 3.0.

### How to Apply for Merit-Based Scholarships

Students are eligible for merit-based scholarships once they complete 16 semester credit hours of coursework at the college. To apply for merit-based scholarships, students must submit an application, resume, and letter to the Financial Aid Office by the annual application deadline, as well as a letter of recommendation from a program chair or instructor. Merit-based scholarship applications are available from the Financial Aid Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Greene County Campus, and the Student Affairs Office on the Walton County Campus. Detailed instructions on each merit-based scholarship are available on the college website. Graduating high school seniors must submit an application, resume, letter, official high school transcript, as well as a letter of recommendation from a teacher or counselor to receive consideration for a merit-based scholarship. The college's selection committee will evaluate applications.

## Other Scholarship Opportunities

Many private individuals, companies, and organizations offer their own merit-based and need-based scholarships each year. Students must apply for these scholarships directly through the private individual, company, or organization. The Financial Aid Office posts information on externally-funded scholarships on the college website and sends emails to currently enrolled students via their @student.athenstech.edu email account informing them of the scholarships currently available to students; however, students are encouraged to find and apply for this source of funding on their own.

Staff in the Financial Aid Office is available to assist students in completing applications and for obtaining information on different scholarship programs and opportunities. Several search engines are available on the Internet to help students find external scholarship opportunities. Students should begin their searches on the following websites:

- Scholarships.com
- CollegeBoard.com
- Fastweb.com

The Financial Aid Office must process and administer external scholarships in order to verify enrollment and other eligibility requirements. Students must meet with the scholarship coordinator each academic term in order to complete the appropriate paperwork. The Financial Aid staff will not disburse scholarship funds without the signature and permission of the student.

## Rehabilitation Services

Students above age 16 with certain physical, mental, or emotional disabilities that might prove to be a handicap to employment may be eligible to receive assistance through the Georgia Department of Labor Rehabilitation Services/Vocational Rehabilitation Program, 150 Evelyn C. Neely Drive, Athens, GA 30601-6007. Students who are interested in receiving more information or in applying for services can contact that office at (706) 354-3900. The disability services coordinator at Athens Technical College also refers students to vocational rehabilitation. Please contact the disability services coordinator at (706) 355-5006. The Disabilities Services Office is located in Room H-716 on the Athens Campus.

## Veterans Program

The state approving agency for training veterans and dependents approves instructional programs for which veterans and their dependents may receive veteran's benefits. Students may apply for benefits by contacting the Veterans Service Office, Jefferson Professional Park, 855 Sunset Drive, Suite D-1, Athens, GA 30606. The telephone number for the Veterans Service Office in Athens is (706) 369-5630. The toll-free number for the Atlanta office is 1-800-827-1000. Prospective students receiving financial assistance from the Veterans Administration (VA) are personally responsible for paying tuition and fees at the time of registration. Additional information on the veteran's affairs benefits program can be obtained by calling 1-888-GI BILL 1 (1-888-442-4551) or at [www.gibill.va.gov](http://www.gibill.va.gov).



## COMMUNITY OUTREACH

### Adult Education

Athens Technical College provides free basic and secondary-level instruction for adults at locations in each of the counties located within the college's service area: Clarke, Elbert, Greene, Hart, Madison, Oconee, Oglethorpe, Taliaferro, Walton, and Wilkes. The college provides the following classes on each campus and at sites in each service area county in the following areas:

- Basic or remedial reading and math.
- Academic subjects at the secondary level to provide preparation for the Tests of General Educational Development (GED).
- English as a Second Language for members of the international community.
- Specific assessments and self-improvement skills needed for jobs or additional training.

The Tests of General Educational Development (GED) are five tests on writing skills, social studies, science, literature and the arts, and mathematics. The tests enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with the completion of a four-year high school program.

The college offers free GED preparation classes at the adult education centers in all service area counties. The college conducts GED testing sessions at the H.T. Edward Educational Complex at 440-3 Dearing Extension in Athens and at its campuses in Elbert County, Greene County, and Walton County. GED testing sessions are also offered at locations in Hart and Wilkes counties on a scheduled basis.

The Adult Education Office staff conducts workplace education classes for employees of area businesses and industries, either on site or at other convenient locations. Classes may include instruction in basic or advanced reading and math, GED preparation, the English Proficiency Program for Speakers of Other Languages, or specific academic skills needed for employment.

Information on adult education classes and GED testing sessions are available from the college's Adult Education Office, which is located in the H.T. Edward Education Complex at 440-3 Dearing Extension in Athens. The telephone number of this office is (706) 357-5281, extension 2.

### Economic Development Services

The mission of the Office of Economic Development Services is regional workforce and economic development. Economic Development Services offers education and training opportunities to enable participants to develop necessary skills to further their career goals. Through business and industry support programs, Economic Development Services aids in the creation and retention of jobs by supporting existing companies, employees, entrepreneurs, and new companies coming to the area. Economic Development Services programs also assist employers in attracting potential employees with the basic skills needed to be productive, successful workers for their companies. Programs and services are available in each service area county: Clarke, Elbert Greene, Hart, Madison, Oconee, Oglethorpe, Taliaferro, Walton, and Wilkes.

### Continuing Education Services

Athens Technical College develops continuing education courses in response to educational demands and requests of citizens, professional and business groups, and other organizations. The Continuing Education staff develops and implements on-site, on-campus, and online courses for career and professional development, personal interest, and enrichment. Career and professional courses include microcomputer and software courses, office skills, and language training. Students who satisfactorily complete certain career and professional courses may receive continuing education credit (CEUs) to document that their noncredit instruction met nationally recognized standards. The Continuing Education staff develops personal enrichment courses by focusing on education related to visual and musical arts, crafts, health, and other areas of interest.

For further information, call the Athens Campus Continuing Education Office at (706) 369-5763 or the Elbert County Campus Continuing Education Office at (706) 213-2100. A complete listing of continuing education courses taught at each location is available on the college website.

## Business and Industry Services

Business and Industry Services fosters growth and development of area businesses and industries by providing high quality consulting and customized training services that focus on continuous workforce improvement and development; coordinating state economic development programs and services for existing, expanding, and new companies; and providing job profiling and assessment services to employers.

Available services include skills assessment and training for entry-level personnel, training to improve intermediate skills, and advanced or customized training in mechanical, electrical, computer, warehousing, and customer service. Consulting extends to working with company leadership to develop and implement world-class business strategies, drive organizational change, select and implement best practices, and develop networks with local leaders.

## Human Resource Services

Athens Technical College offers a variety of human resource management services for business and industry clients. The college offers occupational skills enhancement training programs and testing in many critical technology skills areas, including heating and air conditioning, nursing, laboratory assisting, automated manufacturing, industrial maintenance, computer programming, and others. Specific services include:

- Human resources consulting and training.
- Personnel training and recruitment.
- Maintenance skills assessments and training.
- WorkKeys® assessment services.
- WorkKeys® job profiling services.
- Georgia Work Ready®, assessments, job profiling services, and consulting.

## Workforce Development/WorkKeys®

The WorkKeys® system provides a common language between education, employee skills, and the needs of area businesses and industries. Staff members use this system to perform job profiles in order to determine the exact tasks involved and the skills employees need to be successful. Employers can then assess new applicants more accurately. This program assists managers in establishing a qualified job applicant pool. Companies may also use the job profile and skills analysis to improve the promotion process for workers already employed by the organization. WorkKeys® is the foundation component of the Georgia Work Ready program.

## Existing Employee Training Services

Athens Technical College offers varied training for existing employees and is the "first-call" employee-training partner for many companies in Northeast Georgia. Staff members analyze company processes and develop customized training activities to solve key operational issues.

Training areas include leadership, communications, supervision, computer skills, sales, customer service, team building, industrial maintenance, safety issues, Occupational Safety and Health Administration (OSHA) compliance issues, and Environmental Protection Agency (EPA) and hazardous materials training, among others. The college also provides training in inventory control and purchasing systems.

Customer service training includes professional dress, telephone skills, multicultural issues, sales, and serving difficult customers. Computer training highlights the latest software and operating systems. Other training activities available include:

- Job performance improvement.
- Inventory control and purchasing.
- Communications and interpersonal skills.
- Computers and web-based courses.
- Quality control, ISO 9000 and 14000, Six Sigma, LEAN, and 5-S.

- Executive coaching and leadership development.
- Supervisory skills training and team development.
- Technical and business writing.
- Personnel development and assessment.
- Strategic planning.
- On-site management consulting.
- Maintenance skills assessment.
- Maintenance systems analysis.
- Advanced manufacturing technology.

Athens Technical College can assess the training needs of an organization and customize programs to correct deficiencies. Customized programs are efficient because they target only those areas needed by the client. These services are available on a contractual basis to business and industry clients.

## Labor and Organizational Services

Qualified experts from the college can assist clients in managing change in organizational structure and other management challenges. Staff members monitor progress and suggest strategies to enhance the process and increase employee involvement and acceptance. Specific services include:

- Lean manufacturing implementation.
- Labor and organizational issues training.
- Employee opinion surveys.
- Material and product planning.
- Strategic planning.

## Environmental and Safety Services

Athens Technical College offers a variety of environmental and safety services that identify areas that need emphasis or that do not meet current or proposed Occupational Safety and Health Administration (OSHA) or Environmental Protection Agency (EPA) guidelines.

As part of its OSHA alliance, the college offers employee training in handling hazardous materials, consulting services in engineering, and training on workplace safety issues. Ergonomics consultants can also assist in eliminating workplace injuries and lost work time. Specific services include:

- Environmental and safety assessments.
- OSHA/EPA consulting, planning, and training.
- Hazardous waste management training.
- Technical and engineering studies.
- Ergonomics.
- Arc Flash and other safety training.

## Microcomputer Academy

Athens Technical College offers seminars and workshops on a variety of computer applications through its Microcomputer Academy. Consulting services are also available. Classes target people with varying levels of computer skills and range from basic operation and purchasing of a computer to navigating the Internet and mastering software programs such as the Microsoft Office Suite of applications (Access, Excel, PowerPoint, and Word).

## Quick Start

The Quick Start program constantly receives national recognition for providing high-quality training services at no cost to new and expanding businesses in Georgia. Quick Start training services are available for both manufacturing and service companies. Manufacturing training focuses on company orientation, core manufacturing skills, job-specific skills, productivity enhancement, employee involvement, and human resource development. Service training includes company orientation, customer service training, personal interaction skills, product information training, job procedures, and professional development. Certified economic development trainers from Athens Technical College assist in determining whether organizations qualify for Quick Start training benefits. Contact the vice president for economic development at (706) 369-5763 for more information.

## Retraining Tax Credit

Staff from the Office of Economic Development Services work with existing industries located in the counties served by Athens Technical College to establish eligibility for retraining tax credits from the State of Georgia. The objective of the retraining tax credit program is to foster the profitability and competitiveness of Georgia's existing industry by encouraging workforce development through retraining tax incentives. The State of Georgia will grant tax credits to eligible business enterprises that equal up to one half of the direct costs of retraining. Eligible business enterprises qualify for a maximum tax credit of \$500 per full-time employee per year for each approved retraining program, up to \$1,250 per employer per year.

To be eligible for tax credits, training programs must provide improved job skills for employees unable to function effectively on the job due to skill deficiencies or because they would otherwise be displaced because such skill deficiencies would inhibit their utilization of new technology. New technology includes the implementation of new equipment and/or new customized operating systems and software, workplace re-engineering, total quality management, ISO systems implementation, and employee involvement programs. The vice president for economic development coordinates the assistance to a company interested in claiming the retraining tax credit. The vice president is also responsible for determining if programs are eligible for a tax credit and for approving the required forms.

## Georgia Work Ready®

Economic Development Services operates in partnership with state and local efforts to improve workforce skills by actively supporting the Georgia Certified Work Ready program efforts. Staff members provide local industry with certified WorkKeys® profilers who profile jobs to determine the specific skill sets needed by successful employees. The staff also administers workforce assessments that are designed to assist in matching applicant skills to profiled jobs. This effort is designed to provide Work Ready employees who are prepared to perform at optimum levels.

## ACADEMIC AND STUDENT SUPPORT SERVICES

### Academic Support Center

Have you ever wondered why some students make better grades and appear to have an easier time in college than others? Often, it is simply a matter of having good study skills. Simple strategies that can help ensure academic success include:

- Good time management.
- Regular class attendance.
- Daily review of assigned readings and class notes.
- Class participation.
- Seeking assistance from instructors.

Academic Support Center staff members offer free assistance in many areas leading to student success. Staff members and peer tutors provide one-on-one tutoring in various subjects, including learning support courses. Computerized tutorials present material in an interactive format, and students may use these materials in the Academic Support Center. Handouts on particular problem areas and the center's On the Web series help students gain skills on their own or with minimal assistance.

Math assistance, given in individual and small-group tutoring sessions, covers all mathematics courses taught at the college. Math videos reinforce classroom instruction and individual tutoring, and students may check these videos out for viewing at home. English assistance reinforces proper English usage for learning support English through the upper-level English courses offered at the college. Science tutoring focuses on the various science courses taught at the college.

The Academic Support Center is located in K-600 (the Paul C. Broun Building) on the Athens Campus. The telephone number is (706) 583-2839. The Academic Support Center on the Elbert County Campus is in Room 314 in the General Classroom Building and can be contacted at (706) 213-2100. A support services coordinator provides student support services, academic support services, and library services and assistance in Room 103 at the Greene County Campus (706-453-0536) and in the Administrative Office area at the Walton County Campus (770-207-3130). Students on the Elbert County, Greene County, and Walton County Campuses are able to receive online assistance with their English papers from staff members in the Academic Support Center on the Athens Campus. Please contact the appropriate center location for hours of operation.

### Athens Technical College Emergency Notification System

As part of a continuing effort to ensure a safe college environment, Athens Technical College implemented a rapid emergency notification system that allows the college to convey time-sensitive information within minutes through a single communication to students, faculty and staff. With the emergency notification system, Athens Technical College can schedule, send, and track personalized voice, email, and text messages. These messages can be sent via three different modes of communication:

- Voice messages to home, work, and/or cell phones.
- Text messages to cell phones, PDAs, and other text-based devices.
- Written messages to email accounts.

Notifying appropriate parties immediately is crucial in emergencies such as severe environmental conditions, acts of campus violence, or circumstances that call for immediate notification or action. Accurate, timely communication helps to minimize the spread of misinformation. These emergency messages can also provide detailed instructions on what steps individuals should take.

Athens Technical College students, faculty, and staff are automatically added to the emergency notification system. Every person is encouraged to review his or her emergency notification system contact information for accuracy and to add additional contact information such as cell phone numbers to the notification list. Please click on the Athens Technical College Alert icon on the college website or go to <https://www.getrave.com/login/athenstech> each semester to register or update your information. Athens Technical College tests its emergency notification system on a semi-annual basis. An announcement indicating the date and time of the test message will be sent to all faculty, staff, and students.

## Bookstore

New and used books, reference books, study aids, diskettes, book bags, college paraphernalia, and various program supplies are available from the campus bookstore. Bookstore personnel place special orders and accept VISA and MasterCard for purchase payment.

## Campus Security

The safety of students, visitors, faculty, and staff is a priority of Athens Technical College. Campus security officers are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

Security officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The director of computer technology training and campus security maintains a record of the incident reports for a maximum of three years, and the college shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law.
- Jeopardize the confidentiality of the victim.
- Jeopardize an on-going criminal investigation.
- Jeopardize the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

In addition to campus security officers, Athens Technical College employs uniformed officers to provide police services on the Athens, Elbert, Greene, and Walton campuses. These uniformed officers have the authority to arrest individuals.

### Procedures for Reporting Incidents

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A college administrator will secure professional emergency care if needed.

As a nonresidential college, Athens Technical College expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the college will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

College officials notify the local police when someone commits a crime on campus or at college-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the director computer technology training and campus security.

Faculty advisors of chartered campus organizations must report criminal incidents committed by students while participating in college-sponsored activities both on and off campuses and properties. The advisors must submit these reports in writing to the vice president for student affairs. Students who violate the Student Conduct Code or who commit crimes of misdemeanor or felonious nature, as defined by the Criminal Code of Georgia, while participating in college-sponsored activities will be subject to a hearing before a duly appointed judicial body (see Student Disciplinary Policy and Procedures). The vice president for student affairs will report violations of local, state, and/or federal laws to appropriate law enforcement officials.

### Campus Facilities and Security Access

The Maintenance Department maintains college buildings and grounds with concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must call the Office of Finance and Administration at (706) 355-5116 to report any hazard. The Maintenance Department routinely inspects college facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff on the Athens and Elbert County campuses unlock and lock buildings each day. Administrative staff at the

Greene County and Walton County Campuses is responsible for securing those facilities. When officially closed, all college facilities remain locked and accessible only to employees with keys.

## Career Services

The mission of the Career Services Office is to provide students and alumni with assistance in learning about the world of work, developing job search skills, and locating suitable employment opportunities. This office seeks to assist students with developing strategies and techniques on how to become successful in a competitive and dynamic job market.

Staff in Career Services offer regularly scheduled workshops on topics such as career exploration, resume development, cover letter writing, and interviewing skills. For additional information, contact the career services coordinator at (706) 355-5006 and review the Career Services homepage. Career service assistance is available on all campuses of the college.

A variety of tools and services are available to students to help with their employment search. The Georgia Career Information System (GCIS) is available online to students and alumni. It offers information on educational programs and occupations to assist students in matching interests and abilities to specific occupations. The occupation section contains the latest data on jobs such as working conditions, hiring requirements, employment outlook by geographic area, and ways to prepare for employment. GACollege411 contains information on colleges in Georgia and programs of study offered in a given area of interest. The Learning Express Job and Career Accelerator Database provides information on preparing resumes, completing job applications, and developing effective interviewing skills.

Employers who do not discriminate in their employment practices or policies on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age political affiliation or belief, disabled veteran, veteran of Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) are encouraged to contact the Career Services Office to post announcement of their job openings free of charge. Staffing agencies (third party recruiters) may participate in posing their available positions only in the event there is no charge to students for successful placement. The Athens Technical College Job Referral Listings provide a link to recent job announcements from local and regional employers in the public and private sectors. Positions are also posted on the job boards located on each campus. Career service staff contacts recent alumni of Athens Technical College upon graduation. Feedback from graduates is used to ensure that the college matches educational outcomes with the knowledge and skills required by employers so that our graduates thrive in competitive job market.

## Disability Services

The Disability Services Office for Athens Technical College provides assistance to individuals with appropriately documented disabilities who request academic adjustments and/or auxiliary aids in the classroom or for testing while a student at the college. The program provides assistance and services to students with disabilities at any of the college's campus locations (Athens Campus, Elbert County Campus, Greene County Campus, Walton County Campus, and the Virtual Campus). Assistance and services are always in accordance with all relevant federal laws.

By definition, disabilities that qualify students for accommodations in college are physical or mental impairments that substantially limits one or more of the major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. In order to verify that students have what can be considered as qualifying disabilities, the Disability Services staff require official documentation of the students' conditions. As a postsecondary institution, Athens Technical College cannot accept IEPs or 504 Plans from high school to support the provision of academic adjustments

Prospective students must provide documentation from a professional qualified to diagnose their particular disability prior to receiving any academic adjustments or auxiliary aids. This documentation must meet the requirements set by the Technical College System of Georgia for students with disabilities. Reasonable accommodations are afforded eligible students based upon individual need. Once students are deemed eligible for assistance, the Disability Services Coordinator provides students with Accommodation Requests which are given to students to present to their instructors. These requests outline appropriate accommodations which students are eligible to receive on testing and in the classroom. The provision of accommodations is always disability-related and specifically addresses the unique needs of the student in question.

The Disability Services Application packet (PDF) is available online. This packet provides detailed information about how students can apply for assistance. For more information about services to students with disabilities, please contact the Disability and Career Services coordinator on the Athens Campus at 706-355-5006 or the Georgia Relay Center at 71-822-255-0056 (TTY only). Please direct voice calls to the Georgia Relay Center by calling 1-800-255-0135.

## Emergency Action Plan

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify campus security (706-357-0050) or the vice president for student affairs (706-355-5029) immediately. If an emergency occurs on the Elbert (706-213-2100), Greene (706-453-7435), or Walton (770-207-3130) campuses, contact the respective campus director immediately. If the situation is a dire emergency, an employee should call 911 before contacting a vice president or director.

A student who experiences any personal injury must complete an incident report for campus security as soon as possible.

Athens Technical College emails and/or posts crime alerts to give prompt warning to members of the college community regarding the occurrence of serious crimes and to encourage members of the college community to take appropriate safety precautions. Emails are sent to students' official @student.athenstech.edu email accounts and to faculty and staff via their official college email address. The president, a vice president, or a campus director or manager is responsible for issuing these warnings.

## Emergency Messages

If immediate family members need to contact students on campus because of a medical emergency or death in the family, they can call (706) 355-5000 for the Athens Campus, (706) 213-2100 for the Elbert County Campus, (706) 453-7435 for the Greene County Campus, or (770) 207-3130 for the Walton County Campus. This service is for major emergencies only.

## First Aid

First aid supplies and first aid to the injured are available. Since Athens Technical College is nonresidential, students normally secure medical services through their primary care physicians. In case of serious accidents or illnesses, staff members refer students to the nearest hospital or to the hospital of the injured student's choice for emergency care. The staff person will also attempt to notify relatives of students. Students and/or their families are responsible for the cost of such emergency care and ambulance service if needed. The college requires all students to purchase state-mandated accident insurance at registration. This coverage protects students while they are engaged in college activities for the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance (see General Accident Insurance).

## Housing

There are no dormitory facilities at any of the college's four campuses, but there are a number of housing options (apartments, private rentals, and real estate agencies) in Athens and the surrounding area that cater specifically to students. Students should consult local advertising supplements, newspapers, and telephone directories for specific listings.

## Identification Cards

The Office of Student Activities is responsible for producing identification cards for students enrolled at Athens Technical College. All students must have a current student identification card while enrolled at the college. This identification card serves as a method to prove that students are enrolled, is used as a library card, and grants students access to other campus services such as the academic support center. Student identification cards are also used to identify students at clinical and internship sites associated with individual programs of study.

Students may obtain identification cards at scheduled times each week in the Student Activities Office inside the Student Center on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office at the Greene County Campus, and the Director's Office at the Walton County Campus. Students may schedule appointments to have their identification cards made. Students receive their first identification card at no cost, but replacement cards are \$5.

## Library Services

There are libraries on each of the Athens Technical College campuses where students can study and ask the librarians and staff to help them with finding and citing information for their assignments or for their general interests. The library houses books, including a popular reading collection, journals, newspapers, and videos. Students may borrow or use materials at any ATC



library location with their student ID card. Students can access online resources such as over 100,000 ebooks, over 9,000 streaming educational videos, and thousands of journal articles from off campus. Interlibrary Loan service is available to obtain titles from other libraries not owned by the ATC library. Students should contact their ATC library about borrowing privileges from The University of Georgia.

Most of the resources available to students can be located or accessed through the library's website. GALILEO (Georgia's virtual library) provides a variety of databases for students to use for research. For off-campus access, a password must be obtained from the library. Databases not accessed through GALILEO, such as the *Learning Express Library* features a large number of practice certification exams and online courses and practice exams for a variety of subjects. The library homepage also includes links to Subject Guides to provide students with course or program specific information resources.

The library facilities include computers, WiFi, printers, and photocopiers. Copies are available at five cents per page with cash: B/W or color printing charges are ten cents and fifty cents respectively with a WEPA print card or a debit or credit card. Study rooms are available for groups or individuals who need a quiet place to study on the Athens Campus.

The normal checkout period for books is three weeks and for videos 3 days. Instructors may place titles on reserve at the service desk for a limited checkout period for their students. Students can manage their library accounts to request titles and renew their materials to avoid late fines of twenty-five cents per day.

Library news and announcements are posted to the library homepage website and Facebook page. The librarians and staff can be contacted by phone, chat, text (706) 621-5888, email, or in person with any questions!

The following section provides information on the location, telephone numbers, and hours of operation for the libraries at each of the campuses of Athens Technical College.

### **Athens Campus Library**

- First Floor, Kenneth Easom Building (Building F)
- (706) 355-5020
- Athens Campus Library Hours
  - 7:30 a.m. until 10 p.m. Monday through Thursday
  - 7:30 a.m. until 4 p.m. on Friday
  - 7:30 a.m. until 4 p.m. on Saturday
  - 8 a.m. until 4 p.m. Monday through Friday between semesters

### **Elbert County Campus Library**

- Room 121, Yeargin Building
- (706) 213-2116
- Elbert County Campus Library Hours
  - 7:30 a.m. until 10 p.m. Monday through Thursday
  - 7:30 a.m. until 4 p.m. on Friday
  - 8 a.m. until 4 p.m. Monday through Friday between semesters

### **Greene County Campus Library**

- Room 103, Main Building
- (706) 453-0536
- Greene County Campus Library Hours
  - 8 a.m. until 9 p.m. Monday through Thursday
  - 8 a.m. until 4 p.m. on Friday
  - 8 a.m. until 4 p.m. Monday through Friday between semesters

### **Walton County Campus Library**

- Room 505
- (770) 207-4120
- Walton County Campus Library Hours
  - 8 a.m. until 8 p.m. Monday through Thursday
  - 8 a.m. until 4 p.m. on Friday
  - 8 a.m. until 4 p.m. Monday through Friday between semesters

### **Live Work**

As part of their laboratory experiences, students in Automotive Collision Repair, Automotive Technology, Cosmetology, and Dental Hygiene perform program-related work for faculty and staff members and fellow students. The Cosmetology and Dental Hygiene programs also seek and accept members of the general public as clients/patients.

In consulting with faculty, administration, and program advisory committee members, each program chair has developed and implemented a written live work plan with the following components:

- A description of how completion of live work supports and enhances the curriculum.
- The types of work that may be performed and for whom.
- The parameters within which live work may be conducted (day/times).
- The procedures to be followed.
- The customers' assumption of risk for the work being performed.
- The costs related to services (fees and/or purchase of parts and supplies).

Live work plans further stipulate that students and facilities will not be used for personal gain or profit and ensure that live work projects are not of a production nature and thus do not compete with private enterprises. Live work projects are designed for compliance with the Governor's Executive Order on Ethics.

Live work cannot and will not be performed solely by instructors; student participation is required. Live work will be performed consistent with established program standards and desired student learning outcomes. Procedures for live work projects are available on the college website. Click on the appropriate link at the bottom of the webpage.

### **Lost and Found**

Anyone who finds lost items should turn the items in to the main office at any campus.

### **Counseling Services**

While attending college can be an exciting time in the life of a student, it can also come with a number of challenges when family, school, and work responsibilities begin to compete for a student's time. In the event that these responsibilities prove too much, students are urged to seek guidance from the counseling staff within the Office of Student Support Services. Although not able to provide ongoing counseling, the counseling staff can assist students who are in crisis or struggling with day to day challenges. If additional or ongoing counseling services are needed, Athens Technical College works in partnership with The University of Georgia's Center for Counseling to serve students on an ongoing basis for continued care.

Students may also obtain assistance from Student Support Services staff in developing career goals, learning to manage academic programs, and dealing with work-related, personal, or financial problems. The Office of Student Support Services is available to assist students with personal problems that affect academic progress and interpersonal relationships that impact individual development.

## New Student Orientation

Athens Technical College delivers New Student Orientation online through the college website. All newly accepted students must complete New Student Orientation. They must earn a minimum score of 80 percent on the assessment included at the end of the online module in order to be eligible to register for classes.

Students have two options for completing the New Student Orientation. They may complete it online from any computer with Internet access prior to the New Student Advising and Registration Day. Once they complete the online orientation, they must print off the proof of completion and bring it the New Student Advising and Registration Day. Students who do not have a computer with Internet access may complete the orientation in one of the college's on-campus computer labs. Staff assistance is available on campus.

## Parking

Students pay a \$15 parking fee each term. Students obtain parking decals in the Admissions Office or at the Information Desk on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office at the Greene County Campus, and the Director's Office on the Walton County Campus. Parking decals must be displayed on students' vehicles at all times. Students must park in designated student parking areas. Students may not be able to park in a lot directly adjacent to their classroom building; therefore, students should allow ample time to park and walk across campus before the start of their classes.

Security guards patrol campus to enforce parking regulations and to assist with vehicle problems. Campus security issues tickets for illegally parked vehicles, including vehicles without proper parking decals or those parked in reserved or restricted areas or on campus lawns. Athens Technical College security has the right to tow illegally parked vehicles and to assess a towing fine. Students who receive tickets must pay their fines before registering for classes, receiving grades or transcripts, or graduating.

### ***Carpool and LEV Parking***

Carpool and LEV (Low Emission Vehicle) parking spaces are available at Building B (Life Sciences Building) on the Athens Campus. Students and college employees may park in these spaces after obtaining a carpool or LEV parking decal in the Student Affairs Office in Building H-700.

### ***No Parking Zones/Fire Lanes***

Parking is not permitted in the fire lane area or no-parking zones located at the entrances of each building. Vehicles parked in these locations may be towed at the students' expenses. Parked vehicles cannot block access to buildings or to the drives leading to buildings.

### ***Parking for Persons with Disabilities***

Students and employees with disabilities (permanent or temporary) who require special parking accommodations must first obtain a special parking decal from the Georgia State Patrol. This decal, when displayed with a regular Athens Technical College parking permit, allows students to park their vehicles in spaces reserved for persons with disabilities.

*Parking on Lawns:* Parking on the lawn or any grassy area is prohibited. Vehicles parked in these areas may be towed.

### ***Reserved Parking***

Throughout all campuses, reserved parking spaces are clearly marked by a sign or by orange cones. Students are not permitted to park in reserved parking spaces.

### ***Staff Parking***

Parking spaces designed as "Staff" are reserved 24 hours for employees and instructors of the college. Students are not allowed to park in staff parking spaces.

### ***Visitor Parking***

For security purposes, visitors must display visitor parking dash cards in their vehicles. Parking dash cards are available in the Student Affairs Office at the Elbert County Campus and in the Director's Office at both the Greene County Campus and the Walton County Campus. Visitors to the Athens Campus may obtain parking dash cards from the Office of Student Affairs, the Library, the Office of Economic Development Services, and the Office of Administration and Finance. Vendors and invited guests obtain parking dash cards from the person they are to meet with while on campus. Visitor parking spaces are available in front of Building H-the Student Affairs/Student Center Building-on the Athens Campus.

## Public Transportation

Athens Transit Authority provides bus service to the Athens Campus. Call (706) 613-3430 to obtain information.

## Safety Escorts

Students who would like safety escorts from classes to their vehicles should contact campus security at (706) 621-9860 or (706) 621-9817 on the Athens Campus or (706) 213-2100 on the Elbert County Campus. Staff members at the Greene County Campus and Walton County Campus will assist students at those locations.

## Sexual Health

According to the World Health Organization, "Sexual health is a state of physical, mental, and social well-being in relation to sexuality. It requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination, and violence."

In order to help students gain a greater understanding of the various aspects of sexual health, the Student Activities Office, in conjunction with the Student Support Services Office, offers educational programming on this subject throughout the academic year. Topics may include information on safe sex practices, treatment for sexually transmitted diseases, intimacy in relations, and individual rights in sexual encounters.

The director of student activities and the director of student support services post notices in advance to announce these seminars. They also post information on the college website, on electronic message boards, and on bulletin boards around each campus.

## Student Email Accounts

Athens Technical College has partnered with Microsoft and its Live@EDU program to provide free Athens Technical College email accounts and other services for all registered students. Student email accounts are created once students have been accepted to the college. Each student email address is composed of the first name, last name, and the last three digits of the student's ID number followed by @student.athenstech.edu. For example, John Smith with student ID number 910199045 would be assigned the email address of johnsmith045@student.athenstech.edu. The email password will be randomly generated and included on the admission's acceptance letter. Additional information on student email accounts may be obtained on the college website.

All official communications from the Office of Academic Affairs and Office of Student Affairs, which includes Admissions, Career Services, Disabilities Services, Financial Aid, Registration and Records, Student Activities, and Testing Services, will be sent to students' @student.athenstech.edu email addresses once they are accepted to the college. The Office of Student Affairs will email information on registration dates, financial aid eligibility, academic probation/dismissal, and all other forms of official communication to currently enrolled students via their official college email address. Students must check their @student.athenstech.edu email account on a regular basis and must use their student email accounts for all correspondence with college personnel.

## Telephone Services for Hearing Impaired

The Relay Center service is available for incoming and outgoing telephone calls for persons with speech and/or hearing impairments. Call 1-800-255-0056 (TTY only) or 1-800-255-0135 (voice) to contact the center.

## STUDENT ACTIVITIES

### Student Representation in Governance

Students' role in institutional decision-making is an advisory one accomplished through the Athens Tech Student Advisory Council (ATSAC). ATSAC is a student organization that represents the interests of all Athens Technical College students. ATSAC provides a formal means for students to express their desires, concerns, and ideas to the college administration. ATSAC is also responsible for approving the policies governing student organizations and student activities, including advising the administration on the use of funds allocated as student activity fees. The director of student activities serves as the college advisor for ATSAC.

ATSAC holds elections for officers from within the entire student body during Spring Semester each year. The permanent slate of officers includes the president, vice president, treasurer, and secretary. The officers serve on the Executive Board of the Student Advisory Committee. 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. Appointed representatives from each program of study advise the Executive Board on these issues.

Appointed program representatives and elected officers serve a one-year term that begins with Fall Semester. Students interested in service on the council should contact their representative program chairs or the director of student activities. Additional information on ATSAC is available on the college website ([www.athenstech.edu](http://www.athenstech.edu); select Current Students and then Student Activities before selecting Student Advisory Council).

### Student Activities

The purpose of student activities and student organizations at Athens Technical College is to complement academic programs of study and to enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, and recreational activities. Athens Technical College encourages students to participate in such activities to build leadership and service capabilities and to further their professional development. Student activities exist to offer fellowship, related educational experiences, continuing education, networking, and professional competition at local, state, and national levels. Athens 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. A complete list of active student organizations is available on the college website.

Policies and procedures associated with the operation of student organizations are also available on the college website. This website includes information on registering new student organizations, funding guidelines, activity protocols, travel policies, and purchasing regulations. Also available is a student organization handbook.

### Student Recognition

The Georgia Occupational Award of Leadership (GOAL) recognizes and rewards excellence among students enrolled in programs of study at public, postsecondary technical colleges. GOAL honors the dignity of work and the importance of technical education in the state. Instructors nominate outstanding students for the local GOAL program and a selection committee selects the finalists from these nominees. Finalists compete to represent the college at the state GOAL competition.

#### *Honor Graduate*

The college awards this honor to graduating students who earn a graduation grade point average of 4.0 (see Graduation Grade Point Average). The president of Athens Technical College presents honor graduates with a medallion during the annual graduation ceremony to recognize this accomplishment.

#### *Presidential Scholar*

The college awards this honor to graduating students who have earned a graduation grade point average of between 3.75 and 3.99 (see Graduation Grade Point Average (p. 46)). Presidential scholars are recognized in the annual graduation program.

#### *Dean's Scholar*

The college awards this honor to graduating students who have earned a graduation grade point average of between 3.50 and 3.74 (see Graduation Grade Point Average). Dean's scholars are recognized in the annual graduation program.

#### *Who's Who Among Students in American Junior Colleges*

The Who's Who program annually honors outstanding campus leaders for their scholastic and community achievements. A campus committee selects students who exhibit academic excellence, participate in extracurricular activities, and perform service to the community. The college recognizes nominees at the annual Honors Day program, and they receive national publicity in Who's Who Among Students in American Junior Colleges.

## Honors Day

The college holds an Honors Day ceremony during Spring Semester to recognize students who demonstrated scholastic achievement, performed distinguished service, and/or earned special recognition during the academic year.

## Graduation

Students must have been enrolled in the college for at least one term during the 24 months preceding the time they submit their application for graduation to the Office of Registration and Records. Diploma and associate degree students must submit completed graduation applications to the Office of Registration and Records and the required \$35 graduation fee to the cashier no later than the third week of the semester they plan to graduate. Students enrolled in technical certificates of credit (TCCs) must also submit completed graduation applications to the Office of Registration and Records no later than the third week of the semester they plan to graduate. Students must meet all graduation requirements (as published in the Curriculum section of this catalog) and satisfy all financial obligations to the college before graduation. Students must have a minimum graduation grade point average of 2.0 in order to graduate (see Graduation Grade Point Average). The college recognizes students as honor graduates if they earn a graduation grade point average of 4.0. The college recognizes students as presidential scholars if they earn a graduation grade point average of between 3.75 and 3.99 and as deans' scholars if they earn a graduation grade point average of between 3.50 and 3.74.

The college holds a graduation ceremony each year at the conclusion of Spring Semester to recognize associate degree and diploma students who successfully complete their programs of study. Students who complete TCCs only do not participate in annual graduation ceremonies. Students participating in the ceremony must wear academic attire purchased from the college bookstore.

# STUDENT CODE OF CONDUCT

## Student Rights and Responsibilities

Students are responsible for knowing the rules and regulations outlined in this catalog. Lack of familiarity with college rules and regulations does not exempt students from their responsibilities. Students who attend tax-supported postsecondary educational institutions are not compelled to do so. By voluntarily attending, students assume obligations of performance and behavior reasonably imposed by the college as it relates to the college's mission and purpose.

The United States Constitution guarantees qualified students equal opportunity to attend Athens Technical College. The college may discipline students as long as there is no discrimination employed, no denial of due process, and no capricious, clearly unlawful, or unreasonable action employed. It is critical that the entire campus community understand the inherent rights entitled to students, as well as the responsibilities these rights entail. If everyone accepts and abides by these student rights and responsibilities, a more harmonious learning environment will result for the campus community.

## Academic Freedom

Athens Technical College's definition of academic freedom is the same as that promulgated by the Technical College of Georgia, of which it is a member:

*The Technical College System of Georgia (TCSG) supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. **The Technical College System of Georgia and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.***

*Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate they are not speaking for the institution.*

*The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.*

## Academic Rights

Students have the right to attend classes during their regularly scheduled times without deviation from such times and without penalty if students cannot attend instructional hours not institutionally scheduled. Students have the right to access a syllabus, which outlines course objectives and requirements, for each course, and to receive information regarding any changes in these syllabi at the beginning of each semester. The college recognizes that discussion and expression of all views relevant to the subject matter are fundamental to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. Instructors set the standards of acceptable behavior by announcing these standards early in the term. If students behave disruptively in classes after instructors explain the unacceptability of such conduct, instructors must dismiss students for the remainder of that class period.

Instructors should initiate discussions with students to resolve the issues prior to the next class meeting. Further disruptions may result in a second dismissal and referral in writing to the vice president for student affairs. Students have the right to meet with their respective faculty advisors each semester to plan sequential programs of work that meet their educational objectives in the most efficient manner possible. Students have the right to consult with faculty outside of classroom time during regularly scheduled office hours or by appointment if necessary. Students have the right to access any of their records kept by the college upon reasonable request. Students have the right to appeal when issued a grade. Instructors award grades for student academic achievement. Instructors will not reduce grades as a disciplinary action for student action or behavior unrelated to academic achievement.

## Freedom of Speech and Assembly

Students have the right to freedom of speech and assembly without prior restraints or censorship, subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner (see Student Code of Conduct outlined later in this section).

## Protection Against Unreasonable Searches and Seizure

Students have the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. Security officers or administrative staff may conduct searches and seizures only as authorized by applicable laws.

## Children and Pets on Campus

Students are not to bring children or pets to class. Neither children nor pets may be left unattended on campus or inside vehicles while attending class or while conducting college-related business. Students who violate this policy may be charged with a violation of the Student Code of Conduct. The college reserves the right to contact local authorities if children or pets are left unattended in vehicles.

## Use of Personal Electronic Devices

The college does not allow students to operate cellular phones, portable radios, iPods, MP3 players, cassette or CD players, hand-held electronic games, and other similar devices inside classrooms, laboratories, libraries, auditoriums, testing facilities, training rooms, lobbies or atriums, hallways, or any other college-owned/operated facility. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility. Students must turn beepers to vibration mode when inside a campus-owned/operated facility; however, students must turn beepers off while taking tests. Students may operate cassette tape players to record classroom lectures if their instructors grant prior approval. When outside, students must play cassette or CD players, portable radios, iPods, MP3 players, or radios inside vehicles at a volume that does not offend or distract others.

## Use of Tobacco Products

In an effort to establish a healthier, cleaner educational environment, Athens Technical College is now a tobacco-free/smoke-free campus. The use of tobacco products in any form will be banned from all campuses of Athens Technical College. This ban extends to all outdoor areas including parking lots. Smoking will be permitted inside of personal vehicles. Penalties for violation of this policy include a written warning for the first offense, a fine of \$50 for the second offense, and dismissal from the college for the third offense.

## Violation of Clinical Site Policies

The college's agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in their inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the college's Catalog and Student Handbook. The college is not obligated to find alternate internship, clinical, or practicum sites for those students who violate host site policies or procedures or who fail to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request.

## Weapons

Athens Technical College and the Technical College System of Georgia are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound or material on any campus and center or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of any technical college campus or center or other designated worksites. This policy extends to any college-sanctioned function.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a technical college building, on technical college



property, at a college-sanctioned function, or on a bus or other transportation furnished by the college. Such buildings include any public-owned, public-leased, or public-operated building that houses any governmental or educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Georgia Department of Defense.
- Persons participating in law enforcement training conducted by a certified police academy.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or en route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the college in order to bring or pick up a student at the college.
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container or a locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation of college policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college:

- Any firearm whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined on O.C.G.A. §16-11-121.
- A weapon whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined in O.C.G.A. §16-7-80.
- Any explosive compound or material as defined in O.C.G.A. §16-7-81.
- Any hoax device, replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the college.

## STUDENT RIGHT-TO-KNOW INFORMATION

### Complaints

Students wishing to file complaints concerning the administration of laws, policies, standards, or procedures related to the operations of Athens Technical College should complete the following steps:

#### **Appeal Submission**

Students must address complaints in writing to the chair of the program or director of the office that is the subject of the complaint.

#### **Review of Complaint at Chair/Director Level**

If the subject of the complaint is within the purview of the program chair or office director, the chair or office director will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The program chair or office director will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The program chair or office director will forward a copy of the record to the appropriate vice president.

#### **Review of Complaint at Vice President Level**

If the subject of the complaint is outside the purview of the program chair or office director, the program chair or office director will forward the complaint to the vice president or designee who has authority to resolve the matter. The vice president or designee will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president or designee will make a record of the complaint, the resolution, and the process used to adjudicate the matter. If the designee resolves the complaint, that person will furnish a copy of the record to the vice president. If the vice president resolves the complaint, he/she will furnish a copy of the record to the president.

In cases when complainants are not satisfied with the resolution of the complaint, they must follow the procedure outlined:

##### *Appeal to Vice President or Designee*

If a program chair or office director resolves the complaint, the complainant may appeal to the appropriate vice president or designee. Complainants must file written appeals to the vice president or designee within three business days. The vice president or designee will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president or designee will make a record of the complaint, the resolution, and the process used to adjudicate the matter. If the designee resolves the complaint, that person will furnish a copy of the record to the vice president. If the vice president resolves the complaint, he/she shall furnish a copy of the record to the president.

##### *Appeal of Designee Ruling*

If complainants are not satisfied with the resolution adjudicated by the designee, they may appeal in writing to the appropriate vice president within three business days. The vice president will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The vice president will furnish a copy of the record to the president.

##### *Appeal of Vice President Ruling*

If complainants are not satisfied with the resolution of the complaint adjudicated by a vice president, they may appeal the adjudication to the president. Complainants must file written appeals within three working days. The president will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The president will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The president may, at his/her discretion, appoint an ad hoc committee to review the process and to make recommendations for further action. The decision of the president is final.

### Computer Use and Internet Access

Colleges have moved into the information age by providing computer systems, email addresses, and Internet access for students and employees. In making decisions regarding access to the Internet and the use of its computers, the Technical College System of Georgia considers its own stated educational mission, goals, and objectives.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. The Technical College System of Georgia expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide

guidance and instruction to students in its use. As much as possible, faculty members should structure access to Internet resources that they have evaluated prior to use. While students may move beyond those resources to others not previewed by college staff, instructors should provide guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing college-provided Internet access are responsible for good behavior online just as they are in classrooms or other areas of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits the misuse of computer resources. In addition, Georgia laws prohibit the following specific computer crimes (GA Code §16-9-90 et seq.):

- Computer theft — including theft of computer services, intellectual property such as copyrighted material, and any other property.
- Computer trespass — unauthorized use of computers to delete or alter data or interfere with others' usage.
- Computer invasion of privacy — unauthorized access to financial or personal data or the like.
- Computer forgery — forgery as defined by other laws, but committed on a computer rather than on paper.
- Computer password disclosure — unauthorized disclosure of a password resulting in damages exceeding \$500. In practice, this includes any disclosure that requires a system security audit afterward.
- Misleading transmittal of names or trademarks — providing false identification or falsely claiming to speak for other people or organizations by using their names, trademarks, logos, or seals.

Maximum penalties for the first four crimes on this list are a \$50,000 fine and 15 years of imprisonment plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and one year of imprisonment plus civil liability. The purpose of college-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of Athens Technical College. Access is a privilege, not a right. Access entails responsibility. Additionally, all Athens Technical College students and employees shall abide by all computer policies as set forth by the Technical College System of Georgia.

Users should not expect files stored on Athens Technical College computers to be private. The college will treat electronic messages and files stored on college-owned computers like other property temporarily assigned for individual use. Administrators may review files and messages to maintain system integrity and to ensure that users are acting responsibly. Moreover, Athens Technical College and Technical College System of Georgia officials shall cooperate with law enforcement officials authorized to search computers and computer systems owned by Athens Technical College or the Technical College System of Georgia.

All information items created, stored, or transmitted on college computers or networks are subject to monitoring for compliance with applicable laws and policies. College policies prohibit the following uses of computers, networks, and Internet access:

- To access, create, or transmit sexually explicit, obscene, or pornographic material.
- To create, access, or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempting to libel or otherwise defame any person.
- To violate any local, state, or federal statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's password, materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy.
- To conduct private or personal for-profit activities, including the use of college-owned computers, networks, or Internet access for private purposes such as business transactions, private advertising of products or services, and any other type of activity meant to foster personal gain.
- To knowingly endanger the security of the college's computers or networks.
- To willfully interfere with another person's authorized computer usage.
- To connect any computer to any college network unless it meets technical and security standards set by the college.

- To create, install, or knowingly distribute a computer virus, "Trojan Horse," or other surreptitiously destructive program on any college computer or network facility, regardless of whether any demonstrable harm results.
- To modify or reconfigure without proper authorization the software or hardware of any computer or network owned by the college.
- To conduct unauthorized not-for-profit business activities.
- To conduct any activity or solicitation for political or religious causes.
- To perform any activity that could cause the loss of, corruption of, prevention of rightful access to, or unauthorized distribution of data and information owned by Athens Technical College and/or the Technical College System of Georgia.
- To create, access, or participate in online gambling.

College policy does not consider the occasional access to information or website of the Georgia Lottery Corporation as a form of inappropriate use. Occasional personal use of Internet connectivity and email that do not involve any inappropriate use as described above may occur. Any such use should be brief, infrequent, and shall not interfere with the user's performance, duties, or responsibilities.

Users of college computers and computer systems are subject to the Technical College System of Georgia policy on the development of intellectual property. Any violation of this policy and rules may result in disciplinary action against employees or students. When and where applicable, law enforcement agencies may be involved.

Athens Technical College makes no warranties of any kind, either expressed or implied, for the computers, computer systems, email systems, and Internet access it provides. The college shall not be responsible for any damages users suffer, including but not limited to, the loss of data resulting from delays or interruptions of service.

The college shall not be responsible for the accuracy, nature, or quality of information gathered through college diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through college-provided Internet access. Athens Technical College shall not be responsible for personal property used to access its computers or networks or for college-provided Internet access. Athens Technical College shall not be responsible for unauthorized financial obligations resulting from college-provided access to the Internet. The foregoing standards are equally applicable to employees and students of the college.

#### *Penalties*

Violations of these policies incur the same types of disciplinary measures as violations of other college policies or state or federal laws, including criminal prosecution.

## **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders. The Georgia Bureau of Investigation maintains a searchable database to obtain this information.

### **Sexual Assault and Other Sex Crimes**

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know is sexually assaulted or raped. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Sexual assault and other sex crimes are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that "acquaintance rape" occurs more frequently among college-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

## Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist; practice possible responses to situations so that you can recall them, even under the stress of a real encounter.
- Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance's or date's attitudes toward you.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights. Reinforce your verbal "no" with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

## If You are a Victim

You need to be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons. Evaluate the situation for possible avenues of escape. Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting. If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive. Remember — There is no one "right" way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should get to a safe place as soon as you can. Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing. Consider calling the Sexual Assault Center of Northeast Georgia at (706) 353-1912. The center accepts collect calls. The center will provide counseling, resources, and referrals on issues of sexual abuse. These services are available at no charge. The center keeps all calls completely confidential.

If the attack occurred on campus, contact the vice president for student affairs at (706) 355-5029, the vice president for operations at the Elbert County Campus at (706) 213-2100, the director at the Walton County Campus at (770) 207-3130, or the Director at the Greene County Campus at (706) 453-7435. If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911. Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personnel can also obtain evidence to assist in criminal prosecution.

Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim's fault. Contact the director of student support services at (706) 355-5081 for assistance.

The Office of Student Affairs will, upon request, help address any judicial and academic concerns victims might have because of an assault. The college will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the vice president for student affairs. Under the Student Code of Conduct, the college affords both the accused and the accuser the same rights.

The Student Activities Office and the Office of Student Support Services schedule seminars on rape and sexual assault prevention throughout the academic year. Staff from these offices posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

## Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Athens Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the college must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive either a copy of the report or a notice of its availability and a brief summary of its contents. The college may publish the report electronically, but the college must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The college sends official annual notifications of the availability of the new report to all currently enrolled students via their @student.athenstech.edu address and to all faculty and staff via their official college email address.

The college posts the annual reports on the website no later than October 1. Current students, faculty, and staff, as well as prospective students and employees, may contact campus security at (706) 355-5116 for clarification or additional information.

## Crime Statistics

Athens Technical College reports statistics on the following crimes and offenses annually:

- *Criminal Homicide* — murder and non-negligent and negligent manslaughter.
- *Forcible or Non-forcible Sex Offenses* — any sexual act directed against another person, forcible and/or against that person's will or not forcible or against that person's will where the victim is incapable of giving consent (such as when the victim is intoxicated). This category also includes non-forcible sex offenses, which are acts of "unlawful, non-forcible sexual intercourse." This definition encompasses incest or statutory rape.
- *Robbery* — the taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated Assault* — an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.
- *Burglary* — the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- *Arson* — willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
- *Motor Vehicle Theft* — the theft or attempted theft of a motor vehicle.
- On-campus arrests for alcohol, drug, and illegal weapon violations.
- Certain referrals for campus disciplinary actions for alcohol, drug, or illegal weapon violations. If these referrals are included in the report as an arrest, the college does not need to report the referral under this category.
- *Hate Crimes* — crimes that fall into the above list, crimes involving bodily injury, or crimes reported to campus security or local police. Athens Technical College must report hate crimes by category of prejudice — race, gender, religion, sexual orientation, ethnicity, or disability — as part of the campus crime statistics.

Furthermore, Athens Technical College must provide the following geographic breakdown of the crime statistics:

- On campus.
- In a non-campus building or on non-campus property.
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

## Personal Safety and Crime Prevention

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Athens Technical College places a priority on safety and security through its commitment to providing a safe and secure environment. The majority of crimes occurring on college campuses across the United States are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items; keep your hands free.
- Carry a purse close to your body, preferably in front, and be prepared to let it go if snatched.
- Give thieves what they want if you are confronted by thieves; do not pursue the thieves.
- Get a detailed description and call campus security at (706) 621-9860 or (706) 621-9817 on the Athens Campus or (706) 213-2100 on the Elbert County Campus or the police immediately. If the incident occurs at the Greene (706-453-7435) or Walton (770-207-3130) campuses, please notify the respective director or local police immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

Students and employees should participate in safety seminars offered throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, the electronic message boards, and the college website.

## Confidentiality of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Athens Technical College accords all rights under the law to students who are declared independent. Congress designed the act to protect the privacy of educational records and to establish the rights of students to inspect and review their non-privileged educational records. The act also provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students have the right to file complaints with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the institution to comply with the act. Athens Technical College also provides a mechanism whereby students may file complaints within the college.

The college informs students about the Family Educational Rights and Privacy Act of 1974 annually by publication in the Catalog and Student Handbook, as well as, via e-mail to their @student.athenstech.edu accounts each fall term. The college also notifies students of their rights during the New Student Orientation. This policy applies to current and former students of Athens Technical College.

The Office of Registration and Records maintains and safeguards student academic records. The college preserves all official current and former student records, and these records are private and confidential. College personnel may maintain separate record files for the following categories: academic, medical, psychiatric/counseling, financial and financial aid, placement, disciplinary, and veterans affairs. The vice president for student affairs shall maintain records of disciplinary action.

Educational records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by the college or the Technical College System of Georgia that are directly relate to a student except:

- A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute of the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
- Records created and maintained by a technical college law enforcement unit for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.

- Alumni records that contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

### **Student Access to Records**

Students have the right to review their official academic record, disciplinary record, and financial aid record with the following exceptions:

- Any and all documents to which access has been waived by the student.
- Any and all records which are excluded from the Family Educational Rights and Privacy Act's definition of educational records.
- Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
- Any and all records connected with an application to attend a Technical College if the applicant never enrolled.
- Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.

All requests shall be directed to the registrar's office at the student's technical college. Requests to review student records will be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of any and all records to which he or she has lawful access upon payment of any copying charge established by TCSG or the technical college except when a hold has been placed on his or her record pending the payment of debts owed the technical college, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

### **Hearings to Challenge Accuracy of Records**

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she has the right to ask that the record be changed or insert a statement in the file. Such request shall be submitted in writing to the registrar's office at the student's technical college.

The registrar's office shall process the student's request and notify the student of the technical college's decision in writing. Should the request for a change be denied, the student will be notified of the technical college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the president and ask for a hearing.

On behalf of the president of the technical college, a hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, whether or not a grade has been incorrectly recorded on a student's transcript may be considered but not whether the student should have been awarded a grade different from the one given.

The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by the president of the technical college.

If the technical college decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the education record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

### **Release of Information**

Athens Technical College will disclose information from educational records only with the written consent of students. The college may release educational records without written consent of students when disclosure is to college officials who have legitimate educational interests in the records. A college official is:



- A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health and medical staff.
- A person appointed to the technical college's Board of Directors.
- A person employed by or under contract to the college (such as an attorney or auditor) to perform a special task.
- A person employed by college security.
- A student serving on official committees such as disciplinary or grievance committees or who is assisting technical college officials in performing their tasks.

College officials have legitimate educational interests if they are:

- Performing tasks specified in their position descriptions or contract agreements.
- Performing tasks related to students' educations.
- Performing tasks related to the discipline of students.
- Providing services or benefits relating to students or their families such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

The college may release educational records without written consent of students when disclosure is:

- To officials of other schools, upon request, in which students seek or intend to enroll. Students shall receive notification of the disclosure unless they initiated the disclosure.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities (subject to the conditions set forth in 34 C.F.R. §99.35).
- To officials of the college, Technical College System of Georgia, or lending institutions in connection with financial aid for which students submitted applications or for which they received if the information is necessary for such purposes as to:
  - Determine eligibility for the aid.
  - Determine the amount of the aid.
  - Determine the conditions for the aid.
  - Enforce the terms and conditions of the aid.
- To state and local officials or authorities pursuant to the state statute adopted prior to November 19, 1974, that specifically requires the reporting or disclosure of such information if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve students whose records the college releases. The college may also release or report information to state and local officials or authorities pursuant to a state statute adopted after 1974 which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, students whose records the college releases. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access to student records.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The college will release information only if organizations conduct such studies in ways that will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and the organizations will destroy such information when they no longer need the information for the original stated purposes or projects.
- To accrediting organizations in order to carry out their accrediting functions.
- To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954. Parents must provide copies of their most recent federal income tax returns establishing the dependency of the students. The college shall give full rights under the act to either parent unless the institution receives evidence that a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody specifically revokes those rights.
- To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that the college will release only that information that is essential to the emergency.

- To comply with judicial orders or lawfully issued subpoenas provided the college makes a reasonable effort to notify students of the orders or subpoenas in advance of compliance. The college cannot notify students if it receives federal grand jury subpoenas or any other subpoenas that state that the college should not notify students. The custodian of the records shall consult the director of legal services at the Technical College System of Georgia prior to the release of the record.
- To alleged victims of any crime of violence as Section 16 of Title 18 of the United States Code defines that term or a non-forcible sex offense regarding the final results of any disciplinary proceedings conducted by the technical college against alleged perpetrators of those crimes or offenses with respect to those crimes or offenses. The custodian of the records shall consult the director of legal services at the Technical College System of Georgia prior to the release of the record.
- To Veterans Administration Officials pursuant to 38 USC §3690.
- To the court those records that are necessary to defend the college when students initiate legal action against the college and/or the Technical College System of Georgia.
- To any parent or legal guardian of students under the age of 21. If the college determines that there is a violation of any federal, state, or local law or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that students committed disciplinary violations with respect to such use or possession.
- To third parties requesting information that the technical college designates as "directory information" unless students place holds on their educational records thus preventing the release of this information. Directory information includes student names, addresses (local, permanent, and email); telephone listings (local and permanent); dates of registered attendance; schools or divisions of enrollment; major programs of study; names of colleges or universities previously attended; nature and dates of diplomas, degrees, and awards received; photographs; place of birth; month and year of birth; marital status; and participation in student organizations and activities. The college may give directory information to an inquirer in person, by mail, or by telephone, and the college may otherwise make directory information public. If an individual submits an inquiry in person or by mail, the college may release a student's date and place of birth or confirm a signature. The college shall communicate its disclosure policy on directory information to presently enrolled students through the publication of these guidelines so that individual students currently enrolled may request that the college not disclose such directory information. A student may restrict the release of directory information by filing a signed and dated request with the appropriate office on campus (often the Registration and Records Office or Admissions Office). Consequences of restricting a student's directory information may deny access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc.) and other similar third-parties. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

The custodian of the records will determine whether a legitimate educational interest exists on a case-by-case basis. When the custodian has any questions regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student or obtains the concurrence of a supervisor or other appropriate official to release the record.

### **Recordkeeping Requirements**

The college shall maintain a record of requests for and/or disclosures of information for educational records. The record will indicate the name of the party making the request and what records, if any, that person received, the legitimate interest in the records, any additional party to whom the original requestor may disclose information, and the legitimate interest the additional party has in requesting or obtaining the information. Students may review this record. The college does not have to maintain these records if the request was from or the disclosure was to:

- The student.
- A school official determined to have a legitimate educational interest.
- A party with written consent from the student.
- A party seeking directory information.
- A federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

### **Discrimination or Harassment**

Athens Technical College affirms to all students their right to student and learn in an educational environment free of discrimination or harassment based on their race, color, creed, national or ethnic origin, gender, religion, disability, age,

political affiliation or belief, veteran status, genetic information, or citizenship status (except in those special circumstances permitted or required by law) (see Statement of Non-Discrimination).

Harassment is sometimes difficult to talk about to other people. It is uncomfortable and seems ambiguous; it is also something that the college is committed to preventing and resolving if it does occur. Do not be afraid to ask for help. Men and women, who believe they are victims of harassment, as well as those who observe harassment, should report such incidents at the earliest possible time.

College officials will not condone any form of harassment either by its employees or by another student. Any student acting alone or in concert with others who harasses other members of the college community is subject to disciplinary sanctions up to and including dismissal/expulsion. A student aggrieved by an employee of the college or by another student may contact the vice president for student affairs or the individuals identified in the statement of non-discrimination. Harassment includes:

- Any slurs, innuendos, or other verbal or physical conduct reflecting an individual's race, color, national origin, gender/sex, religion, age, genetic information, or disability which has the purpose or effect of creating a hostile, intimidating, or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual's school performance or participation; or otherwise adversely affects an individual's educational opportunities.
- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the perpetrator explicitly or implicitly makes the submission to such conduct a term or condition of an individual's educational career; when the perpetrator uses submission to or rejection of such conduct as a basis for educational decisions affecting the individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

## Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Athens Technical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. College standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

College policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in college facilities, or at college-related functions. College policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities.

As noted in the Student Code of Conduct, the college will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Office of Student Affairs at Athens Technical College assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

## Alcohol/drug use and substance abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately, that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and, in some instances, advance to such risk-taking behavior as seeking illegal drugs as substitutions.

Once an addiction begins, it can carry a host of additional issues, including the loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and, in extreme cases, sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

College officials encourage students who suspect that they or a friend might have a problem with alcohol or drug use to contact one of the following for assistance:

- Director of student support services, (706) 355-5081, Room H-749 on the Athens Campus.
- Advantage Behavior Health Systems — Alcohol and Drug Abuse Services, 196 Miles Street, Athens, GA (706) 369-5745
- Alcoholics Anonymous, Athens, GA (706) 543-0436

The Student Activities Office in conjunction with Student Support Services, schedules alcohol and substance abuse seminars throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

### **Criminal sanctions**

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date, except for cases in which the institution previously imposed sanctions for the term, quarter, semester, or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term, quarter, semester, or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Georgia law specifies that college-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the college must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Georgia Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

### **Drug Testing/Background Checks**

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Athens Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate from their program of study because they will be unable to fulfill program requirements.

### **Hazardous Weather**

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

#### **Station**

#### **City**

WGAU — AM 1340

Athens

WRFC — AM 960

Athens

WSGC — AM 1400

Elberton

WDDK — FM 103.9

Greensboro

WGMG — FM 102.1

Athens

WNGC — FM 106.1	Elberton
WHLR — FM 92.1	Athens
WAGA — Channel 5	Lavonia
WGCL — Channel 46	Atlanta
WSB — Channel 2	Atlanta
WXIA — Channel 11	Atlanta

Since Athens Technical College serves a large geographic area and since conditions may vary on occasion in areas outside of Clarke, Elbert, Greene, or Walton counties, students should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. When possible, the college will post closings on its website.

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

## Intellectual Property

To further its goal of making education accessible to as many people as possible, the Technical College System of Georgia owns the intellectual property rights in all works produced by or for the department and its member colleges. In order for the department to utilize the best and fullest extent of all works produced for it and provided for the department's use, anyone producing work for the department and anyone providing work for the department's use, represents and warrants that such works:

- Do not violate any law.
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person, company, or firm.
- Do not libel, defame, or invade the privacy of any person or firm.

### *Athens Technical College Policy: Intellectual Property Rights*

Athens Technical College (ATC) encourages innovation and creativity and condones the development of intellectual property created by the human mind that is subject to protection by trademark, patent, copyright, or trade secret law. In most instances, intellectual property refers to intangible assets such as literary, dramatic, musical, or artistic works; computer software, multimedia presentations, games, or videos; and designs, discoveries, or inventions. Athens Technical College acknowledges and agrees that all students and faculty or staff members shall have exclusive property rights to any and all intellectual property they create **on their own time** and **without the use of Athens Technical College resources**. Otherwise, the intellectual property shall be considered to belong to Athens Technical College.

Full rights of ownership, to include compensation, copyright, and use of revenue, thus reside solely with the student or faculty/staff member when the following criteria are met:

- The product or work results solely from individual initiative and not as a result of a college class assignment in the case of students or a college work assignment in the case of faculty or staff members; AND
- The product or work did not require substantial use of college facilities, equipment, or supplies, and did not emanate from any other college-owned copyright.

Students are specifically prohibited from using college-owned equipment or resources for creation of works for hire; however, both students and employees are permitted to include works they've created, even those resulting from course or college assignments, as items representative of their skills and abilities in a **personal portfolio**.

## Open Records Act

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds, and for the efficient and proper functioning of its institutions. Georgia's Open Records Act – Official Code of Georgia Annotated (O.C.G.A.) §50-18-70 et. seq. – provides that all public records of any agency must be

made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Athens Technical College to provide access to all public records in accordance with the law. Open Records requests should be directed to the following individual at the college: Dr. Leslie Crickenberger, Open Records Officer/Executive Director of Human Resources, Athens Technical College, 800 U.S. Highway 29 North, Athens, GA 30601; [lcickenberger@athenstech.edu](mailto:lcickenberger@athenstech.edu).

## Student Right-to-Know Act

Athens Technical College provides the following graduation/completion statistics in order to comply with the Higher Education Act of 1965, as amended. The rates reflect the graduation of full-time, first-time students for whom 150 percent of the normal time-to-completion rate elapsed. The college established cohorts of students and began tracking this information during Fall Quarter 1991. The graduation rates for the 2005, 2006, and 2007 cohorts are 23 percent, 28 percent, and 29 percent respectively.

## Unauthorized Distribution of Copyrighted Materials

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

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 a 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. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504 and 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 for the U.S. Copyright Office and their Frequently Asked Questions.

Technical College System of Georgia Policy II.C.4 prohibits the unauthorized distribution of copyrighted materials via systems or networks owned by the Technical College System of Georgia and its affiliate technical colleges. 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 described above.

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

For a list of legal alternative sites for downloading copyrighted materials, please visit [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent).

## Visitors on Campus

As a public, taxpayer-supported institution, Athens Technical College welcomes and encourages members of the community to visit its various campuses. Visitors shall be defined as individuals other than current students, employees, or board members of the college or its affiliate foundation.

For security purposes, visitors must sign in upon their arrival on campus and display visitor dash cards in their vehicles. Sign-in sheets and parking dash cards are available in the director's offices at the Greene and Walton campuses and in the Student Affairs Office at the Elbert County Campus. Visitors to the Athens Campus must sign in and obtain parking dash cards from the Office of Student Affairs, the Library, the Office of Economic Development Services, or the Office of Administration and Finance. Visitors who come onto the Athens Campus during evenings and weekends must sign in at the library. Vendors and invited guests obtain parking dash cards from the person they are to meet with while on campus. Visitor parking spaces are available in front of Building H — the Student Affairs/Student Center Building — on the Athens Campus.

All visitors are subject to Athens Technical College rules and regulations including, but not limited to, rules of student conduct as described in the Student Code of Conduct. Campus visitors who violate the rules and regulations of Athens Technical College shall be served with a warning notice that such behavior is not acceptable and may result in their being denied on a long-term basis the opportunity to be present on college property. Visitors who continue to violate college rules and regulations after receiving a warning notice will be barred from college property for a specified period of time.

Upon consulting with the college president, the vice president for student affairs is responsible for issuing warning notices and letters barring visitors from college property.

## Voter Registration

The 1998 Higher Education Act requires all postsecondary institutions to make a good-faith effort to distribute voter registration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students.

The director of student support services on the Athens Campus has voter registration forms available for students. Students may also obtain voter registration forms from the Student Affairs Office on the Elbert County Campus, the Director's Office at the Greene County Campus, and the Director's Office on Walton County Campus. Students can also register to vote online through the Georgia Secretary of State's Office.

## FACULTY

### **Randall Andrews (2010)**

Instructor, Commercial Truck Driving

*C.D.L., Class A Licensure with P, T, N Endorsements*

*Certified Trainer, Federal Motor Carrier Safety Administration, Driver- Instructor Certified*

*Certified Trainer/Driver, UPS*

### **Douglas A. Baker (1994)**

Program Chair, Radiography

*B.A., Armstrong State College*

*M.S., The University of Georgia*

*R.T.( R.) (ARRT)*

### **Brent Beall (2006)**

Instructor, Chemistry

*B.S., Piedmont College*

*Ph.D., East Carolina University*

### **Teresa Bowles (2006)**

Program Chair, Cosmetology

*Diploma, Athens Technical College*

*B.S., The University of Georgia;*

### **Virginia Bramblett (1977)**

Program Chair, Accounting

*B.B.A., M.Ed., Ed.S., The University of Georgia*

### **Jennifer Burrell (2010)**

Instructor, Dental Hygiene and Dental Assisting

*A.S., Darton College*

*B.A.S.D.H., St. Petersburg College*

### **James Michael Bush (2012)**

Instructor, Criminal Justice

*B.S., Brenau University*

*M.P.A., Columbus State University*

### **David Butler (2009)**

Instructor, Adult Education

*B.B.A., The University of Georgia*

### **Lori Callahan (2012)**

Program Chair, Nursing (ASN)

*B.S.N., Medical College of Georgia*

*M.S.N , Georgia State University*

### **Dianne Sanders Campbell (1977)**

Dean, Business and Public Service

*B.S., South Carolina State College*

*M.Ed., The University of Georgia*

*additional graduate studies, The University of Georgia*



**Diana Carman (1996)**

Instructor, Physical Therapist Assistant

*B.A., Furman University*

*B.S., Georgia State University*

*D.P.T., University of South Alabama*

**Margaret Chambers (2008)**

Instructor, Microbiology

*M.S., Tuskegee University*

*D.V.M., Universidad Central de Las Villas*

*Ph.D., Auburn University*

**Larry Chastain (1986)**

Program Chair, Industrial Systems Technology

*B.E.T., Southern Polytechnic State University*

*M.Ed., Georgia State University*

**Craig Copelan (2012)**

Instructor, Automotive Technology

*B.B.A., Georgia College and State University*

*Automotive Service Excellence (ASE) Certification*

**Katina Curry (2010)**

Instructor, Adult Education

*B.S., Emmanuel College*

**Charles Dawson (2011)**

Program Chair, Diesel Equipment Technology

*A.A.S., Athens Technical College;*

*Automotive Service Excellence (ASE) Master Certification*

*Ford Senior Master Technician*

**Jill Drerup (2009)**

Instructor, Radiography

*A.A.T., Athens Technical College*

*B.A., University of California, Santa Barbara*

*M.B.A., San Diego State University*

*R.T. (R.) (ARRT)*

**Marilyn L. Edwards (1997)**

Instructor, English and Humanities

*B.A., M.S.Ed., Queens College of the City University of New York*

*Additional graduate studies, State University of New York at Binghamton*

**Reneta Elder (2008)**

Instructor, Early Childhood Education

*B.A., Morris Brown College*

*M.A.T., Piedmont College*

**Billy E. Ely (2007)**

Instructor, Air Conditioning Technology

*Diploma, Southwest Vocational and Adult Education Center*

*Conditioned Air Non-restricted License, State of Georgia*

**Randall Joseph Fameree II (2005)**

Instructor, Anatomy and Physiology

*B.S., University of Wisconsin, Stevens Point*

*D.C., Palmer College of Chiropractic*

**Susannah Flanigan (2000)**

Instructor, Art and Humanities

*B.A., University of Florida*

*M.A., Florida State University*

*M.F.A., The University of Georgia*

**Angie Foster (2007)**

Instructor, Nursing

*B.S.N., M.S.N., Medical College of Georgia*

**Michael Fowler (2007)**

Instructor, Mathematics

*B.S.Ed., M.S., Ed.S., The University of Georgia*

**Jill Gaddy (2013)**

Instructor, Adult Education

*B.S.Ed., The University of Georgia*

*M.A., Ed.S., Piedmont College*

**Ronald Gaines (2012)**

Program Chair, Marketing Management

*A.S., B.S., Macon State College*

*M.B.A., University of Phoenix*

**Sandy Gamble (1977)**

Instructor, ESL/Adult Education

*B.S.Ed., The University of Georgia*

**Iby B. George, III (2013)**

Program Chair, Fire Science Technology

*A.A.S., Tidewater Community College*

*B.S., Christopher Newport College*

*M.P.A., Old Dominion University*

**Susan Giusto (2012)**

Instructor, Nursing

*B.S.N., West Texas State University*

*M.S.N., Medical University of South Carolina*

**Nancy Goodwin (2005)**

Instructor, Dental Hygiene and Dental Assisting

*B.S., Medical College of Georgia*

*M.Ed., Western Governor's University*

**Tina A. Grile (2002)**

Program Chair, Dental Services

*A.S., Armstrong Atlantic State University*

*B.S., Florida State University*

*M.H.S., Armstrong Atlantic State University*

**John R. Haley (2001)**

Instructor, Computer Information Systems Technology

*Diploma, Athens Technical College*

*B.S., Westminster College*

*M.B.A., The University of Georgia*

**Helen Hall (2002)**

Program Chair, Computer Information Systems Technology  
*B.B.A., Valdosta State University*  
*M.B.A., Kennesaw State University*

**Kenneth Harris (2012)**

Instructor, Electrical Systems Technology  
*Diploma, Athens Technical College*  
*A.A.S., B.S., Central Institute of Technology*

**Priscilla Hartley (2007)**

Instructor, Nursing  
*A.D.N., Armstrong State College*  
*B.S., Georgia Southern College*  
*B.S.N., M.S.N., Medical College of Georgia*

**Alysen S. Heil (2003)**

Adjunct Faculty Coordinator/Mathematics Instructor  
*B.S., University of South Alabama*  
*M.S., University of Central Florida*  
*Ed.D., The University of Georgia*

**Andreas Heltzel (2005)**

Instructor, Biotechnology  
*B.S., M.S., Georgia State University*  
*Ph.D., The University of Georgia*

**Glenn Henry (2007)**

Dean, Life Sciences  
*Program Chair, Emergency Medical Technician, Paramedic Technology, Fire Science*  
*Diploma, DeKalb Technical College*  
*A.S., Chattanooga State Community College*  
*B.A., M.A., Ashford University*

**Jeff Hill (2005)**

Program Chair, Automotive Technology  
*Diploma, South Georgia Technical College*  
*A.A.S., Athens Technical College*  
*Automotive Service Excellence (ASE) Certification*

**Missy Harris Hill (1980)**

Program Chair, Medical Assisting  
*B.S.Ed., The University of Georgia*  
*M.Ed., Georgia State University*

**Hillary Hoover (2012)**

Adjunct Faculty Coordinator/Speech Instructor  
*B.S., Kansas State University;*  
*M.A., Minnesota State University, Mankato*

**Bonnie Bray Hopson (1990)**

Instructor, Business Administrative Technology  
*B.S., Albany State College*  
*M.B.E., Georgia State University*  
*Ed.D., The University of Georgia*

**Scott Howard (2009)**

Program Chair, Culinary Arts

*A.O.S., Culinary Institute of America*

*Certified Culinary Educator (CCE); Approved Culinary Evaluator (ACE)*

**Beth Jackson (1994)**

Program Chair, Surgical Technology

*Diploma, Athens Technical College*

*B.S.N., Medical College of Georgia*

*M.Ed., The University of Georgia*

**Jennifer P. Kennedy (2005)**

Instructor, Nursing

*Diploma, Piedmont Hospital School of Nursing*

*B.S.N., Medical College of Georgia*

*M.S.N., C.N.M., University of Pennsylvania*

**Susan Larson (2006)**

Dean, Technical and Industrial Division

*B.A., The University of Texas at Arlington*

*M.A., Texas Woman's University*

*M.B.A., Keller Graduate School of Management*

*Additional graduate studies, Texas Woman's University*

**Rhonda H. Lastie (2007)**

Program Chair, Social Work Assistant

*B.A., Spelman College*

*M.S.W., Louisiana State University*

*Licensed Clinical Social Worker and Board Approved Clinical Supervisor State of Louisiana*

**J. Michael Lavender (2012)**

Instructor, Paralegal Studies

*B.S., Liberty University*

*J.D., Mercer University*

**Jeffrey C. Light (2013)**

Instructor, Veterinary Technology

*B.S., Southwestern Oklahoma State University*

*D.V.M., Oklahoma State University*

**Leslie Malanoski (2005)**

Instructor, Early Childhood Care and Education

*B.S., M.S., The University of Tennessee at Martin*

**Vicky Malone (2006)**

Instructor, Practical Nursing

*A.D.N., Athens Technical College*

*B.S.N., Thomas Edison State College*

**Judy Marable (2013)**

Instructor, Adult Education

*B.S.Ed., M.A.Ed., The University of Georgia*

*Ed.S., Lincoln Memorial University*

**Tawana S. Mattox (2005)**

Adjunct Faculty Coordinator/College Success Skills Instructor

*B.S., Morris Brown College*

*M.S., Georgia State University*

*Ed.D., Nova Southeastern University*

**Leslie McNeal (2010)**

Instructor, Nursing

*B.S.N., Brenau University*

*M.S.N., South University*

**Patricia Melnick (2009)**

Instructor, Health Sciences

*A.S., B.S., Medical College of Georgia*

*M.Ed., The University of Georgia*

**Carole Miller (2001)**

Program Chair, Veterinary Technology

*D.V.M., Michigan State University*

*Ph.D., The University of Georgia*

**Sandra B. Miller (2002)**

Program Chair, Business Administrative Technology

*A.B., M.I.T., The University of Georgia*

**Pat Moody (2006)**

Instructor, Medical Assisting

*A.D.N., North Georgia College and State University*

*B.S.N., M.S.N Regis University*

*Additional graduate studies, Regis University*

**Kimberly Morris (2012)**

Adjunct Faculty Coordinator/Psychology Instructor

*B.S., New Mexico Institute of Mining and Technology*

*M.S., The University of Georgia*

*Additional graduate studies, The University of Georgia*

**Michael F. Mouat (2007)**

Instructor, Biotechnology

*B.S., M.S., Ph.D., University of the Witwatersrand, Johannesburg*

**Jack Mundy (2011)**

Clinical Coordinator, Emergency Medical Technician and Paramedic Technology

*Diploma, DeKalb Technical College*

*A.A.S., Athens Technical College*

*EMT-P Georgia License*

**Phillip Myer (2012)**

Program Chair, Interior Design

*A.A., Bucks County Community College*

*B.F.A., Philadelphia College of Art*

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*B.S., M.S., University of Pune (India)*  
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*B.S., Florida A&M University*  
*M.S., Pennsylvania State University*  
*Ph.D., University of Arizona*

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*C.D.L., Class A Licensure with T, N Endorsements*

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*B.S., The University of Notre Dame*  
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## BUSINESS AND PUBLIC SERVICE PROGRAMS

### Accounting

#### ACCREDITATION

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The business unit (the associate of applied science degree programs in Accounting, Business Administrative Technology, and Marketing Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland, Park, KS, 66213; however, the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business and Public Service: Business Administration; Computer Support Specialist; Criminal Justice Technology; Culinary Arts; Early Childhood Care and Education; Health Information Technology; Hotel, Restaurant, and Tourism Management; Networking Specialist; Paralegal Studies; and Social Work Assistant.

#### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The associate degree and diploma programs in Accounting equip students with the knowledge and skills to embark on or advance their careers in financial accounting, managerial accounting, tax accounting, and payroll accounting, as well as related fields in business.

#### WORK ENVIRONMENT

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Bookkeeping, accounting, and auditing clerks work in an office environment. They may experience eye and muscle strain, backaches, headaches, and repetitive motion injuries from using computers on a daily basis. Clerks may have to sit for extended periods while reviewing detailed data. They may work longer hours to meet deadlines at the end of the fiscal year, during tax time, or when monthly or yearly accounting audits are performed. Additionally, those who work in hotels, restaurants, and stores may put in overtime during peak holiday and vacation seasons.

#### NATURE OF THE WORK

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Accounting, bookkeeping, and auditing clerks are financial record keepers. They update and maintain accounting records, including those that calculate expenditures, receipts, accounts payable and receivable, and profit and loss. These workers have a wide range of skills from full-charge bookkeepers, who can maintain an entire company's books, to accounting clerks who handle specific tasks. All these clerks make numerous computations each day and must be comfortable using computers to calculate and record data.

In small businesses, bookkeepers and bookkeeping clerks often have responsibility for some or all the accounts, known as the general ledger. They record all transactions and post debits (costs) and credits (income). They also produce financial statements and prepare reports and summaries for supervisors and managers. Bookkeepers prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to the bank. Additionally, they may handle payroll, make purchases, prepare invoices, and keep track of overdue accounts.

In large companies, accounting clerks have more specialized tasks. Their titles, such as accounts payable clerk or accounts receivable clerk, often reflect the type of accounting they do. In addition, their responsibilities vary by level of experience. Entry-level accounting clerks post details of transactions, total accounts, and compute interest charges. They also may monitor loans and accounts to ensure that payments are up to date. More advanced accounting clerks may total, balance, and reconcile billing vouchers; ensure the completeness and accuracy of data on accounts; and code documents according to company procedures.

Auditing clerks verify records of transactions posted by other workers. They check figures, postings, and documents to ensure that they are mathematically accurate, and properly coded. They also correct or note errors for accountants or other workers to correct.

As organizations continue to computerize their financial records, many bookkeeping, accounting, and auditing clerks use specialized accounting software, spreadsheets, and databases. Most clerks now enter information from receipts or bills into

computers; the information is then stored electronically. The widespread use of computers has also enabled bookkeeping, accounting, and auditing clerks to take on additional responsibilities, such as payroll, procurement, and billing.

## EMPLOYMENT

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Accounting, bookkeeping, and auditing clerks work in nearly all industries and at all levels of government. State and local government, educational services, healthcare, and the accounting, tax preparation, bookkeeping, and payroll services industries are among the individual industries employing the largest numbers of these clerks.

Employment of bookkeeping, accounting, and auditing clerks is projected to grow by 14 percent nationally during the 2010-2020 decade, which is about as fast as the average for all occupations. This occupation is one of the largest growth occupations in the economy, with about 259,000 new jobs expected nationally over the projections decade.

In May 2010, the median annual wages nationally of bookkeeping, accounting, and auditing clerks were \$34,030. The middle half of the occupation earned between \$26,350 and \$40,130. The top 10 percent of bookkeeping, accounting, and auditing clerks earned more than \$51,470, and the bottom 10 percent earned less than \$21,270.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2010-2011 Edition (<http://www.bls.gov/oco/>)*

## EARNINGS

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The median annual wage of bookkeeping, accounting, and auditing clerks was \$34,030 in May 2010. The lowest 10 percent earned less than \$21,270. The top 10 percent earned more than \$51,470.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma and associate degree programs in Accounting will be able to complete the following tasks:

- Demonstrate appropriate workplace entry-level accounting competencies.
- Search out and use resources to answer questions, compile information, and convey findings using appropriate and effective communication methods.
- Demonstrate mastery of accounting competencies related to introductory accounting principles and concepts and accounting practices.
- Use technology to complete accounting-related tasks.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Computerized Accounting Specialist will be able to complete the following tasks:

- Demonstrate mastery of accounting competencies related to introductory accounting principles and concepts and accounting practices.
- Use technology to complete accounting-related tasks.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Office Accounting Specialist will be able to complete the following tasks:

- Demonstrate mastery of accounting competencies related to introductory accounting principles and concepts and accounting practices.
- Use technology to complete accounting-related tasks.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Payroll Accounting Specialist will be able to complete the following tasks:

- Demonstrate mastery of accounting competencies related to introductory accounting principles and concepts and accounting practices.
- Use technology to complete accounting-related tasks.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Accounting programs, they must be able to perform the following essential functions:

- Write letters and prepare financial reports using concise, grammatically correct language.
- Speak clearly, distinctly, and effectively using tact and diplomacy with individuals or groups.
- Listen effectively to clients, supervisors, and colleagues.
- Communicate clearly and objectively the scope of work, findings, or recommendations through the preparation of written and oral reports.
- Use strong research skills and techniques to access relevant information and guidelines in order to understand and apply findings to a specific project or assignment.
- Use various measurement and disclosure criteria for the analysis of information.
- Display effective problem solving and decision-making skills, sound judgment, and innovative and creative thinking.
- Use technology tools effectively and efficiently to complete required tasks and communicate results.
- Use strategic and critical approaches to decision-making in order to consider issues objectively, identify alternatives, and select and implement solutions.
- Demonstrate the ability to manage effectively a variety of multi-dimensional, multi-step projects including human, financial, property, and technical resources.
- Demonstrate a commitment to objectivity, integrity, and ethical behavior and stable work performance, as well as a commitment to the continuous acquisition of new skills and knowledge.
- Demonstrate an ability to work effectively with individuals in a diversity of roles and with varying interests in the outcome.
- Demonstrate flexibility and a willingness to embrace change.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$3,000 for the associate degree program, \$2,000 for the diploma program, and \$650 for the technical certificate programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website. Payroll Accounting Specialist is also found on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## ACCOUNTING DIPLOMA PROGRAM (MAJOR CODE: AC12)

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**Credit Required for Graduation: 42 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Accounting Major Courses (34 Credits)

ACCT 1100	Financial Accounting I
ACCT 1105	Financial Accounting II
ACCT 1115	Computerized Accounting
ACCT 1120	Spreadsheet Applications
ACCT 1125	Individual Tax Accounting
ACCT 1130	Payroll Accounting
ACCT 2145	Personal Finance
BUSN 1100	Introduction to Keyboarding
BUSN 1440	Document Production
COMP 1000	Introduction to Computers

## ACCOUNTING AAS (MAJOR CODE: AC13)

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**Credit Required for Graduation: 64 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications (3)

ENGL 1101	Composition and Rhetoric
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##### Area II: Social and Behavioral Sciences (3)

Students must choose from the following courses:

ECON 2105	Macroeconomics
ECON 2106	Microeconomics

### **Area III: Mathematics and Natural Sciences**

Students must choose from the following courses:

- MATH 1100 Quantitative Skills and Reasoning
- MATH 1101 Mathematical Modeling
- MATH 1111 College Algebra

### **Area IV: Humanities and Fine Arts (3)**

Students must choose from the following courses:

- ARTS 1101 Art Appreciation
- ENGL 2130 American Literature
- ENGL 2310 English Literature from the  
Beginnings to 1700
- HUMN 1101 Introduction to Humanities
- MUSC 1101 Music Appreciation
- MUSC 2040 History of Popular Music

### **General Education Electives (3)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

- BIOL 1111 Biology I  
AND
- BIOL 1111L Biology I Lab
- BIOL 1112 Biology II  
AND
- BIOL 1112L Biology II Lab
- CHEM 1151 Survey of Inorganic Chemistry  
AND
- CHEM 1151L Survey of Inorganic Chemistry Lab
- CHEM 1211 Chemistry I  
AND
- CHEM 1211L Chemistry I Lab
- CHEM 1212 Chemistry II  
AND
- CHEM 1212L Chemistry II Lab
- ENGL 1102 Literature and Composition
- HIST 1111 World History I
- HIST 1112 World History II
- HIST 2111 U.S. History I
- HIST 2112 U.S. History II
- MATH 1112 College Trigonometry
- MATH 1113 Precalculus
- MATH 1127 Introduction to Statistics
- PHYS 1110 Conceptual Physics  
AND
- PHYS 1110L Conceptual Physics Lab
- POLS 1101 American Government
- PSYC 1101 Introductory Psychology
- SOCI 1101 Introduction to Sociology
- SPCH 1101 Public Speaking

### **Accounting Major (40 Credits)**

- ACCT 1100 Financial Accounting I
- ACCT 1105 Financial Accounting II
- ACCT 1110 Managerial Accounting



ACCT 1115	Computerized Accounting
ACCT 1120	Spreadsheet Applications
ACCT 1125	Individual Tax Accounting
ACCT 1130	Payroll Accounting
ACCT 2110	Accounting Simulation
ACCT 2140	Legal Environment of Business
ACCT 2145	Personal Finance
BUSN 1440	Document Production
COMP 1000	Introduction to Computers

**Elective (9 Credits)**

Speak to your advisor about recommended electives.

## COMPUTERIZED ACCOUNTING SPECIALIST CERTIFICATE (MAJOR CODE: CAY1)

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**Credit Required for Graduation: 21 semester credit hours**

### CURRICULUM OUTLINE

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**Technical Certificate (18 Credits)**

ACCT 1100	Financial Accounting I
ACCT 1105	Financial Accounting II
ACCT 1115	Computerized Accounting
ACCT 1120	Spreadsheet Applications
COMP 1000	Introduction to Computers

**Program-Related Elective (3 Credits)**

Students may choose any ACCT, BUSN, CIST, MKTG, MGMT, HRTM, or PARA course for which they have met the prerequisites/corequisites.

## OFFICE ACCOUNTING SPECIALIST CERTIFICATE (MAJOR CODE: OA31)

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**Credit Required for Graduation: 14 semester credit hours**

### CURRICULUM OUTLINE

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**Technical Certificate (14 Credits)**

ACCT 1100	Financial Accounting I
ACCT 1105	Financial Accounting II
ACCT 1115	Computerized Accounting
COMP 1000	Introduction to Computers

## PAYROLL ACCOUNTING SPECIALIST CERTIFICATE (MAJOR CODE: PA61)

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**Credit Required for Graduation: 17 semester credit hours**

### CURRICULUM OUTLINE

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**Technical Certificate (17 Credits)**

ACCT 1100	Financial Accounting I
ACCT 1105	Financial Accounting II
ACCT 1115	Computerized Accounting
ACCT 1130	Payroll Accounting
COMP 1000	Introduction to Computers

## Business Administration

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the associate of applied science degree program in Business Administration is to provide students with an understanding of the concepts, principles, and techniques required in today's business and office environment. The program emphasizes coursework in general education, business management, accounting, human resources, marketing, computer applications, business law, and business ethics. The associate degree program provides graduates with career mobility options and facilitates continuing education at the baccalaureate level.

### WORK ENVIRONMENT

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Administrative services managers spend much of their day in an office, but site visits around the building, outdoors to supervise groundkeeping activities, or to other facilities under their management are common. Technology allows many facility managers to monitor equipment remotely and teleconferencing has reduced the need to travel as frequently to meet with off-site staff and vendors. About half of administrative services managers work a standard 40-hour week; most of the remaining workforce work longer hours. However, uncompensated overtime frequently is required to resolve problems and meet deadlines. Facility managers often are "on call" to address a variety of problems that can arise in a facility during nonworking hours.

### NATURE OF THE WORK

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Administrative services managers plan, coordinate, and direct a broad range of services that allow organizations to operate efficiently. For example, they may coordinate space allocation, facilities maintenance and operations, and major property and equipment procurement. They also may oversee centralized operations that meet the needs of multiple departments. These operations could include information and data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, recycling, wellness, and transportation services.

Specific duties for these managers vary by size of company or office and degree of responsibility and authority. In small organizations, a single administrative services manager, sometimes called an office manager, may oversee all support services. In larger ones, however, there may be several layers of administrative services managers that may specialize in different areas and report to directors of administration, or vice presidents of administration who oversee all administrative services.

### EMPLOYMENT

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Employment of office and administrative support supervisors and managers nationally is expected to grow about as fast as the average for all occupations through the year 2018. Continuing advances in technology should increase office and administrative support workers' productivity and allow a wider variety of tasks to be performed by people in professional positions.

### EARNINGS

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Median annual wages nationally for office and administrative support worker supervisors and managers were \$77,890 in May 2010.

**Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)**

### STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree program in Business Administration will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills.
- Demonstrate facility with current software applications.
- Plan, coordinate, and direct a broad range of services that allow organizations to operate efficiently.
- Apply management techniques to monitor and direct the work of lower-level personnel.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Business Administration program, they must be able to perform the following essential functions:

- Write letters, reports, and memoranda clearly, logically, and persuasively using concise and grammatically correct language.
- Speak clearly, distinctly, and effectively with individuals or groups using tact and diplomacy.
- Demonstrate the ability to think critically.
- Use technology effectively to complete required tasks and communicate results.
- Display flexibility and adaptability.
- Demonstrate time management and multi-tasking skills.
- Use good judgment and problem solving skills.
- Listen effectively to clients, supervisors, and colleagues.
- Use project management and process improvement skills to achieve desired results.
- Analyze and report data for informed business decisions.
- Assist with the planning and directing or coordinating of the operations of a business.
- Exhibit leadership skills.
- Apply accounting and financial knowledge to the operations of an organization.
- Value diversity.
- Practice ethical leadership.
- Apply knowledge of human resources, accounting, marketing, ethics, computer skills, and knowledge of information technology to the operations of the organization.
- Possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently.
- Physical requirements that vary depending on the specific position and business location, including:
  - Walking, stooping, sitting, bending, climbing stairs, and reaching.
  - Sitting and/or standing for prolonged periods of time.
  - Lifting or moving up to 25 pounds.
  - Manual dexterity in arms, hands, and fingers.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instructional Fee (\$50 per term)
- Parking fee (\$15 per term)

- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$3,040)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Proof of legal presence in the United States.

## BUSINESS ADMINISTRATION AAS (MAJOR CODE: BA33)

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**Credit Required for Graduation: 66 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (27 Credits)

##### Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric
ENGL 1102	Literature and Composition
SPCH 1101	Public Speaking

##### Area II: Social and Behavioral Sciences

ECON 2105	Macroeconomics
ECON 2106	Microeconomics

##### Students must select one of the following courses

HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II
POLS 1101	American Government

##### Students must choose one of the following courses:

PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology

##### Area III: Mathematics and Natural Sciences

##### Students must choose one of the following courses:

MATH 1101	Mathematical Modeling
MATH 1127	Introduction to Statistics

##### Area IV: Humanities and Fine Arts

##### Students must choose one of the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation

MUSC 2040 History of Popular Music

**Business Administration Major (39 Credits)**

ACCT 1100 Financial Accounting I  
ACCT 1105 Financial Accounting II  
ACCT 1110 Managerial Accounting  
ACCT 1120 Spreadsheet Applications  
ACCT 2140 Legal Environment of Business  
COMP 1000 Introduction to Computers  
MGMT 1100 Principles of Management  
MGMT 1120 Introduction to Business  
MGMT 1125 Business Ethics  
MGMT 2125 Performance Management  
MGMT 2210 Project Management  
MKTG 1100 Principles of Marketing

## Business Administrative Technology

### ACCREDITATION

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The business unit (the associate of applied science degree programs in Accounting, Business Administrative Technology, and Marketing Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland, Park, KS, 66213; however, the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business and Public Service: Business Administration; Computer Support Specialist; Criminal Justice Technology; Culinary Arts; Early Childhood Care and Education; Health Information Technology; Hotel, Restaurant, and Tourism Management; Networking Specialist; Paralegal Studies; and Social Work Assistant.

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Business Administrative Technology program at Athens Technical College is to provide students with the knowledge and skills necessary to be successful in today's automated office environment. The program emphasizes the proficient use of current business software, comprehension and use of established business accounting principles, effective written and oral communication skills, knowledge of professional office procedures, and work ethics.

### WORK ENVIRONMENT

---

Administrative professionals usually work in schools, hospitals, corporate settings, government agencies, or legal, medical, and other professional offices. Virtual assistants work from a home office. Their jobs often involve sitting for long periods. If they spend a lot of time keyboarding, particularly at a computer monitor, they may encounter problems of eyestrain, stress, and repetitive motion ailments such as carpal tunnel syndrome. The majority of administrative professionals are full-time employees who work a standard 40-hour week. About 18 percent work part time, and many others work in temporary positions. A few are self-employed or freelance (such as virtual assistants). Some administrative professionals are participants in job-sharing arrangements in which two people divide responsibility for a single job.

### NATURE OF THE WORK

---

As the reliance on technology continues to expand in offices, the role of the administrative professional has evolved greatly. Office automation and organizational restructuring have led administrative professionals to assume greater responsibilities that were once the responsibilities of managerial and professional staff. In spite of these changes, however, the core responsibilities for administrative professionals have remained much the same: performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

Administrative professionals perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, web sites, and e-mail. They may also handle travel and guest arrangements.

Administrative professionals use a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems. They also use computers to create spreadsheets, compose correspondence, manage databases, and create presentations, reports, and documents. Many administrative professionals provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies.

### EMPLOYMENT

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Administrative professionals held about 4.3 million jobs throughout the United States in 2008, ranking it among the largest occupations in the U.S. economy. Administrative professionals work in organizations of every type. Around 90 percent work in service-providing industries, ranging from education and healthcare to government and retail trade. Most of the rest work for firms engaged in manufacturing or construction. The employment of administrative professionals is expected to increase by 11 percent nationally between 2008 and 2018. Projected employment varies by occupational specialty. Increasing office automation and organizational restructuring will continue to make administrative professionals more productive in coming years.

## EARNINGS

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Median annual wages nationally of administrative professionals was \$34,660 in May 2010. The lowest 10 percent earned less than \$21,730. The top 10 percent earned more than \$55,960.

Median annual wages for different types of administrative assistants in May 2010:

- \$43,520 for Executive Secretaries
- \$41,500 for Legal Secretaries
- \$30,530 for Medical Secretaries
- \$30,830 for all others

Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree program and diploma program in Business Administrative Technology will be able to complete the following tasks:

- Demonstrate proficiency in keyboarding skills.
- Use computer technology appropriately to complete office tasks.
- Demonstrate appropriate computational and accounting skills.
- Manage effective communication in a simulated work environment as an individual and as a team member.
- Demonstrate knowledge of professional office procedures.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Administrative Support Assistant will be able to complete the following tasks:

- Organize work station and maintain files and equipment for maximum productivity.
- Plan, create, and modify documents.
- Correctly produce letters, memos, tables, and reports.
- Determine priorities and schedule deadlines based on priorities.
- Follow professional office procedures.
- Communicate effectively and appropriately.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Microsoft Excel Application Professional will be able to complete the following tasks:

- Create formulas to calculate data.
- Understand how to insert, copy, and delete worksheets within a workbook.
- Format the workbook for ease of understanding.
- Understand how to use the worksheet for time lines and project reporting.
- Create charts and pivot tables.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Microsoft Office Application Professional will be able to complete the following tasks:

- Set up and maintain records and documentation.
- Plan, create, modify, and deliver presentations.
- Plan, create, and modify documents, spreadsheets, and publications.

- Plan, create, modify, and manage databases.
- Plan, create, and modify word processing documents.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Microsoft Word Application Professional will be able to complete the following tasks:

- Organize material to be processed.
- Format and maintain documents.
- Plan, create, and modify word processing documents.
- Create tables and indexes.
- Perform mail merges.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

---

The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Business Administrative Technology programs, they must be able to perform the following essential tasks:

- Operate a variety of machinery and equipment, including a computer, printer, calculator, facsimile machine, telephone, scanner, and copier.
- Oversee all aspects of general office coordination.
- Monitor and assist with web sites.
- Arrange meetings for departmental personnel.
- Prepare agendas or documents for or attend meetings.
- Take and transcribe meeting minutes.
- Perform and analyze research.
- Maintain inventory lists.
- Read and comprehend a variety of documents from computer manuals to newspapers.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds frequently.
- Sit at the computer for long periods of time.
- Interact with individuals at all levels.
- Possess organizational skills and the ability to multi-task.
- Handle confidential information with discretion.
- Use social media from a professional perspective.
- Use basic mathematical formulas.
- Communicate effectively and efficiently with others.
- Possess excellent proofreading skills.
- Create and modify documents such as invoices, reports, memos, letters, financial statements, and e-mail using word processing, spreadsheet, database, and/or presentation software such as Microsoft Office or other programs.
- Attend and participate in training sessions, seminars, conferences, etc.



- Demonstrate professional behavior and a strong work ethic.
- Display flexibility and adaptability.
- Conform to all rules of punctuation, grammar, diction, and style.
- Learn new software applications.
- Make independent judgments in the absence of management.
- Answer the telephone, provide information and customer service, take and relay messages, and/or direct calls to appropriate personnel; return calls as necessary.
- Maintain appropriate filing.
- Perform bookkeeping, payroll, and budget duties.
- Assist with or fulfill duties of appropriate personnel when necessary.
- Maintain calendar and scheduling for appropriate staff training sessions, travel, conferences, meetings, and/or facility usage.
- Supervise and train staff.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$3,192 for associate degree program, \$2,315 for diploma program, and \$588 for the technical certificates)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

---

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

Individuals who passed the Certified Administrative Professional (CAP) exam are eligible to receive exemption credit (designated as EX on Academic transcripts) for the following courses in the associate of applied science degree program in Business Administrative Technology: BUSN 1100, BUSN 1240, BUSN 1400, BUSN 1440, and BUSN 2190.

## BUSINESS ADMINISTRATIVE TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: BA22)

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**Credit Required for Graduation: 50 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Core (8 Credits)**

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

#### **Business Administrative Technology Major (39 Credits)**

BUSN 1100	Introduction to Keyboarding
BUSN 1190	Digital Technologies in Business
BUSN 1240	Office Procedures
BUSN 1400	Word Processing Applications
BUSN 1410	Spreadsheet Concepts and Applications
	OR
ACCT 1120	Spreadsheet Applications
BUSN 1430	Desktop Publishing and Presentation Applications
BUSN 1440	Document Production
BUSN 2160	Electronic Mail Applications
BUSN 2190	Business Document Proofreading and Editing
BUSN 2200	Office Accounting
	OR
ACCT 1100	Financial Accounting I
BUSN 2210	Applied Office Procedures
COMP 1000	Introduction to Computers

#### **Electives (3 Credits)**

Students must choose from the following courses:

ACCT 2145	Personal Finance
BUSN 1420	Database Applications
BUSN 2180	Speed and Accuracy Keying
BUSN 2250	Business Administrative Assistant Internship II
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management
MGMT 1120	Introduction to Business

**BUSINESS ADMINISTRATIVE TECHNOLOGY AAS (MAJOR CODE: BA23)**

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**Credit Required for Graduation: 64 semester credit hours****Curriculum Outline****General Education (15 Credits)****Area I: Language Arts and Communications**

Students must choose from the following courses:

- ENGL 1101    Composition and Rhetoric
- ENGL 1102    Literature and Composition
- OR
- SPCH 1101    Public Speaking

**Area II: Social and Behavioral Sciences**

Students must choose from the following courses:

- ECON 2105    Macroeconomics
- ECON 2106    Microeconomics
- POLS 1101    American Government
- PSYC 1101    Introductory Psychology
- SOCI 1101    Introduction to Sociology

**Area III: Mathematics and Natural Sciences**

Students must choose from the following courses:

- MATH 1101    Mathematical Modeling
- MATH 1111    College Algebra

**Area IV: Humanities and Fine Arts**

Students must choose from the following courses:

- ARTS 1101    Art Appreciation
- ENGL 2130    American Literature
- ENGL 2310    English Literature from the  
Beginnings to 1700
- HUMN 1101    Introduction to Humanities

**Business Administrative Technology Major (49 Credits)**

- ACCT 2140    Legal Environment of Business
- BUSN 1100    Introduction to Keyboarding
- BUSN 1190    Digital Technologies in Business
- BUSN 1240    Office Procedures
- BUSN 1400    Word Processing Applications
- BUSN 1410    Spreadsheet Concepts and  
Applications
- OR
- ACCT 1120    Spreadsheet Applications
- BUSN 1420    Database Applications
- BUSN 1430    Desktop Publishing and Presentation  
Applications
- BUSN 1440    Document Production
- BUSN 2160    Electronic Mail Applications
- BUSN 2190    Business Document Proofreading and  
Editing
- BUSN 2200    Office Accounting
- OR
- ACCT 1100    Financial Accounting I
- BUSN 2210    Applied Office Procedures

COMP 1000 Introduction to Computers  
MGMT 1100 Principles of Management

### ADMINISTRATIVE SUPPORT ASSISTANT CERTIFICATE (MAJOR CODE: AS21)

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**Credit Required for Graduation: 20 semester credit hours**

#### CURRICULUM OUTLINE

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**Technical Certificate (17 Credits)**

BUSN 1100 Introduction to Keyboarding  
BUSN 1240 Office Procedures  
BUSN 1400 Word Processing Applications  
BUSN 1440 Document Production  
COMP 1000 Introduction to Computers

**Elective (4 credits)**

*Students must select one of the following courses:*

ACCT 1120 Spreadsheet Applications  
BUSN 1410 Spreadsheet Concepts and Applications  
BUSN 1430 Desktop Publishing and Presentation Applications  
BUSN 2200 Office Accounting

### MICROSOFT EXCEL APPLICATION PROFESSIONAL CERTIFICATE (MAJOR CODE: ME51)

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**Credit Required for Graduation: 13 semester credit hours**

#### CURRICULUM OUTLINE

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**Technical Certificate (13 Credits)**

BUSN XXXX Elective  
BUSN 1410 Spreadsheet Concepts and Applications  
OR  
ACCT 1120 Spreadsheet Applications  
COMP 1000 Introduction to Computers  
MATH 1011 Business Mathematics  
OR  
MATH 1012 Foundations of Mathematics

### MICROSOFT OFFICE APPLICATION PROFESSIONAL CERTIFICATE (MAJOR CODE: MF41)

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**Credit Required for Graduation: 22 semester credit hours**

#### CURRICULUM OUTLINE

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**Technical Certificate (22 Credits)**

BUSN 1100 Introduction to Keyboarding  
BUSN 1400 Word Processing Applications  
BUSN 1410 Spreadsheet Concepts and Applications  
OR  
ACCT 1120 Spreadsheet Applications  
BUSN 1420 Database Applications

BUSN 1430 Desktop Publishing and Presentation  
Applications  
COMP 1000 Introduction to Computers

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**MICROSOFT WORD APPLICATION PROFESSIONAL CERTIFICATE (MAJOR CODE: MWA1)**

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**Credit Required for Graduation: 14 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

BUSN 1100 Introduction to Keyboarding  
BUSN 1400 Word Processing Applications  
BUSN 1440 Document Production  
COMP 1000 Introduction to Computers

## Computer Support Specialist

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The Computer Support Specialist program is designed to facilitate workplace success by providing students with an understanding of computer hardware and software; by promoting competencies in programming and logic skills; by enabling factual, conceptual, and procedural knowledge related to applications, technical support, and maintenance of computer networks; and instructing appropriate customer service skills and critical thinking.

### WORK ENVIRONMENT

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Computer support specialists normally work in well-lighted, comfortable offices or computer laboratories. Most work about 40 hours a week. Those who work for third-party support firms often are away from their offices, spending considerable time working at a client's location. As computer networks expand, more computer support specialists may be able to provide technical support from remote locations. This capability would reduce or eliminate travel to the customer's workplace, and may allow some support specialists to work from home.

### NATURE OF THE WORK

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Computer support specialists provide technical assistance, support, and advice to individuals and organizations that depend on information technology. They work within organizations that use computer systems, for computer hardware or software vendors, or for third-party organizations that provide support services on a contract basis. Support specialists are usually differentiated between technical support specialists and help-desk technicians.

Technical support specialists respond to inquiries from their organizations' computer users and may run automatic diagnostics programs to resolve problems. In addition, they may write training manuals and train computer users in the use of new computer hardware and software. These workers also oversee the daily performance of their company's computer systems, resolving technical problems with local area networks (LAN), wide area networks (WAN), and other systems.

Help-desk technicians respond to telephone calls and e-mail messages from customers looking for help with computer problems. In responding to these inquiries, help-desk technicians must listen carefully to the customer, ask questions to diagnose the nature of the problem, and then patiently walk the customer through the problem-solving steps. They also install, modify, clean, and repair computer hardware and software. Many computer support specialists start out at the help desk. Help-desk technicians deal directly with customer issues, and their employers value them as a source of feedback on their products and services. They are consulted for information about what gives customers the most trouble, as well as other customer concerns.

### EMPLOYMENT

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Computer support specialists held about 565,700 jobs nationally in 2008. Although they worked in a wide range of industries, about 18 percent were employed in the computer systems design and related services industry. Substantial numbers of these workers were also employed in administrative and support services companies, financial institutions, insurance companies, government agencies, educational institutions, software publishers, telecommunications organizations, and healthcare organizations. Employment of computer support specialists is expected to increase by 14 percent from 2008 to 2018.

### EARNINGS

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Median annual wages nationally of wage-and-salary computer support specialists were \$46,260 in May 2010. The lowest 10 percent earned less than \$28,300, and the highest 10 percent earned more than \$76,970.

Most computer support specialists have full-time work schedules; however, many do not work typical 9-to-5 jobs. Because computer support is important for businesses, support specialists must be available 24 hours a day. Many support specialists must work nights or weekends.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree and diploma programs in Computer Support Specialist will be able to complete the following tasks:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate factual, conceptual, and procedural knowledge related to desktop applications and maintenance of a computer network.
- Demonstrate critical thinking in problem solving, research methods, and the ability to present conclusions effectively, orally and in writing.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate basic level of competency in programming and logic skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in CompTIA A+ Certified Preparation will be able to complete the following tasks:

- Troubleshoot computer workstations using best practices.
- Solve problems individually and in a team environment.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in CompTIA A+ Certified Technician Preparation will be able to complete the following tasks:

- Install and configure Microsoft Windows operating systems.
- Troubleshoot hardware and software.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Help Desk Specialist will be able to complete the following tasks:

- Provide technical help desk support via telephone, remotely, online, and face-to-face.
- Resolve issues at the time of contact or escalate the issue in accordance with procedures for additional support.
- Demonstrate highly developed written, verbal, and online communication skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Microsoft Excel Application Specialist will be able to complete the following tasks:

- Create and perform advanced spreadsheet concepts.
- Create, troubleshoot, and run macros.
- Perform data integration concepts.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in PC Repair and Network Technician will be able to complete the following tasks:

- Maintain, analyze, troubleshoot, and repair computer systems, hardware, and computer peripherals.
- Document, maintain, upgrade, or replace hardware and software systems.
- Prioritize tasks and work quickly.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and

personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. Students entering the Computer Support Specialist programs must be able to perform the following essential tasks:

- Provide technical hardware and software support to end users.
- Diagnose hardware and software problems to troubleshoot and resolve problems and to replace defective components.
- Use various communication and connectivity methods.
- Provide solutions to end user questions on the usage of hardware and software applications.
- Perform testing and evaluations of various technologies.
- Provide patches and temporary fix support.
- Provide administrative services for various software platforms.
- Install and configure computer software, configure peripheral devices.
- Modify and customize commercial programs for internal needs.
- Prepare evaluations of software or hardware and recommend improvements or upgrades.
- Confer with staff, users, and management to establish requirements for new systems or modifications.
- Develop training materials and procedures.
- Train users in the proper use of hardware or software.
- Oversee the daily performance of computer systems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Conduct office automation feasibility studies, including workflow analysis or cost comparison analysis.
- Have manual dexterity sufficient to work with the fingers.
- Have normal vision with or without corrective lenses.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rates, ratios, and percents and draw and interpret bar graphs.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$ 1,900 for the associate degree program and \$1,200 for the diploma program, \$398 for the CompTIA A+ Certification Preparation technical certificate, from approximately \$652 to \$821 depending on the elective



courses chosen in the CompTIA A+ Certified Technician Preparation technical certificate, from approximately \$911 to \$1077 depending on the elective courses chosen in the Help Desk Specialist technical certificate, from approximately \$568 to \$583 depending on the elective courses chosen in the Microsoft Excel Application Specialist technical certificate, and \$770 for the PC Repair and Network Technician technical certificate)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## COMPUTER SUPPORT SPECIALIST DIPLOMA PROGRAM (MAJOR CODE: CS14)

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**Credit Required for Graduation: 55 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1013	Algebraic Concepts
	OR
MATH 1015	Geometry and Trigonometry

#### Computer Support Specialist Major (32 Credits)

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1220	Structured Query Language (SQL)
CIST 1305	Program Design and Development
CIST 1401	Computer Networking Fundamentals
CIST 1601	Information Security Fundamentals
CIST 2921	IT Analysis, Design, and Project Management
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

#### Productivity Application Course (3 Credits)

Students must choose from one of the following courses:

CIST 2120	Supporting Application Software
CIST 2127	Comprehensive Word Processing Techniques
CIST 2128	Comprehensive Spreadsheet Techniques

CIST 2129 Computer Database Techniques

*\* Students must pass above courses with a grade of C or higher.*

### **Electives (12 Credits)**

Students must select from the following courses:

ACCT 1100	Financial Accounting I
ACCT 2140	Legal Environment of Business
CIST 1510	Web Development I
CIST 2120	Supporting Application Software
CIST 2127	Comprehensive Word Processing Techniques
CIST 2128	Comprehensive Spreadsheet Techniques
CIST 2129	Computer Database Techniques
CIST 2130	Desktop Support Concepts
CIST 2311	Visual Basic I
CIST 2411	Microsoft Client
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management

*\* Students must pass above courses with a grade of C or higher.*

## **COMPUTER SUPPORT SPECIALIST AAS (MAJOR CODE: CS23)**

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**Credit Required for Graduation: 62 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications**

ENGL 1101 Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences**

Students must choose from the following courses:

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

##### **Area III: Mathematics and Natural Sciences**

Students must choose from the following courses:

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

##### **Area IV: Humanities and Fine Arts**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature

ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I
	AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

**Computer Support Specialist Major (32 Credits)**

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1220	Structured Query Language (SQL)
CIST 1305	Program Design and Development
CIST 1401	Computer Networking Fundamentals
CIST 1601	Information Security Fundamentals
CIST 2921	IT Analysis, Design, and Project Management
COMP 1000	Introduction to Computers

\* Students must pass above courses with a grade of C or higher.

**Productivity Application Course (3 Credits)**

Students must choose from one of the following courses:

CIST 2120	Supporting Application Software
CIST 2127	Comprehensive Word Processing Techniques
CIST 2128	Comprehensive Spreadsheet Techniques

CIST 2129 Computer Database Techniques

*\* Students must pass above courses with a grade of C or higher.*

**Electives (12 Credits)**

Students must select from the following courses:

ACCT 1100	Financial Accounting I
ACCT 2140	Legal Environment of Business
CIST 1510	Web Development I
CIST 2120	Supporting Application Software
CIST 2127	Comprehensive Word Processing Techniques
CIST 2128	Comprehensive Spreadsheet Techniques
CIST 2129	Computer Database Techniques
CIST 2130	Desktop Support Concepts
CIST 2311	Visual Basic I
CIST 2411	Microsoft Client
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management

*\* Students must pass above courses with a grade of C or higher.*

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**COMPTIA A+ CERTIFICATION PREPARATION CERTIFICATE (MAJOR CODE: CA61)**

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**Credit Required for Graduation: 10 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (10 Credits)**

CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

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**COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION CERTIFICATE (MAJOR CODE: CA71)**

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**Credit Required for Graduation: 18 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

**Electives (4 Credits)**

Students must select from the following courses:

*\* Students must pass courses with a grade of C or higher.*

CIST 1401	Computer Networking Fundamentals
CIST 2411	Microsoft Client

*\* Students must pass above courses with a grade of C or higher.*

## HELP DESK SPECIALIST CERTIFICATE (MAJOR CODE: HD41)

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**Credit Required for Graduation: 25 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (20 Credits)

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1401	Computer Networking Fundamentals
CIST 2130	Desktop Support Concepts
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

#### Electives (4 Credits)

Students must select from the following courses:

CIST 2120	Supporting Application Software
CIST 2411	Microsoft Client

*\* Students must pass above courses with a grade of C or higher.*

## MICROSOFT EXCEL APPLICATION SPECIALIST CERTIFICATE (MAJOR CODE: ME21)

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**Credit Required for Graduation: 9 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (6 Credits)

CIST 2128	Comprehensive Spreadsheet Techniques
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

#### Elective (3 Credits)

Students must select from the following courses:

CIST 2120	Supporting Application Software
CIST 2129	Computer Database Techniques

*\* Students must pass above courses with a grade of C or higher.*

## PC REPAIR AND NETWORK TECHNICIAN CERTIFICATE (MAJOR CODE: PR21)

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**Credit Required for Graduation: 18 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (18 Credits)

*\* Students must pass courses with a grade of C or higher.*

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1401	Computer Networking Fundamentals
COMP 1000	Introduction to Computers

## Criminal Justice Technology

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Criminal Justice program is to prepare students for employment in a variety of areas within the criminal justice system. The Criminal Justice program provides concentration in the area of public service by providing students with the knowledge base to pursue career opportunities with enforcement, court, and correctional agencies.

### WORK ENVIRONMENT

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Police and detective work can be very dangerous and stressful. Police officers and detectives have one of the highest rates of on-the-job injury and illness. In addition to the obvious dangers of confrontations with criminals, police officers and detectives need to be constantly alert and ready to deal appropriately with a number of other threatening situations. Many law enforcement officers witness death and suffering resulting from accidents and criminal behavior. A career in law enforcement may take a toll on their private lives.

Uniformed officers, detectives, agents, and inspectors usually are scheduled to work 40-hour weeks, but paid overtime is common. Shift work is necessary because protection must be provided around the clock. Officers, dispatchers, detectives, clerks, jailers, and others in the criminal justice field frequently work weekends, holidays, and nights. Police officers and detectives are required to work whenever they are needed and may work long hours during investigations. Officers in most jurisdictions, whether on or off duty, are expected to be armed and to exercise their authority when necessary.

The jobs of some federal agents, such as U.S. Secret Service and DEA special agents, require extensive travel, often on very short notice. These agents may relocate a number of times over the course of their careers. Some special agents, such as those in the U.S. Border Patrol, may work outdoors in rugged terrain and in all kinds of weather.

### NATURE OF THE WORK

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Police officers protect lives and property. Law enforcement officers' duties depend on the size and type of their organizations. Police and detectives pursue and apprehend individuals who break the law and then issue citations or give warnings. Most police officers patrol their jurisdictions and investigate any suspicious activity they notice. They also respond to calls from individuals. Detectives, who often are called agents or special agents, perform investigative duties such as gathering facts and collecting evidence. The daily activities of police and detectives vary with their occupational specialty — such as police officer, game warden, or detective — and whether they work for a local, state, or federal agency. Duties also differ substantially among various federal agencies, which enforce different aspects of the law. Regardless of job duties or location, police officers and detectives at all levels must write reports and maintain meticulous records that will be needed if they testify in court.

Some police officers specialize in a particular field such as chemical and microscopic analysis, training and firearms instruction, or handwriting and fingerprint identification. Others work with special units such as horseback, bicycle, motorcycle, or harbor patrol; canine corps; special weapons and tactics (SWAT); or emergency response teams. A few local and special law enforcement officers primarily perform jail-related duties or work in courts.

Sheriffs and deputy sheriffs enforce the law on the county level. Sheriffs usually are elected to their posts and perform duties similar to those of a local or county police chief. Sheriffs' departments tend to be relatively small, most having fewer than 50 sworn officers. Deputy sheriffs have law enforcement duties similar to those of officers in urban police departments. Police and sheriffs' deputies who provide security in city and county courts are sometimes called bailiffs.

Correctional officers, also known as detention officers when they work in pretrial detention facilities, are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory, or penitentiary.

Fish and game wardens enforce fishing, hunting, and boating laws. They patrol hunting and fishing areas, conduct search and rescue operations, investigate complaints and accidents, and aid in prosecuting court cases.

Court, municipal, and license clerks perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus. They may prepare dockets of cases to be called; secure information for judges and the court; prepare draft agendas or bylaws for town or city councils; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees.

State troopers or highway patrol officers arrest criminals statewide and patrol highways to enforce motor vehicle laws and regulations. State police officers often issue traffic citations to motorists. At the scene of accidents, they may direct traffic, give first aid, and call for emergency equipment. They also write reports used to determine the cause of the accident. State police officers frequently are called upon to render assistance to other law enforcement agencies, especially those in rural areas or small towns.

Officers with the Georgia Bureau of Investigation (GBI) are plainclothes investigators who gather facts and collect evidence for criminal cases. Some are assigned to interagency task forces to combat specific types of crime. They conduct interviews, examine records, observe the activities of suspects, and participate in raids or arrests. Detectives usually specialize in investigating one type of violation such as homicide or fraud. They are assigned cases on a rotating basis and work on them until an arrest and conviction is made or until the case is dropped.

Federal law enforcement encompasses many agencies that enforce particular types of laws. U.S. Drug Enforcement Administration (DEA) agents enforce laws and regulations relating to illegal drugs. U.S. marshals and deputy marshals provide security for the federal courts and ensure the effective operation of the judicial system. Bureau of Alcohol, Tobacco, Firearms, and Explosives agents enforce and investigate violations of federal firearms and explosives laws, as well as federal alcohol and tobacco tax regulations. The U.S. Department of State Bureau of Diplomatic Security special agents are engaged in the battle against terrorism.

The Department of Homeland Security employs numerous law enforcement officers within several different agencies, including Customs and Border Protection, Immigration and Customs Enforcement, and the U.S. Secret Service. U.S. Border Patrol agents protect more than 8,000 miles of international land and water boundaries. Immigration inspectors interview and examine people seeking entry into the United States and its territories. Customs inspectors enforce laws governing imports and exports by inspecting cargo, baggage, and articles worn or carried by people, vessels, vehicles, trains, and aircraft entering or leaving the United States.

Federal air marshals provide air security by guarding against attacks targeting U.S. aircraft, passengers, and crews. U.S. Secret Service special agents and uniformed officers protect the president, the vice president, their immediate families, and other public officials. Secret Service special agents also investigate counterfeiting, forgery of government checks or bonds, and fraudulent use of credit cards. Other federal agencies employ police and special agents with sworn arrest powers and the authority to carry firearms. These agencies include the Postal Service, the Bureau of Indian Affairs Office of Law Enforcement, the Forest Service, and the National Park Service.

Private detectives and investigators assist individuals, businesses, and attorneys by finding and analyzing information. They connect clues to uncover facts about legal, financial, or personal matters. Private detectives and investigators offer many services, including executive, corporate, and celebrity protection; pre-employment verification; and individual background profiles. Some investigate computer crimes, including identity theft, harassing emails, and illegal downloading of copyrighted material. They also provide assistance in criminal and civil liability cases, insurance claims and fraud cases, child custody and protection cases, missing-persons cases, and premarital screening. They are sometimes hired to investigate individuals to prove or disprove infidelity.

## EMPLOYMENT

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Police and detectives held about 883,600 jobs nationally in 2008. About 79 percent were employed by local governments. State police agencies employed about 11 percent. Various federal agencies employ police and detectives. Employment of police and detectives is expected to grow 10 percent nationally over the 2008-2018 decade, about as fast as the average for all occupations. Population growth is the main source of demand for police services.

## EARNINGS

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The median annual wage of police and detectives was \$55,010 in May 2010. The lowest 10 percent earned less than \$31,440. The top 10 percent earned more than \$88,870.

The median wages for police and detectives occupations in May 2010 were:

- \$68,820 for detectives and criminal investigators
- \$54,330 for transit and railroad police
- \$53,540 for police and sheriff's patrol officers
- \$49,730 for fish and game wardens

Most agencies provide officers with an allowance for uniforms as well as extensive benefits and the option to retire at an age that is younger than a more typical retirement age.

Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree and diploma programs in Criminal Justice Technology will be able to complete the following tasks:

- Read, interpret, and restate the meaning of legal statutes, associated case law, and legal dispositions by text and internet applications.
- Identify and interpret (understand and express the meaning of) ethical problems they may confront in criminal justice practice.
- Apply deductive and inductive approaches to the construction of problem solving skills in order to understand the impact of crime on a community and to identify proactive approaches to crime prevention through traditional and online resources.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Criminal Justice Fundamentals will be able to complete the following tasks:

- Apply deductive and inductive approaches to the construction of problem solving skills in order to understand the impact of crime on a community and to identify proactive approaches to crime prevention through traditional and online resources.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Criminal Justice Specialist will be able to complete the following tasks:

- Read, interpret, and restate the meaning of legal statutes, associated case law, and legal dispositions by text and internet applications.
- Apply deductive and inductive approaches to the construction of problem solving skills in order to understand the impact of crime on a community and to identify proactive approaches to crime prevention through traditional and online resources.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The ethical practice of criminal justice employment requires intellectual ability, physical competence, and personal responsibility. This list of essential functions is for students to become aware of and informed of the basic skills required to perform entry-level duties in the criminal justice field. Program faculty developed the list to supplement the requirements stated by the Georgia POST Act. Potential employees will also have to pass a criminal history background check, physical fitness assessment, medical and drug screen prior to employment in this field. For students to be successful in the Criminal Justice Technology programs, they must be able to perform the following essential functions:

- Effect an arrest.
- Prepare investigative and other reports.
- Exercise independent judgment skills.
- Operate law enforcement vehicles in various weather and road conditions.
- Communicate effectively and coherently over the radio.
- Gather information in criminal investigations.
- Pursue fleeing suspects.
- Maintain firearms proficiency as prescribed in certification standards.
- Perform searching under normal and hazardous circumstances.
- Conduct surveillance both overtly and covertly.
- Perform patrol functions.



- Effectively communicate with people.
- Demonstrate court and formal communication skills.
- Endure verbal and mental abuse.
- Perform rescue functions under normal and adverse conditions.
- Process and transport prisoners.
- Demonstrate the effective use of safety equipment.
- Extinguish small fires with fire extinguishers.
- Read and comprehend legal and non-legal documents.
- Process arrested suspects.
- Detect and collect evidence.
- Demonstrate and perform Defensive and Arrest Tactics (DAAT).

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,800 for the associate degree program, \$1,800 for the diploma program, \$355 for Criminal Justice Fundamentals, and \$571 for Criminal Justice Specialist)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

---

Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

---

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## CRIMINAL JUSTICE TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: CJT2)

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**Credit Required for Graduation: 48 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

#### Criminal Justice Technology Major (27 Credits)

COMP 1000	Introduction to Computers
CRJU 1010	Introduction to Criminal Justice
CRJU 1030	Corrections
CRJU 1040	Principles of Law Enforcement
CRJU 1068	Criminal Law for Criminal Justice
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice
CRJU 2020	Constitutional Law for Criminal Justice
CRJU 2050	Criminal Procedure
CRJU 2070	Juvenile Justice

*Students must pass CRJU-1010, CRJU-1030, CRJU-1040, CRJU-1068, CRJU-1400, CRJU-2020, CRJU-2050, CRJU-2070 courses with a grade of C or higher.*

#### Criminal Justice Technology Practicum or Internship (3 Credits)

Students must choose one of the following courses

CRJU 2090	Criminal Justice Practicum
CRJU 2100	Criminal Justice Externship

*Students must pass CRJU-2090, CRJU-2100 courses with a grade of C or higher.*

#### Electives (9 Credits)

Students must choose a minimum of three courses from the following list:

CRJU 1043	Probation and Parole
CRJU 1062	Methods of Criminal Investigations
CRJU 2060	Criminology
CRJU 2201	Criminal Courts
ECCE 1103	Child Growth and Development
ECCE 2202	Social Issues and Family Involvement
MGMT 1100	Principles of Management
MGMT 1105	Organizational Behavior
MGMT 2125	Performance Management
PARA XXXX	Electives
PSYC 2103	Human Development
PSYC 2250	Abnormal Psychology
SOCW XXXX	Electives

\* Students must pass CRJU-1043, CRJU-1062, CRJU-2060, CRJU-2201 courses with a grade of C or higher.

## CRIMINAL JUSTICE TECHNOLOGY AAS (MAJOR CODE: CJT3)

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**Credit Required for Graduation: 60 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications

ENGL 1101    Composition and Rhetoric

##### Area II: Social and Behavioral Sciences

Students must choose from the following courses:

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

##### Area III: Mathematics and Natural Sciences

Students must choose from the following courses:

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

##### Area IV: Humanities and Fine Arts (3)

Students must choose from the following courses:

ARTS 1101    Art Appreciation  
 ENGL 2130    American Literature  
 ENGL 2310    English Literature from the  
                   Beginnings to 1700  
 HUMN 1101    Introduction to Humanities  
 MUSC 1101    Music Appreciation  
 MUSC 2040    History of Popular Music

#### General Education Electives (3)

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111    Biology I  
                   AND  
 BIOL 1111L    Biology I Lab  
 BIOL 1112    Biology II  
                   AND  
 BIOL 1112L    Biology II Lab  
 CHEM 1151    Survey of Inorganic Chemistry  
                   AND  
 CHEM 1151L    Survey of Inorganic Chemistry Lab  
 CHEM 1211    Chemistry I  
                   AND  
 CHEM 1211L    Chemistry I Lab  
 CHEM 1212    Chemistry II  
                   AND

CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

**Criminal Justice Technology Major (27 Credits)**

COMP 1000	Introduction to Computers
CRJU 1010	Introduction to Criminal Justice
CRJU 1030	Corrections
CRJU 1040	Principles of Law Enforcement
CRJU 1068	Criminal Law for Criminal Justice
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice
CRJU 2020	Constitutional Law for Criminal Justice
CRJU 2050	Criminal Procedure
CRJU 2070	Juvenile Justice

*\* Students must pass CRJU-1010, CRJU-1030, CRJU-1040, CRJU-1068, CRJU-1400, CRJU-2020, CRJU-2050, CRJU-2070 courses with a grade of C or higher.*

**Criminal Justice Technology Practicum or Internship (3 Credits)**

*\* Students must pass CRJU-2090, CRJU-2100 courses with a grade of C or higher.*

**Students must choose one of the following courses:**

CRJU 2090	Criminal Justice Practicum
CRJU 2100	Criminal Justice Externship

**Electives (15 Credits)**

Students must choose a minimum of five courses from the following list:

CRJU 1043	Probation and Parole
CRJU 1062	Methods of Criminal Investigations
CRJU 2060	Criminology
CRJU 2201	Criminal Courts
ECCE 1103	Child Growth and Development
ECCE 2202	Social Issues and Family Involvement
MGMT 1100	Principles of Management
MGMT 1105	Organizational Behavior
MGMT 2125	Performance Management
PARA XXXX	Electives
PSYC 2103	Human Development
PSYC 2250	Abnormal Psychology
SOCW XXXX	Electives

*\* Students must pass CRJU-1043, CRJU-1062, CRJU-2060, CRJU-2201 courses with a grade of C or higher.*

## CRIMINAL JUSTICE FUNDAMENTALS CERTIFICATE (MAJOR CODE: CJ71)

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**Credit Required for Graduation: 12 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (12 Credits)**

COMP 1000	Introduction to Computers
CRJU 1010	Introduction to Criminal Justice
CRJU 1030	Corrections
CRJU 1040	Principles of Law Enforcement

\* Students must pass CRJU-1010, CRJU-1030, CRJU-1040 courses with a grade of C or higher.

## CRIMINAL JUSTICE SPECIALIST CERTIFICATE (MAJOR CODE: CJ21)

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**Credit Required for Graduation: 15 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (15 credits)**

CRJU 1010	Introduction to Criminal Justice
CRJU 1030	Corrections
CRJU 1040	Principles of Law Enforcement
CRJU 1068	Criminal Law for Criminal Justice
CRJU 2020	Constitutional Law for Criminal Justice

\* Students must pass courses with a grade of C or higher.

## Culinary Arts

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Culinary Arts program at Athens Technical College is to prepare students for employment within many facets of the food service industry. We provide classroom and technical skills training in culinary arts, focusing on food preparation, sanitation, nutrition, marketing, catering, management fundamentals, and work ethics.

### WORK ENVIRONMENT

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Restaurants and other food service facilities where these workers are employed are required to be clean and sanitary. Although the dining rooms are often attractive, kitchens can be crowded and hot and filled with potential dangers, such as hot ovens and slippery floors. Job hazards for those working in kitchens include slips and falls, cuts, and burns, and these injuries are sometimes serious. Chefs, head cooks, and supervisors are under constant pressure to get meals prepared quickly, while ensuring quality is maintained and safety and sanitation guidelines are observed. Because the pace can be hectic during peak dining times, workers must be able to communicate clearly so that food orders and service are properly executed.

Work hours in restaurants may include early mornings, late evenings, holidays, and weekends. Schedules for those working in offices, factories, and school cafeterias may be more regular. In fine-dining restaurants, work schedules tend to be longer because of the time required to prepare ingredients in advance. Many executive chefs regularly work 12-hour days because they oversee the delivery of food orders early in the day, plan the menus, and prepare those menu items that require the most skill. Depending upon the operation, some chefs or other supervisors may take less busy days off to offset the longer hours on other days.

### NATURE OF THE WORK

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Chefs, head cooks, and food preparation and serving supervisors oversee the daily food service operations of a restaurant or other food service establishment. Chefs and head cooks are usually responsible for directing cooks in the kitchen, dealing with food-related concerns, and providing leadership. They are also the most skilled cooks in the kitchen and use their creativity and knowledge of food to develop and prepare recipes.

Food preparation and serving supervisors oversee the kitchen and service staff in a restaurant or food service facility. They may also oversee food preparation workers in fast food, cafeteria, or casual dining restaurants, where the menu is fairly standard from day to day, or in more formal restaurants, where a chef provides specific guidelines and exacting standards on how to prepare each item.

All of these workers — chefs, head cooks, and food preparation and serving supervisors — hire, train, and supervise staff, prepare cost estimates for food and supplies, set work schedules, order supplies, and ensure that the food service establishment runs efficiently and profitably. Additionally, these workers ensure that sanitation and safety standards are observed and comply with local regulations. Fresh food must be stored and cooked properly, work surfaces and dishes must be clean and sanitary, and staff and customers must be safe from illness or injury to avoid being closed by the health department or law enforcement.

While all chefs have a role in preparing the food, developing recipes, determining serving sizes, planning menus, ordering food supplies, and overseeing kitchen operations to ensure uniform quality and presentation of meals, different types of chefs may have unique roles to perform or specialize in certain aspects of the job. Executive chefs, sous chefs, head cooks, and chefs de cuisine are primarily responsible for coordinating the work of the cooks and directing the preparation of meals. Executive chefs are in charge of all food service operations and also may supervise several kitchens of a hotel, restaurant, or corporate dining operation. A sous chef, or chef's assistant, is the second-in-command and runs the kitchen in the absence of the chef. Many chefs earn fame both for themselves and for their kitchens because of the quality and distinctive nature of the food they serve.

### EMPLOYMENT

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Chefs, head cooks, and food preparation and serving supervisors held 941,600 jobs nationally in 2008. Food preparation and serving supervisors held 88 percent of these jobs and chefs and head cooks held the remaining 12 percent. Nearly half of chefs and head cooks were employed at full-service restaurants (those that had table service). About 9 percent each were employed by hotels and the special food services industry that includes caterers and food service contractors. Eight percent were self-employed. Employment of chefs, head cooks, and food preparation and serving supervisors is expected to increase by 6 percent

over the 2008-2018 decade, which is slower than the average for all occupations. Growth will be generated by increases in population, a growing variety of dining venues, and continued demand for convenience. As more people opt for the time-saving ease of letting others do the cooking, the need for workers to oversee food preparation and serving will increase.

## EARNINGS

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Earnings of chefs, head cooks, and food preparation and serving supervisors vary greatly by region and the type of employer. Earnings are usually highest in upscale restaurants and hotels, where many executive chefs are employed, and in major metropolitan and resort areas.

Median annual wage-and-salary earnings of chefs and head cooks were \$40,630 nationally in May 2010. The lowest 10 percent earned less than \$23,260, and the highest 10 percent earned more than \$70,960.

Median annual wages in the industries employing the largest numbers of chefs and head cooks in 2010:

- |  |          |
|--|----------|
| • Traveler accomodation, including hotels and motels | \$47,350 |
| • Other amusement and recreation industries          | \$47,340 |
| • Special food services                              | \$42,380 |
| • Full-service restaurants                           | \$38,520 |
| • Limited-service eating places                      | \$27,840 |

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree and diploma programs in Culinary Arts have the skills to complete the following tasks:

- Obtain ServSafe certification from the National Restaurant Association Education Foundation.
- Obtain certified culinarian or pastry certification from the American Culinary Federation.
- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Graduates will demonstrate competency in the use of technologies appropriate to culinary by effectively participating in research and labs.

Graduates of the technical certificate in Catering Specialist will have the skills to complete the following tasks:

- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Graduates will demonstrate competency in the use of technologies appropriate to culinary by effectively participating in research, labs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Food Production I will have the skills to complete the following tasks:

- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Graduates will demonstrate competency in the use of technologies appropriate to culinary by effectively participating in research, labs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Culinary Nutrition Assistant will have the skills to complete the following tasks:

- Obtain ServSafe certification from the National Restaurant Association Education Foundation.
- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Baking and Pastry Specialist will have the skills to complete the following tasks:

- Obtain ServSafe certification from the National Restaurant Association Education Foundation.
- Obtain certified pastry culinarian certification from the American Culinary Federation.
- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Prep Cook will have the skills to complete the following tasks:

- Identify and properly use various food service tools and equipment.
- Identify and properly use basic key food ingredients in a production kitchen.
- Graduates will demonstrate competency in the use of technologies appropriate to culinary by effectively participating in research, labs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Culinary Arts programs, they must be able to perform the following essential functions:

- Ability to Use Senses
  - Visual: Have the acuity to identify color changes in food as it is cooking or in storage and to read fine print on equipment, recipes, or other documents required in a food service operation.
  - Hearing: Have the ability to hear cooking sounds and emergency signals (with auditory aids or full-time interpreter for the hearing impaired) and the ability to understand a normal speaking voice without direct access to the speaker's face.
  - Smelling: Have the ability to evaluate quality of ingredients and distinguish aromas in order to evaluate cooking techniques and determine proper methodologies of recipes.
  - Taste: Have the ability to determine flavor profiles in relationship to ingredients used in recipes for basic food preparations.
- Motor Ability
  - Have the physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment or foods of at least 50 pounds; to maneuver in limited space.
  - Have the ability to work while in hot/humid and/or cold conditions.
  - Have the manual dexterity to use knives and other small and large equipment efficiently and safely while wearing essential food safety gloves and/or other necessary sanitation wear.
- Ability to Understand Food Safety
  - Have a practical awareness of cross-contamination, time/temperature abuse, and food-borne illnesses.



- Be able to wear necessary food safety gear such as gloves and head covering.
- Be able to maintain a sanitary environment at all times.
- Ability to Communicate
  - Be able to communicate effectively in verbal and written forms to class partners and/or team and to instructors.
  - Be able to write and perform routine mathematical calculations clearly and correctly.
  - Have basic proficiency in technology (computers and peripheral components).
- Ability to Solve Problems
  - Have the intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's kitchens
  - Be able to work in a fast-paced environment with a sense of urgency without jeopardizing the safety of themselves or others
  - Be able to react and adjust as instructed by the chef during production or service time in order to meet the needs of guests
- Ability to Maintain Emotional Stability
  - Be able to function safely under stress in today's kitchens and adapt to changing staff and client situations
  - Be able to maintain composure and professionalism at all times in culinary labs
- Ability to Perform Practical Outcomes
  - Be able to function under the practical guidelines of cooking techniques under timed kitchen labs

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact costs)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,508 for associate degree program, \$1,060 for the diploma program, \$480 for the Catering Specialist program, \$305 for the Food Production I program, and \$295 for the Prep Cook program, and \$375 for the Culinary Nutrition Assistant program; no additional cost for the Advanced Baking program)
- Tools (Approximately \$160; the list of required tools is the same for all programs)
- Uniforms (Approximately \$200; the uniform requirement is the same for all programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- A health certificate documenting adequate health, including the ability to use hands and fingers, the ability to stand for long periods of time, the ability to tolerate heat, and the ability to lift 30 to 50 pounds.

## CULINARY ARTS DIPLOMA PROGRAM (MAJOR CODE: CA44)

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**Credit Required for Graduation: 49 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Culinary Arts Major (41 Credits)

COMP 1000	Introduction to Computers
CUUL 1000	Fundamentals of Culinary Arts
CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking
CUUL 1129	Fundamentals of Restaurant Operations
CUUL 1220	Baking Principles
CUUL 1320	Garde Manger
CUUL 1370	Culinary Nutrition and Menu Development
CUUL 2130	Culinary Practicum and Leadership
CUUL 2160	Contemporary Cuisine

## CULINARY ARTS AAS (MAJOR CODE: CA43)

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**Credit Required for Graduation: 62 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric
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##### Area II: Social and Behavioral Sciences

Students must choose from the following courses:

ECON 2105	Macroeconomics
ECON 2106	Microeconomics
HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II

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

**Area III: Mathematics and Natural Sciences**

Students must choose from the following courses:

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

**Area IV: Humanities and Fine Arts**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I
	AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

**Culinary Arts Major (41 Credits)**

COMP 1000	Introduction to Computers
CUUL 1000	Fundamentals of Culinary Arts
CUUL 1110	Culinary Safety and Sanitation
CUUL 1129	Fundamentals of Restaurant Operations
CUUL 1220	Baking Principles

CUUL 1320	Garde Manger
CUUL 1370	Culinary Nutrition and Menu Development
CUUL 2130	Culinary Practicum and Leadership
CUUL 2160	Contemporary Cuisine

**Culinary Electives (6 Credits)**

Students must choose from any Culinary Arts (CUUL) course; Hotel, Restaurant, and Tourism Management (HRTM) course; or INDS 1100

**BAKING AND PASTRY SPECIALIST CERTIFICATE (MAJOR CODE: BA51)**

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**Credit Required for Graduation: 25 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (25 Credits)**

CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking
CUUL 1220	Baking Principles
CUUL 1370	Culinary Nutrition and Menu Development
CUUL 2250	Advanced Baking Principles
MATH 1012	Foundations of Mathematics

**CATERING SPECIALIST CERTIFICATE (MAJOR CODE: CS61)**

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**Credit Required for Graduation: 24 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (24 Credits)**

CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking
CUUL 1129	Fundamentals of Restaurant Operations
CUUL 1220	Baking Principles
CUUL 1320	Garde Manger
CUUL 2160	Contemporary Cuisine

**CULINARY NUTRITION ASSISTANT CERTIFICATE (MAJOR CODE: CNB1)**

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**Credit Required for Graduation: 16 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (16 Credits)**

CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking
CUUL 1170	Introduction to Culinary Nutrition
CUUL 1370	Culinary Nutrition and Menu Development
EMPL 1000	Interpersonal Relations and Professional Development

## FOOD PRODUCTION WORKER I CERTIFICATE (MAJOR CODE: FPW1)

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**Credit Required for Graduation: 16 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (16 Credits)**

CUUL 1000	Fundamentals of Culinary Arts
CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking
CUUL 1129	Fundamentals of Restaurant Operations

## PREP COOK CERTIFICATE (MAJOR CODE: PC51)

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**Credit Required for Graduation: 12 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (12 Credits)**

CUUL 1000	Fundamentals of Culinary Arts
CUUL 1110	Culinary Safety and Sanitation
CUUL 1120	Principles of Cooking

## Early Childhood Care and Education

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

### WORK ENVIRONMENT

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Helping children grow, learn, and gain new skills can be very rewarding. The work is sometimes routine, but new activities and challenges mark each day. Childcare can be physically and emotionally taxing as workers constantly stand, walk, bend, stoop, and lift to attend to each child's interests and problems. These workers experienced a larger than average number of work-related injuries or illnesses.

### NATURE OF THE WORK

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Childcare workers nurture, teach, and care for children who have not yet entered kindergarten. In addition to attending to children's health, safety, and nutrition, childcare workers organize activities and implement curricula that stimulate children's physical, emotional, intellectual, and social growth. They help children explore individual interests, develop talents and independence, build self-esteem, learn how to get along with others, and prepare for more formal schooling.

### EMPLOYMENT

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Childcare workers held about 1.3 million jobs nationally in 2008. About 33 percent of childcare workers were self-employed; most of these were family childcare providers. Child daycare services employed about 19 percent of all childcare workers, and about 19 percent worked for private households. The remainder worked primarily in educational services; nursing and residential care facilities; amusement and recreation industries; civic and social organizations; and individual and family services. Some childcare programs are for-profit centers, which may be affiliated with a local or national company. A very small percentage of private-industry establishments operate on-site childcare centers for the children of their employees. Employment of childcare workers is projected to increase by 11 percent between 2008 and 2018. An increasing emphasis on early childhood education programs will increase demand for these workers.

### EARNINGS

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The median annual wage of preschool teachers was \$25,700 in may 2010. The lowest 10 percent earned less than \$17,200. The top 10 percent earned more than \$46,830.

The median annual wages of industries employing the most preschool teachers in 2010:

- \$39,470 for Elementary and secondary schools
- \$25,200 for Religious, grantmaking, civic, professional, and similar organizations
- \$23,520 for Child day care services

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

### STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Early Childhood Care and Education will be able to complete the following tasks:

- Demonstrate a foundational knowledge of how the role as a child development specialist will influence and be applied as a teacher of young children by citing specific teaching approaches, strategies, methods, and tools for early education.
- Document personal definition on ways teachers can promote and protect the health and safety of young children.
- Demonstrate knowledge and skills to plan a developmentally appropriate curriculum and classroom program that is based upon observational data, professionally defined standards, research, and theories including all children.

- Demonstrate the ability to create a classroom environment that reflects built-in elements of guidance that provide reasonable limits while encouraging children's independence and self-regulation through the teacher's role in supporting learning.
- Demonstrate foundational knowledge of the connection between social-emotional learning and success in all aspects of learning and growth throughout childhood.
- Document personal application of professional knowledge of the role of the teacher in establishing relationships, building partnerships with parents, and identification of the importance of the family in the life and development of a child.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Early Childhood Care and Education Basics will be able to complete the following tasks:

- Demonstrate a foundational knowledge of how the role as a child development specialist will influence and be applied as a teacher of young children by citing specific teaching approaches, strategies, methods, and tools for early education.
- Document personal definition on ways teachers can promote and protect the health and safety of young children.
- Demonstrate the ability to create a classroom environment that reflects built-in elements of guidance that provide reasonable limits while encouraging children's independence and self-regulation through the teacher's role in supporting learning.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Early Childhood Care and Education programs, they must be able to perform the following essential functions:

- Administer, score, and record such achievement and diagnostic tests as policy, school, center, and/or teacher recommends or are required for individual students.
- Work with individual students or large or small groups of students to teach and/or reinforce the learning of skills.
- Assist in devising special strategies for reinforcing skills based on a sympathetic understanding of individual students and their needs, interests, and abilities.
- Operate and care for equipment used in the classroom for instructional purposes.
- Help students master equipment or instructional materials.
- Distribute and collect workbooks, papers, and other materials for instruction.
- Guide independent study of enrichment work and remedial work.
- Supervise students during emergency drills, assemblies, play periods, and field trips.
- Perform clerical duties assigned by the director, principal, or other staff members.
- Obtain, gather, and organize pertinent data as needed and put it into usable form.
- Keep bulletin boards and other classroom learning displays up to date.
- Assist with large group activities, including drill work, reading, and storytelling.
- Keep work area and/or classroom clean and organized.
- Be able to stand at least 50 percent of the time.
- Be able to sit in a chair or on the floor for only 20 percent of the time.
- Be able to squat 20 percent of the time.

- Be able to reach overhead and to the floor.
- Be able to lift at least 50 pounds.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,000 for the associate degree program, \$1,350 for the diploma program, and \$450 for the technical certificate programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

Prior to enrolling in a lab course, students must provide the following documentation:

- Satisfactory criminal record check (Georgia law prohibits the placement of persons with criminal records in childcare facilities. Anyone convicted of felony offenses, neglecting or abusing a dependent person, sexual offenses, or any other "covered crime" cannot work in childcare facilities. Students affected by this law, or who think they might be, should discuss their situations immediately with their respective advisors. Because employment options may be severely limited in the early childhood profession, applicants who receive unsatisfactory criminal records checks are discouraged from pursuing the Early Childhood Care and Education program of study and may need to consider other options.)
- Verification of Malpractice insurance
- Basic cardiac life support and first aid training
- Verification of health and accident insurance



## EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA PROGRAM (MAJOR CODE: ECC2)

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**Credit Required for Graduation: 53 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Early Childhood Care and Education Major (45 Credits)

COMP 1000	Introduction to Computers
ECCE 1101	Introduction to Early Childhood Care and Education
ECCE 1103	Child Growth and Development
ECCE 1105	Health, Safety, and Nutrition
ECCE 1112	Curriculum and Assessment
ECCE 1113	Creative Activities for Children
ECCE 1121	Early Childhood Care and Education Practicum
ECCE 2115	Language and Literacy
ECCE 2116	Math and Science
ECCE 2202	Social Issues and Family Involvement
ECCE 2203	Guidance and Classroom Management
ECCE 2240	Early Childhood Care and Education Internship

\* Students must pass ECCE-1101, ECCE-1103, ECCE-1105, ECCE-1112, ECCE-1121, ECCE-2240 courses with a grade of C or higher.

## EARLY CHILDHOOD CARE AND EDUCATION AAS (MAJOR CODE: EC13)

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**Credit Required for Graduation: 72 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (18 Credits)

##### Area I: Language Arts and Communications (6)

Student must choose from the following courses:

ENGL 1101	Composition and Rhetoric
ENGL 1102	Literature and Composition
SPCH 1101	Public Speaking

##### Area II: Social and Behavioral Sciences (3)

PSYC 1101	Introductory Psychology
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##### Area III: Mathematics and Natural Sciences (3)

Students must choose from the following courses:

MATH 1100	Quantitative Skills and Reasoning
MATH 1101	Mathematical Modeling
MATH 1111	College Algebra
MATH 1127	Introduction to Statistics

#### **Area IV: Humanities and Fine Arts (3)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

#### **General Education Electives (3 Credits)**

Students may choose a course from Area III, Area IV, Language Arts and Communication, or from the following list:

BIOL 1111	Biology I AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II AND
CHEM 1212L	Chemistry II Lab
ECON 2105	Macroeconomics
ECON 2106	Microeconomics
HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II
MATH 1112	College Trigonometry
MATH 1113	Precalculus
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab
POLS 1101	American Government
SOCI 1101	Introduction to Sociology

#### **Early Childhood Care and Education Major (54 Credits)**

COMP 1000	Introduction to Computers
ECCE 1101	Introduction to Early Childhood Care and Education
ECCE 1103	Child Growth and Development
ECCE 1105	Health, Safety, and Nutrition
ECCE 1112	Curriculum and Assessment
ECCE 1113	Creative Activities for Children
ECCE 1121	Early Childhood Care and Education Practicum
ECCE 2115	Language and Literacy

ECCE 2116	Math and Science
ECCE 2201	Exceptionalities
ECCE 2202	Social Issues and Family Involvement
ECCE 2203	Guidance and Classroom Management
ECCE 2240	Early Childhood Care and Education Internship
ECCE 2310	Paraprofessional Methods and Materials
ECCE 2312	Paraprofessional Roles and Practices
	OR
ECCE 2360	Classroom Strategies for Exceptional Children
ECCE 2362	Exploring Your Role in the Exceptional Environment

\* Students must pass ECCE-1101, ECCE-1103, ECCE-1105, ECCE-1112, ECCE-1121, ECCE-2240 courses with a grade of C or higher.

Associate of applied science degree students can select to take either ECCE 2310 and ECCE 2312 OR ECCE 2360 and ECCE 2362

### **EARLY CHILDHOOD CARE AND EDUCATION BASICS CERTIFICATE (MAJOR CODE: EC31)**

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**Credit Required for Graduation: 9 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (9 Credits)**

ECCE 1101	Introduction to Early Childhood Care and Education
ECCE 1103	Child Growth and Development
ECCE 1105	Health, Safety, and Nutrition

\* Students must pass above courses with a grade of C or higher.

### **Early College Essentials**

### **EARLY COLLEGE ESSENTIALS (MAJOR CODE: EC21)**

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**Credit Required for Graduations: 19 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (15 credits)**

COMP 1000	Introduction to Computers
ENGL 1101	Composition and Rhetoric
MATH 1101	Mathematical Modeling
	OR
MATH 1111	College Algebra
PSYC 1101	Introductory Psychology

##### **Art, Humanities, or Music**

Students must select one of the following courses:

ARTS 1101	Art Appreciation
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation

**Science Options (4 credits)**

Select one science course and corresponding lab:

**Biology I**

BIOL 1111      Biology I  
BIOL 1111L    Biology I Lab

**Survey of Chemistry**

CHEM 1151    Survey of Inorganic Chemistry  
CHEM        Survey of Inorganic Chemistry Lab  
1151L

**Chemistry I**

CHEM 1211    Chemistry I  
CHEM        Chemistry I Lab  
1211L

**Physics**

PHYS 1111    Introductory Physics I  
PHYS 1111L   Introductory Physics I Lab

## Health Information Technology

### ACCREDITATION

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The Associate Degree Program in Health Information Management Technology at Athens Technical College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Health Information Management Technology (HIMT) program is to prepare graduates to be health data stewards in their chosen field. The program is designed to provide graduates with the knowledge, skills, confidence, and professional integrity to become HIT practitioners who will be assets to their community and to the healthcare profession.

### WORK ENVIRONMENT

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Medical records and health information technicians work in pleasant and comfortable offices. This is one of the few health-related occupations in which there is no direct hands-on patient care. Medical records and health information technicians usually work a typical 40-hour week. Some overtime may be required. In health facilities that are open 24 hours a day, 7 days a week, technicians may work day, evening, and night shifts. About 14 percent of technicians worked part-time in 2008.

### NATURE OF THE WORK

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Medical records and health information technicians assemble patients' health information, including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.

The increasing use of electronic health records (EHR) will continue to broaden and alter the job responsibilities of health information technicians. For example, with the use of EHRs, technicians must be familiar with EHR computer software, maintaining EHR security, and analyzing electronic data to improve healthcare information. Health information technicians use EHR software to maintain data on patient safety, patterns of disease, and disease treatment and outcome. Technicians also may assist with improving EHR software usability and may contribute to the development and maintenance of health information networks.

Medical records and health information technicians' duties vary with the size of the facility where they work. Technicians can specialize in many aspects of health information. Some medical records and health information technicians specialize in codifying patients' medical information for reimbursement purposes. Technicians who specialize in coding are called medical coders or coding specialists. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which Medicare, Medicaid, or other insurance programs will reimburse healthcare providers. Coders may use several coding systems, such as those required for ambulatory settings, physician offices, or long-term care.

Medical records and health information technicians also may specialize in cancer registry. Cancer (or tumor) registrars maintain facility, regional, and national databases of cancer patients. Registrars review patient records and pathology reports, and assign codes for the diagnosis and treatment of different cancers and selected benign tumors. Registrars conduct annual follow-ups to track treatment, survival, and recovery. This information is used to calculate survivor rates and success rates of various types of treatment, to locate geographic areas with high incidences of certain cancers, and to identify potential participants for clinical drug trials.

### EMPLOYMENT

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Medical records and health information technicians held about 172,500 jobs nationally in 2008. About 39 percent of jobs were in hospitals. Health information technicians work at a number of healthcare providers such as offices of physicians, nursing care facilities, outpatient care centers, and home healthcare services. Technicians also gain employment outside of healthcare facilities, such as in federal government agencies. Employment of medical records and health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018. Employment growth will result from the increase in the number of medical tests, treatments, and procedures that doctors perform.

## EARNINGS

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The median annual wage nationally of medical records and health information technicians was \$32,350 in May 2010. The lowest 10 percent earned less than \$21,240, and the highest 10 percent earned more than \$53,430. The industries employing the largest numbers of medical records and health information technicians in May 2010 were:

- Hospitals; state, local, and private— 39%
- Offices of physicians - 23%
- Nursing care facilities - 7%
- Home health care services - 3%

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree program in Health Information Technology will be able to complete the following tasks:

- Knowledge — Demonstrate factual, conceptual, and procedural knowledge of health information technology concepts through the five associate degree entry-level competencies.
- Problem Solving/Critical Thinking — Demonstrate the use of critical thinking skills to identify and solve problems in discipline-specific situations.
- Medical Coding — Accurately select and sequence diagnostic and procedural medical codes from routine in-patient and outpatient records based on official coding and reimbursement guidelines.
- People Skills/Communication — Articulate the appropriate interaction with customers/clients and coworkers for health information technology and the healthcare field as demonstrated by internships, role plays, or other discipline-specific methods of evaluation.
- Work Ethics — Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Technology — Demonstrate competency in the use of health information-related technologies by effectively participating in research, labs, demonstration labs, testing, or other discipline-specific methods of evaluation

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. The tasks below are from the American Health Information Management Association's Registered Health Information Technician Domains, Sub-Domains, and Tasks and represent the program's essential functions:

Domain 1: Health Data Management

Sub-Domain A: Health Data Structure, Content, and Standards

Tasks

- Collect and maintain data sets and databases.
- Conduct qualitative analysis to ensure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings, and discharge status.
- Comply with national patient safety goals as related to abbreviation usage.
- Apply clinical vocabularies and terminologies used in the organization's health information systems.
- Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (such as patient care, management, billing reports, and/or databases).

Sub-Domain B: Healthcare Information Requirements and Standards

Tasks

- Monitor the accuracy and completeness of the health record as defined by organizational policy, external regulations, and standards.
- Perform quantitative and qualitative analyses of health records to evaluate compliance with regulations and standards.
- Apply policies and procedures to assure organizational compliance with regulations and standards.

Sub-Domain C: Clinical Classification

Tasks

- Use and monitor applications and work processes to support clinical classification and coding.
- Apply diagnosis/procedure codes using ICD-9-CM.
- Apply procedure codes using CPT/HCPCS.
- Ensure accuracy of diagnostic/procedural groupings (such as APC, DRG, IPF).
- Adhere to current regulations and established guidelines in code assignment.
- Validate coding accuracy using clinical information found in the health record.
- Identify discrepancies between coded data and supporting documentation.

Sub-Domain D: Reimbursement Methodologies

Tasks

- Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery (such as APC, DRG, RVU, RBRVS).
- Support accurate revenue cycle through coding.
- Use established guidelines to comply with reimbursement and reporting requirements (such as National Correct Coding Initiative (NCCI), Local Medical Review Policies (LMRP)).

Domain 2: Health Statistics, Biomedical Research, and Quality Management

Sub-Domain A: Healthcare Statistics and Research

Tasks

- Extract and maintain data from clinical indices, databases, and registries.
- Collect, organize, and present data for administrative purposes, financial purposes, performance improvement programs, and quality management.

Sub-Domain B: Quality Assessment and Performance Improvement

Tasks

- Participate in facility-wide quality assessment program.
- Present data in verbal and written forms.

Domain 3: Health Services Organization and Delivery

Sub-Domain A: Healthcare Delivery Systems

Tasks

- Comply with accreditation, licensure, and certification standards from government (national, state, and local levels) and private organizations (such as the Joint Commission on the Accreditation of Healthcare Organizations).
- Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as the Centers for Medicare and Medicaid Services (CMS) and managed care.
- Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

- Understand the role of various providers and disciplines throughout the continuum of healthcare services.

#### Sub-Domain B: Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues

##### Tasks

- Implement the legal and regulatory requirements related to health information.
- Apply regulatory policies and procedures for access and disclosure of protected health information (PHI).
- Maintain user access logs/systems to track access and disclosure of patient-identifiable data.
- Identify and report privacy issues/problems.
- Demonstrate and promote legal and ethical standards of practice.
- Report compliance issues according to organizational policy.
- Collaborate with staff to prepare the organization for accreditation, licensing, and/or certification surveys.
- Implement health record documentation guidelines and provide education to staff.

#### Domain 4: Information Technology and Systems

##### Sub-Domain A: Information and Communication Technologies Tasks

- Use technology, including hardware and software, to ensure data collection, storage, analysis, retrieval, and reporting of information.
- Use common software in the completion of HIM processes (such as chart management, coding, release of information).
- Use specialized software applications (such as spreadsheets, databases, presentations, and e-mail) to execute work processes.
- Apply policies and procedures for the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administration applications.
- Protect data integrity using software or hardware technology in which integrity means that data are complete, accurate, consistent, and up-to-date.

##### Sub-Domain B: Data Storage and Retrieval

##### Tasks:

- Use appropriate electronic or imaging technology for data/record storage.
- Maintain the integrity of patient numbering and filing systems.
- Design forms, computer input screens, and other health record documentation tools.
- Maintain integrity of master patient/client index/Enterprise Master Patient Index (EMPI).
- Query and generate reports using appropriate software.
- Design and generate reports using appropriate software.
- Coordinate, use, and maintain archival and retrieval systems for patient information (such as multiple formats).

##### Sub-Domain C: Data Security

##### Tasks:

- Apply confidentiality and security measures to protected health information (PHI)
- Apply departmental and organization data and information system security policies
- Use and summarize data compiled from audit trail

##### Sub-Domain D: Healthcare Information Systems

##### Tasks

- Collect and report data on incomplete records and timeliness of record completion.



- Maintain filing and retrieval systems for health records.

#### Domain 5: Organizational Resources

##### Sub-Domain A: Human Resources

###### Tasks

- Apply the fundamentals of team leadership.
- Develop and/or contribute to strategic plans, goals and objectives for area of responsibility/responsibilities, and job descriptions.
- Develop and conduct performance appraisals.
- Participate in intradepartmental and interdepartmental teams and committees.
- Develop and implement staff orientation and training programs.
- Provide consultations, education, and training to users of health information, including internal users such as healthcare providers and administrators.
- Assess, monitor, and report quality standards and productivity standards.
- Perform staffing analysis to determine adequate coverage.
- Prioritize job functions and activities.
- Use quality improvement tools and techniques to assess, report, and improve processes.
- Promote customer relations.
- Apply the principles of ergonomics in work process design.
- Comply with local, state, and federal regulations regarding labor relations.

##### Sub-Domain B: Financial and Physical Resources

###### Tasks

- Determine and monitor resources such as staff, equipment, and supplies in order to meet workload needs.
- Make recommendations for items to include in budgets.
- Monitor coding and revenue cycle processes.
- Recommend cost-saving and efficient means of achieving work processes and goals.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- AHIMA student membership (\$35 annually/optional)
- Background check (Approximately \$40 per required check)
- Immunizations
- Drug panel test (approximately \$25)
- Hepatitis B series (approximately \$275)
- Tuberculosis test (approximately \$40)
- Instruction fee (\$50 per term)

- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (approximately \$150)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- RHIT certification examination (\$299 for non-members; \$229 for members)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,500 for entire program)
- Virtual Lab CD (\$116)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

Applicants to the Health Information Technology Program must meet additional requirements to receive consideration for admission to this program. Applicants must submit all required materials by May 1 of the year for Fall Semester admission or October 1 for a Spring Semester admission to the program. In addition to submitting the documentation as outlined in the section on General Admission Requirements, Health Information Technology applicants must complete the following steps by application deadline:

- Submit official transcripts showing that they earned a minimum grade point average of 2.5 on a 4.0 scale in high school and on all college work attempted. (Applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges).
- Submit completed and signed Intent form. Blank forms are available on the college website.
- Submit appropriate Health Occupations Basic Entrance Test (HOBET V) adjusted individual total score of 59 percent or greater. Test scores must be less than five years old on the application date (see Selective Admission Examinations (p. 37)).
- Complete general core courses anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), college algebra (MATH 1111) or statistics (MATH 1127), composition and rhetoric (ENGL 1101), and introduction to computers (COMP 1000) with a minimum grade of C in each course. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the application deadline.
- Submit a signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent them from participating in practicum or externship courses, which will ultimately prevent them from completing the program and will jeopardize their ability to sit for the RHIT certification examination.
- Submit a record of physical exam.
- Take a PPD test.
- Submit a recent copy of immunization records.
- Submit to a background check.
- Attend a mandatory orientation session.

Although applicants must have a minimum grade of C in all prerequisite courses listed in the fourth bulleted item, it should be noted that the prerequisite grade point average is one of the main criteria for selection in the Health Information Technology program, so grades of C are not typically competitive. The Admissions Selection Committee will accept students determined by the availability of space and ranking of applicants according to scores on the program's placement examination and prerequisite courses grade point average. Students must be in good academic standing to receive consideration for admission to this program.

## HEALTH INFORMATION TECHNOLOGY DEGREE PROGRAM (MAJOR CODE: HI13)

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### Credit Required for Graduation: 64 semester credit hours

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications

ENGL 1101      Composition and Rhetoric

*\* Students must pass above courses with a grade of C or higher.*

##### Area II: Social and Behavioral Sciences

Students must choose from the following courses:

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

*\* Students must pass above courses with a grade of C or higher.*

##### Area III: Mathematics and Natural Sciences

Students must choose from the following courses:

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

*\* Students must pass above courses with a grade of C or higher.*

##### Area IV: Humanities and Fine Arts

Students must choose from the following courses:

ARTS 1101      Art Appreciation  
 ENGL 2130      American Literature  
 ENGL 2310      English Literature from the  
                          Beginnings to 1700  
 HUMN 1101      Introduction to Humanities  
 MUSC 1101      Music Appreciation  
 MUSC 2040      History of Popular Music

*\* Students must pass above courses with a grade of C or higher.*

#### General Education Electives (3 Credits)

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111      Biology I  
                          AND  
 BIOL 1111L      Biology I Lab  
 BIOL 1112      Biology II

	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

*\* Students must pass above courses with a grade of C or higher.*

#### **Health Information Technology Core (16 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
MAST 1120	Human Pathological Conditions in the Medical Office

*\* Students must pass above courses with a grade of C or higher.*

#### **Health Information Technology Major (33 Credits)**

HIMT 1100	Introduction to Health Information Technology
HIMT 1150	Computer Applications in Healthcare
HIMT 1200	Legal Aspects of Healthcare
HIMT 1250	Health Record Content and Structure
HIMT 1350	Pharmacotherapy
HIMT 1400	Coding and Classification ICD Basic
HIMT 1410	Coding and Classification ICD Advanced
HIMT 2150	Healthcare Statistics
HIMT 2200	Performance Improvement
HIMT 2300	Healthcare Management
HIMT 2400	Coding and Classification System - CPT/HCPCS
HIMT 2410	Revenue Cycle Management
HIMT 2460	Health Information Technology Practicum

*\* Students must pass above courses with a grade of C or higher.*

## Hotel, Restaurant, and Tourism Management

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Hotel, Restaurant, and Tourism Management program at Athens Technical College is to equip students with the knowledge and skills to launch or advance their careers in hospitality, Georgia's second largest industry. This program focuses on the importance of technical and interpersonal skills, work ethics, and professionalism for success in the twenty-first century.

The associate degree and diploma programs in Hotel, Restaurant, and Tourism Management, together with the technical certificates of credit, provide students with the academic background and real-world internship experience to be successful in fast-paced environments that are centered on working with people. Graduates may find employment in numerous hotels, restaurants, and country clubs, from limited service to luxury resorts. Graduates may also prepare to work at convention and visitors' bureaus, conference centers, catering and special event companies, and in institutional settings such as schools, hospitals, or retirement communities.

### NATURE OF THE WORK

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Hotels and other accommodations are as different as the many family and business travelers they accommodate. The industry includes all types of lodging, from luxurious five-star hotels to youth hostels and recreational vehicle parks. While many simply provide a place to spend the night, others cater to longer stays by providing food service, recreational activities, and meeting rooms. In 2008, 64,300 establishments provided accommodations to suit many different needs and budgets.

Hotels and motels comprise the majority of establishments in this industry and are generally classified as offering either full-service or limited service. Full-service properties offer a variety of services for their guests, but they almost always include at least one or more restaurant and beverage service options other than self-service from coffee bars and lunch counters to cocktail lounges and formal restaurants. They also usually provide room service. Larger full-service properties usually have a variety of retail shops on the premises such as gift boutiques, newsstands, and drug and cosmetics counters, some of which may be geared to an exclusive clientele. Additionally, a number of full-service hotels offer guests access to laundry and valet services, swimming pools, beauty salons, and fitness centers or health spas. A small "but growing" number of luxury hotel chains also manage condominium units in combination with their transient rooms, providing both hotel guests and condominium owners with access to the same services and amenities.

The largest hotels often have banquet rooms, exhibit halls, and spacious ballrooms to accommodate conventions, business meetings, wedding receptions, and other social gatherings. Conventions and business meetings are major sources of revenue for these properties. Some commercial hotels are known as conference hotels—fully self-contained entities specifically designed for large-scale meetings. They provide physical fitness and recreational facilities for meeting attendees, in addition to state-of-the-art audiovisual and technical equipment, a business center, and banquet services.

Limited-service hotels are free-standing properties that do not have on-site restaurants or most other amenities that must be provided by a staff other than the front desk or housekeeping. They usually offer continental breakfasts, vending machines or small packaged items, Internet access, and sometimes unattended game rooms or swimming pools in addition to daily housekeeping services. The numbers of limited-service properties have been growing. These properties are not as costly to build and maintain. They appeal to budget-conscious family vacationers and travelers who are willing to sacrifice amenities for lower room prices.

Hotels can also be categorized based on a distinguishing feature or service provided by the hotel. Conference hotels provide meeting and banquet rooms, and usually food service, to large groups of people. Resort hotels offer luxurious surroundings with a variety of recreational facilities such as swimming pools, golf courses, tennis courts, game rooms, and health spas, as well as planned social activities and entertainment. Resorts typically are located in vacation destinations or near natural settings such as mountains, seashores, theme parks, or other attractions. As a result, the business of many resorts fluctuates with the season. Some resort hotels and motels provide additional convention and conference facilities to encourage customers to combine business with pleasure. During the off season, many of these establishments solicit conventions, sales meetings, and incentive tours to fill their otherwise empty rooms; some resorts even close for the off-season.

Extended-stay hotels typically provide rooms or suites with fully equipped kitchens, entertainment systems, office space with computer and telephone lines, fitness centers, and other amenities. Typically, guests use these hotels for a minimum of 5

consecutive nights, often while on an extended work assignment or lengthy vacation or family visit. All-suite hotels offer a living room or sitting room in addition to a bedroom.

Casino hotels combine both lodging and legalized gaming on the same premises. Along with the typical services provided by most full-service hotels, casino hotels also contain casinos where patrons can wager at table games, play slot machines, and make other bets. Some casino hotels also contain conference and convention facilities.

## THE RESTAURANT AND FOOD SERVICE INDUSTRY

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Food service managers are responsible for the daily operations of restaurants and other establishments that prepare and serve meals and beverages to customers. Besides coordinating activities among various departments such as kitchen, dining room, and banquet operations, food service managers ensure that customers are satisfied with their dining experience. In addition, they oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance and upkeep of the restaurant's equipment and facilities. Managers are generally responsible for all administrative and human-resource functions of the business, including recruiting new employees and monitoring employee performance and training. They make sure that health and safety standards and local liquor regulations are obeyed.

In addition to their regular duties, food service managers perform a variety of administrative assignments, including keeping employee work records, preparing the payroll, and completing paperwork to comply with licensing, tax, wage and hour, unemployment compensation, and Social Security laws. Some of this work may be delegated to an assistant manager or bookkeeper or it may be contracted out, but most general managers retain responsibility for the accuracy of business records. Managers also maintain records of supply and equipment purchases and ensure that accounts with suppliers are paid.

Event planners oversee multiple operations at one time, face numerous deadlines, and orchestrate the activities of several different groups of people. Meeting and convention planners spend the majority of their time in offices, but during meetings, they work on-site at the hotel, convention center, or other meeting location. They travel regularly to attend meetings and to visit prospective meeting sites. The extent of travel depends upon the type of organization for which the planner works. Local and regional organizations require mostly regional travel, while national and international organizations require travel to more distant locales, including travel abroad. Event planners may also focus on a specific market segment such as planning weddings.

## EMPLOYMENT

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Hotels and other accommodations provided 1.9 million wage and salary jobs nationally in 2008. Hotels and other lodging places employ many different types of managers to direct and coordinate the activities of the front office, kitchen, dining room, and other departments such as housekeeping, accounting, personnel, purchasing, publicity, sales, security, and maintenance. Lodging managers, typically the general manager and assistant managers, make decisions that affect the general operations of the hotel, including setting room rates, establishing credit policy, and having ultimate responsibility for resolving problems. Other managers are responsible for different phases of hotel operations. For example, food and beverage managers oversee restaurants, lounges, and catering or banquet operations. Room managers look after reservations and occupancy levels to ensure proper room assignments and authorize discounts, special rates, or promotions. Large hotels, especially those with conference centers, use an executive committee structure to better facilitate departmental communications and coordinate activities. Other managers who may serve on a hotel's executive committee include public relations or sales managers, human resource directors, executive housekeepers, and heads of hotel security.

Food service managers held about 338,700 jobs nationally in 2008. The majority of managers are salaried, but 42 percent are self-employed as owners of independent restaurants or other small food service establishments. Forty-one percent of all salaried jobs for food service managers are in full-service restaurants or limited-service eating places, such as fast-food restaurants and cafeterias. Other salaried jobs are in special food services' an industry that includes food service contractors who supply food services at institutional, governmental, commercial, or industrial locations, and educational services, which primarily supply elementary and secondary schools. A smaller number of salaried jobs are in hotels; amusement, gambling, and recreation industries; nursing care facilities; and hospitals. Jobs are located throughout the country, with large cities and resort areas providing more opportunities for full-service dining positions. Food service manager jobs are expected to grow 5 percent nationally through 2018. Most new jobs will be in full-service restaurants and limited service eating places. Manager jobs will also increase in healthcare and elder care facilities.

Meeting and convention planners held about 56,600 jobs nationally in 2008. About 27 percent worked for religious, grant making, civic, professional, and similar organizations and 14 percent worked for accommodation, including hotels and motels. The remaining worked for educational services, public and private, and in other industries that host meetings. About 6 percent

of meeting planners were self-employed. Employment of meeting and convention planners is expected to grow 16 percent nationally over the 2008-18 decade, which is faster than the average for all occupations.

## WORKING CONDITIONS

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Hotel managers and many department supervisors may work regularly assigned schedules, but they also routinely work longer hours than scheduled, especially during peak travel times or when multiple events are scheduled. Also, they may be called in to work on short notice in the event of an emergency or to cover a position. Those who are self-employed, often owner-operators of small inns, camp sites, or recreational vehicle parks, tend to work long hours and often live at the establishment or nearby.

Many food service managers, from fine dining restaurants to fast food, work long hours-12 to 15 per day, 50 or more per week, and sometimes 7 days a week. Managers of institutional food service facilities, such as school, factory, or office cafeterias, work more regular hours because the operating hours of these establishments usually conform to the operating hours of the business or facility they serve.

## EARNINGS

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Median annual wages of lodging managers were \$46,880 in May 2010. The lowest 10 percent earned less than \$29,460 and the highest 10 percent earned more than \$87,920. Most lodging managers work full time. Some managers must be on call 24 hours a day.

Median annual wages of food service managers were \$48,130 in May 2010. The lowest 10 percent earned less than \$30,480, and the highest 10 percent earned more than \$81,410. Most food service managers work full time.

Median annual wages of meeting, convention, and event planners were \$45,260 in May 2010. The lowest 10 percent earned less than \$27,090. The top 10 percent earned more than \$76,840. Most meeting, convention, and event planners work full time.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Hotel, Restaurant, and Tourism Management will be able to complete the following tasks:

- Content/Discipline Knowledge — Demonstrate a general knowledge of how hospitality businesses are organized and managed.
- Communication — Demonstrate effective listening and communication skills to interact with customers and coworkers in a positive, professional, and ethical manner.
- Critical Thinking/Problem Solving — Demonstrate competency in interpreting a profit and loss statement from a hotel or restaurant and using this data to make recommendations for maximizing yield.
- Security/Loss Prevention — Demonstrate knowledge of how hospitality enterprises use standardized operating procedures to protect property and lives.
- Work Ethics — Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Event Coordinator will be able to complete the following tasks:

- Describe the event planning process, including needs assessment, identification of site, budget development, theme/décor design, agenda development, time line utilization, staffing, contracted services, execution of the event, and post-event evaluation.
- Apply course concepts by designing an event and producing a deliverable that details all stages of the event planning process.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Food and Beverage Director will be able to complete the following tasks:

- Explain the organizational structure of a variety of food and beverage operations, including the coordination of front-of-the-house and back-of-the-house operations.

- Explain the importance of sanitation and safety in food and beverage operations.
- Develop strategies for handling customer complaints and resolving problems.
- Compute operating ratios (average check, food cost, beverage cost, labor cost, profit margin, etc.) and explain their relevance to performance.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Front Office Manager will be able to complete the following tasks:

- Describe the organization of hotels and the impact of each department on guest satisfaction.
- Discuss the role of the front office in security and loss prevention and crisis management.
- Compute operating ratios (occupancy, ADR, RevPAR, yield, labor costs, profit margin, etc.) and explain their relevance to performance.
- Develop strategies for handling customer complaints and resolving problems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Hospitality Customer Service will be able to complete the following tasks:

- Identify the key segments of the hospitality industry.
- Develop strategies for handling customer complaints and resolving problems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Hospitality Industry Human Resources Assistant will be able to complete the following tasks:

- Discuss best practices in recruiting, selecting, orienting, and training employees in hospitality businesses.
- Describe appraisal, grievance, disciplinary, and termination procedures in hospitality businesses.
- Interpret and discuss relevant legislation applicable to hospitality industry human resources.
- Explain the role of the human resources professional in interacting with hospitality industry executives and department heads.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Hospitality Operations Associate will be able to complete the following tasks:

- Demonstrate knowledge of the various facets of the hospitality industry and how they relate to each other.
- Describe lodging and food and beverage operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Hotel Management Specialist will be able to complete the following tasks:

- Describe the organization of hotels and the impact of each department on guest satisfaction.
- Compute operating ratios (ADR, RevPAR, yield, labor costs, food costs, profit margin, etc.) and explain their relevance to performance.
- Interpret profit and loss statements and daily and weekly financial reports.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Restaurant Management will be able to complete the following tasks:

- Explain the organizational structure of a variety of food and beverage operations, including the coordination of front-of-the-house and back-of-the-house operations.
- Explain the importance of sanitation and safety in restaurant operations.
- Compute operating ratios (average check, food cost, labor costs, profit margin, etc.) and explain their relevance to performance.



- Develop strategies for handling customer complaints and resolving problems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Hotel, Restaurant, and Tourism Management programs, they must first and foremost demonstrate a positive attitude and people skills. Interpersonal skills include:

- The desire to work as a team player.
- Strong oral communication skills and good written communication skills.
- A respect for diversity (in guests, coworkers, and subordinates).

They must also be able to do the following:

- Communicate ideas and directions clearly.
- Work under pressure in a fast-paced environment.
- Demonstrate flexibility.
- Manage multiple projects and priorities.
- Portray enthusiasm at all times.
- Act in a professional manner.
- Maintain ethical standards.
- Anticipate customer needs.
- Recognize problems and deal with conflict.
- Select, train, and manage employees.
- Demonstrate business math skills.
- Develop budgets and forecasts.
- Interpret profit and loss statements.
- Compute and interpret basic operational statistics and reports for budgeting and cost controls.
- Set goals and objectives to achieve the organization's goals.
- Provide quality and safe service.
- Identify ways to market hospitality services.
- Plan events.
- Deal with emergencies and develop techniques for security and loss prevention.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)

- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,200 for the associate degree program, \$1,400 for the diploma program, and \$215 to \$550 for the technical certificate programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## HOTEL, RESTAURANT, AND TOURISM MANAGEMENT DIPLOMA PROGRAM (MAJOR CODE: HM12)

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**Credit Required for Graduation: 44 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1011	Business Mathematics
	OR
MATH 1012	Foundations of Mathematics

#### Hotel, Restaurant, and Tourism Management Major (33 Credits)

COMP 1000	Introduction to Computers
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management
HRTM 1110	Travel Industry and Travel Geography
HRTM 1130	Business Etiquette and Communication
HRTM 1140	Hotel Operations Management
HRTM 1150	Event Planning
HRTM 1160	Food and Beverage Management
HRTM 1201	Hospitality Marketing
HRTM 1210	Hospitality Law

- HRTM 1220 Supervision and Leadership in the  
Hospitality Industry  
HRTM 1230 Internship

**Electives (3 Credits)**

Students must choose from the following list:

- ACCT Electives  
XXXX  
BUSN Elective  
XXXX  
CIST XXXX Elective  
CUUL Elective  
XXXX  
HRTM Elective  
XXXX  
MGMT Elective  
XXXX  
MKTG Elective  
XXXX

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**HOTEL, RESTAURANT, AND TOURISM MANAGEMENT AAS (MAJOR CODE: HM13)**

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**Credit Required for Graduation: 60 semester credit hours**

**CURRICULUM OUTLINE**

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**General Education (15 Credits)**

**Area I: Language Arts and Communications (3 Credits)**

- ENGL 1101 Composition and Rhetoric

**Area II: Social and Behavioral Sciences<sup>3</sup>**

Students must choose from the following courses:

- ECON 2105 Macroeconomics  
ECON 2106 Microeconomics  
HIST 1111 World History I  
HIST 1112 World History II  
HIST 2111 U.S. History I  
HIST 2112 U.S. History II  
POLS 1101 American Government  
PSYC 1101 Introductory Psychology  
SOC 1101 Introduction to Sociology

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

- MATH 1100 Quantitative Skills and Reasoning  
MATH 1101 Mathematical Modeling  
MATH 1111 College Algebra

**Area IV: Humanities and Fine Arts (3)**

Students must choose from the following courses:

- ARTS 1101 Art Appreciation  
ENGL 2130 American Literature  
ENGL 2310 English Literature from the  
Beginnings to 1700  
HUMN 1101 Introduction to Humanities  
MUSC 1101 Music Appreciation

MUSC 2040 History of Popular Music

### **General Education Electives (3)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111 Biology I  
AND  
BIOL 1111L Biology I Lab  
BIOL 1112 Biology II  
AND  
BIOL 1112L Biology II Lab  
CHEM 1151 Survey of Inorganic Chemistry  
AND  
CHEM 1151L Survey of Inorganic Chemistry Lab  
CHEM 1211 Chemistry I  
AND  
CHEM 1211L Chemistry I Lab  
CHEM 1212 Chemistry II  
AND  
CHEM 1212L Chemistry II Lab  
ENGL 1102 Literature and Composition  
MATH 1112 College Trigonometry  
MATH 1113 Precalculus  
MATH 1127 Introduction to Statistics  
PHYS 1110 Conceptual Physics  
AND  
PHYS 1110L Conceptual Physics Lab  
SPCH 1101 Public Speaking

### **Hotel, Restaurant, and Tourism Management Major (36 Credits)**

COMP 1000 Introduction to Computers  
HRTM 1100 Introduction to Hotel, Restaurant, and  
Tourism Management  
HRTM 1110 Travel Industry and Travel  
Geography  
HRTM 1130 Business Etiquette and  
Communication  
HRTM 1140 Hotel Operations Management  
HRTM 1150 Event Planning  
HRTM 1160 Food and Beverage Management  
HRTM 1170 Hospitality Industry Accounting and  
Financial Analysis  
HRTM 1201 Hospitality Marketing  
HRTM 1210 Hospitality Law  
HRTM 1220 Supervision and Leadership in the  
Hospitality Industry  
HRTM 1230 Internship

### **Electives (9 Credits)**

Students must choose from the following list:

ACCT Electives  
XXXX  
BUSN Elective  
XXXX

CIST XXXX	Elective
CUUL	Elective
XXXX	
HRTM	Elective
XXXX	
MGMT	Elective
XXXX	
MKTG	Elective
XXXX	

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#### **EVENT COORDINATOR CERTIFICATE (MAJOR CODE: SES1)**

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**Credit Required for Graduation: 9 semester credit hours**

##### **CURRICULUM OUTLINE**

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**Technical Certificate (9 Credits)**

HRTM 1150	Event Planning
HRTM 1201	Hospitality Marketing
HRTM 1210	Hospitality Law

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#### **FOOD AND BEVERAGE DIRECTOR CERTIFICATE (MAJOR CODE: FAB1)**

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**Credit Required for Graduation: 15 semester credit hours**

##### **CURRICULUM OUTLINE**

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**Technical Certificate (15 Credits)**

CUUL 1000	Fundamentals of Culinary Arts
CUUL 1110	Culinary Safety and Sanitation
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management
HRTM 1160	Food and Beverage Management
HRTM 1220	Supervision and Leadership in the Hospitality Industry

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#### **FRONT OFFICE MANAGER CERTIFICATE (MAJOR CODE: FFM1)**

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**Credit Required for Graduation: 12 semester credit hours**

##### **CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

HRTM 1130	Business Etiquette and Communication
HRTM 1140	Hotel Operations Management
HRTM 1210	Hospitality Law
HRTM 1220	Supervision and Leadership in the Hospitality Industry

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#### **HOSPITALITY CUSTOMER SERVICE PROVIDER CERTIFICATE (MAJOR CODE: HC11)**

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**Credit Required for Graduation: 9 semester credit hours**

##### **CURRICULUM OUTLINE**

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**Technical Certificate (9 Credits)**

COMP 1000	Introduction to Computers
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HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management
HRTM 1130	Business Etiquette and Communication

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### HOSPITALITY INDUSTRY HUMAN RESOURCES ASSISTANT CERTIFICATE (MAJOR CODE: HIH1)

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (12 Credits)**

COMP 1000	Introduction to Computers
HRTM 1130	Business Etiquette and Communication
HRTM 1210	Hospitality Law
HRTM 1220	Supervision and Leadership in the Hospitality Industry

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### HOSPITALITY OPERATIONS ASSOCIATE CERTIFICATE (MAJOR CODE: HP31)

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (12 Credits)**

HRTM XXXX	Elective
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management
HRTM 1160	Food and Beverage Management
HRTM 1201	Hospitality Marketing

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### HOTEL MANAGEMENT SPECIALIST CERTIFICATE (MAJOR CODE: HM21)

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**Credit Required for Graduation: 15 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (15 Credits)**

HRTM 1140	Hotel Operations Management
HRTM 1150	Event Planning
HRTM 1201	Hospitality Marketing
HRTM 1210	Hospitality Law
HRTM 1220	Supervision and Leadership in the Hospitality Industry

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### RESTAURANT MANAGER CERTIFICATE (MAJOR CODE: RM11)

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**Credit Required for Graduation: 14 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **Technical Certificate (14 Credits)**

CUUL 1110	Culinary Safety and Sanitation
HRTM 1130	Business Etiquette and Communication
HRTM 1160	Food and Beverage Management
HRTM 1210	Hospitality Law

HRTM 1220 Supervision and Leadership in the  
Hospitality Industry

## TRAVEL AND TOURISM ASSOCIATE CERTIFICATE (MAJOR CODE: TAT1)

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**Credit Required for Graduation: 18 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (18 Credits)**

COMP 1000	Introduction to Computers
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management
HRTM 1110	Travel Industry and Travel Geography
HRTM 1120	Tour and Cruise Management
HRTM 1130	Business Etiquette and Communication
HRTM 1210	Hospitality Law

## Marketing

### ACCREDITATION

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The business unit (the associate of applied science degree programs in Accounting, Business Administrative Technology, and Marketing) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland, Park, KS, 66213; however, the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business and Public Service: Business Administration; Computer Support Specialist; Criminal Justice Technology; Culinary Arts; Early Childhood Care and Education; Health Information Technology; Hotel, Restaurant, and Tourism Management; Networking Specialist; Paralegal Studies; and Social Work Assistant.

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Marketing program at Athens Technical College is to provide students with the knowledge and skills necessary to be successful in today's ever-changing and competitive business environment. The program emphasizes the development of skills in marketing, advertising, personal selling, and small business management. The program prepares students for careers in marketing, sales, retail management, and entrepreneurship.

### WORK ENVIRONMENT

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Marketing professionals most often work in office environments. Working under pressure is unavoidable when schedules change and problems arise, but deadlines and goals still must be met. Substantial travel may be required in order to meet with customers and consult with others in the industry. Sales managers travel to national, regional, and local offices and to the offices of various dealers and distributors. Advertising and promotions representatives may travel to meet with clients or representatives of communications media. Long hours, including evenings and weekends are common.

### NATURE OF THE WORK

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The American Marketing Association defines marketing as the activity, set of institutions, and process for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. Professionals agree that marketing is an integrated process through which companies build strong customer relationships and create value for their customers and for themselves. Graduates of the Marketing program are eligible for a variety of careers in the marketing industry.

Marketing specialists work with marketing, advertising, and promotion managers to promote the firm's or organization's products and services. This team estimates the demand for products and services offered by the firm and its competitors and identifies potential markets for the firm's products. Marketing specialists also aid in developing pricing strategies to help firms maximize their profits and market shares while ensuring that the firms' customers are satisfied. They also help to monitor trends that indicate the need for new products and services.

Public relations specialists — also referred to as communication specialists and media specialists, among other titles—serve as advocates for clients seeking to build and maintain positive relationships with the public. Their clients include businesses, nonprofit associations, universities and colleges, hospitals, and other organizations. Public relations specialists draft press releases and contact people in the media who might print or broadcast their material. Many radio or television special reports, newspaper stories, and magazine articles start at the desks of public relations specialists. These specialists also arrange and conduct programs to maintain contact between organization representatives and the public.

Advertising sales agents — also referred to as account executives or advertising sales representatives — sell or solicit advertising primarily for newspapers and periodicals, television and radio, web sites, telephone directories, direct mail, and outdoor advertisers. Because such a large share of revenue for many of these media outlets is generated from advertising, advertising sales agents play an important role in their success. More than half of all advertising sales agents work in the information sector, mostly for media firms, including television and radio broadcasters, print and Internet publishers, and cable program distributors.

Sales representatives are an important part of manufacturers' and wholesalers' success. Regardless of the type of products they sell, sales representatives' primary duties are to make customers interested in their merchandise and to arrange the sale of that



merchandise. The process of promoting and selling a product can be extensive, at times taking up to several months. Whether in person or over the phone, sales representatives describe their products, conduct demonstrations, explain the benefits that their products convey, and answer any questions that their customers may have. Sales representatives stay abreast of new products and the changing news of their customers.

Sales worker supervisors oversee the work of sales and related workers, such as retail salespersons, cashiers, customer service representatives, stock clerks and order fillers, sales engineers, and wholesale sales representatives. Sales worker supervisors are responsible for interviewing, hiring, and training employees. They also may prepare work schedules and assign workers to specific duties. Many of these supervisors hold job titles such as sales manager, department manager, or shift supervisor. In retail establishments, sales worker supervisors ensure that customers receive satisfactory service and quality goods. They also answer customers' inquiries, deal with complaints, and sometimes handle purchasing, budgeting, and accounting.

Purchasing agents buy a vast array of farm products, durable and nondurable goods, and services for companies and institutions. They attempt to get the best deal for their company-the highest quality goods and services at the lowest possible cost. They accomplish this by studying sales records and inventory levels of current stock, identifying foreign and domestic suppliers, and keeping abreast of changes affecting both the supply of, and demand for, needed products and materials. Purchasing professionals consider price, quality, availability, reliability, and technical support while choosing suppliers and merchandise. To be effective, purchasing professionals must have a working technical knowledge of the goods or services to be purchased.

Entrepreneurs possess a new enterprise, venture, or idea and are accountable for the inherent risks and the outcome of a product. They work for themselves. Entrepreneurial activities are substantially different depending on the type of organization and creativity involved. Entrepreneurship ranges in scale from solo projects to major undertakings creating many job opportunities. Many "high value" entrepreneurial ventures seek venture capital in order to raise capital to build the business. Many kinds of organizations now exist to support would-be entrepreneurs including specialized government agencies, business incubators, science parks, and some NGOs.

## EMPLOYMENT

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Marketing professionals were found in virtually every industry. Sales representatives held about 56 percent of the jobs nationally; about 62 percent of sales representatives were employed in wholesale trade, retail trade, manufacturing, and the finance and insurance industries. Marketing specialists held approximately 28 percent of the jobs; the professional, scientific, and technical services, and the finance and insurance industries employed around 32 percent of marketing specialists. About 27 percent of advertising and promotions representatives worked in the professional, scientific, and technical services industries and wholesale trade. Overall employment of marketing professionals is expected to increase by 13 percent nationally through 2018.

## EARNINGS

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Median annual wage of advertising and promotions managers was \$83,890 in May 2010. The lowest 10 percent earned less than \$41,480. The top 10 percent earned more than \$166,400.

Median annual wage for marketing managers was \$112,800 in May 2010. The lowest 10 percent earned less than \$57,750. The top 10 percent earned more than \$166,400.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Marketing will be able to complete the following tasks:

- Demonstrate creativity and innovation in order to work successfully in a continuously changing business environment.
- Demonstrate knowledge and application of personal selling principles and strategies and demonstrate effective communication and confidence through presentations in written and verbal formats.
- Assist in the creation and execution of business and marketing plans by monitoring, assessing, and adapting business strategies to emerging opportunities.
- Demonstrate knowledge of the basic principles of management, including planning, organizing, leading, and controlling.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Entrepreneurship will be able to complete the following tasks:

- Administer the principles of marketing and management to achieve or maintain a competitive advantage in the marketplace.
- Apply professional ethics to marketing and business situations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Marketing Specialist will be able to complete the following tasks:

- Prioritize, manage, and strategically use the marketing mix to reach a marketing goal.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Retail Merchandise Manager will be able to complete the following tasks:

- Follow trends for merchandise to be purchased.
- Be responsible for the purchase of merchandise.
- Track sales and inventory.
- Monitor all facets of the supply chain.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Small Business Marketing Manager will be able to complete the following tasks:

- Use technological resources for maximizing marketing effectiveness.
- Prioritize, manage, and strategically use the marketing mix to reach a marketing goal.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Sports Management will be able to complete the following tasks:

- Effectively manage and assist game and event operations.
- Manage, operate, and sell in sports retail operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Marketing programs, they must be able to demonstrate the following abilities and skills:

- Effective written and verbal communication skills, including the ability to write letters, memoranda, and reports using clear, concise grammatically correct English (or other language required by the specific job position).
- Speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy.
- Be creative, self-motivated, and have a pleasant and helpful disposition.
- Possess problem-solving skills and apply good judgment based on the principles of sound management.
- Establish and maintain priorities in order to complete assignments by deadlines without detailed instruction.
- Effective time-management skills and the ability to multi-task.
- Skill in verifying the accuracy and completeness of forms and reports.
- Flexibility and willingness to embrace change.
- Work with and serve a staff and community with diverse cultural, educational, and experiential backgrounds.

- Familiarity with databases, spreadsheets, and query utilities; knowledge of Microsoft Word and Excel; and/or the ability to learn and use other software required by the employing organization.

Marketing students must understand the varying job requirements for employment in marketing-related fields:

- Work may at times require more than eight hours per day or irregular day/hours to perform the essential duties of the position; may be required to work nights, weekends, holidays, and other peak sales periods.
- Duties are primarily performed in an office or retail environment setting, though certain sales work may also be outdoors.
- Work may require travel to external agencies; cold-calling and outside field sales usually require traveling to meet clients in person.
- Some positions may require a valid driver's license and use of an insured automobile or access to adequate transportation.
- Some positions may require background checks.

Students must possess sufficient strength, coordination, mobility, sensory, and manual dexterity to perform the following procedures accurately, safely, and efficiently:

- Physical requirements will vary depending on the specific marketing position and business location, but may include:
  - Walking, stooping, sitting, bending, climbing stairs, and reaching.
  - Manual dexterity in arms, hands, and fingers.
  - Ability to sit and/or stand for prolonged periods of time.
  - Ability to lift or move up to 25 pounds.
- Sensory requirements will vary depending on the specific marketing position and business location, but may include:
  - Color discrimination.
  - Depth perception and peripheral vision.
  - Far vision and near vision.
  - Hearing, sense of touch, and sense of smell.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies-see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,800 for the associate degree program, \$2,300 for the diploma program, \$360 for the Entrepreneurship programs, \$350 for the Marketing Specialist program, \$635 for the Retail Merchandise Manager program, and \$550 for the Small Business Marketing Manager program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements)
- Valid COMPASS, ASSEST, SAT, or ACT test scores (see COMPASS Placement Examination)
- Provide proof of legal presence in the United States

## MARKETING DIPLOMA PROGRAM (MAJOR CODE: MM12)

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**Credit Required for Graduation: 56 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Marketing Core (39 Credits)

ACCT 1100	Financial Accounting I
BUSN 1190	Digital Technologies in Business
COMP 1000	Introduction to Computers
MGMT 1100	Principles of Management
MKTG 1100	Principles of Marketing
MKTG 1130	Business Regulations and Compliance
MKTG 1160	Professional Selling
MKTG 1190	Integrated Marketing Communications
MKTG 2000	Global Marketing
MKTG 2070	Buying and Merchandising
MKTG 2090	Marketing Research
MKTG 2300	Marketing Management

#### Marketing Elective (3 credits)

Students must select a course from one of the following areas:

ACCT	Electives
XXXX	
BUSN	Elective
XXXX	
CIST XXXX	Elective
HRTM	Elective
XXXX	
MGMT	Elective
XXXX	
MKTG	Elective
XXXX	

### **Marketing Specialization (9 Credits)**

Students must choose from one of the following specializations:

#### **Marketing Management Specialization (9 Credits)**

MKTG            Elective

XXXX

MKTG 1370    Consumer Behavior

MKTG 2060    Marketing Channels

#### **Entrepreneurship Specialization (9 Credits)**

MKTG 2010    Small Business Management

MKTG 2210    Entrepreneurship

#### **Retail Management Specialization (9 Credits)**

MKTG 1270    Visual Merchandising

MKTG 1370    Consumer Behavior

MKTG 2270    Retail Operations Management

#### **Sports Management (9 credits)**

MKTG 2080    Regulations and Compliance in  
Sports

MKTG 2180    Principles of Sports Marketing

MKTG 2280    Sports Management

Students completing the Sports Management specialization must select MKTG 1280 as their elective option in the Marketing Core (see above).

## **MARKETING AAS (MAJOR CODE: MM13)**

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### **Credit Required for Graduation: 63 semester credit hours**

#### **CURRICULUM OUTLINE**

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##### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (6 Credits)**

ENGL 1101    Composition and Rhetoric

SPCH 1101    Public Speaking

##### **Area II: Social and Behavioral Sciences<sup>3</sup>**

Students must choose from the following courses:

ECON 2105    Macroeconomics

ECON 2106    Microeconomics

HIST 1111    World History I

HIST 1112    World History II

HIST 2111    U.S. History I

HIST 2112    U.S. History II

POLS 1101    American Government

PSYC 1101    Introductory Psychology

SOCI 1101    Introduction to Sociology

##### **Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

MATH 1100    Quantitative Skills and Reasoning

MATH 1101    Mathematical Modeling

MATH 1111    College Algebra

##### **Area IV: Humanities and Fine Arts (3)**

Students must choose from the following courses:

ARTS 1101    Art Appreciation

ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**Marketing Core (39 Credits)**

ACCT 1100	Financial Accounting I
BUSN 1190	Digital Technologies in Business
COMP 1000	Introduction to Computers
MGMT 1100	Principles of Management
MKTG 1100	Principles of Marketing
MKTG 1130	Business Regulations and Compliance
	OR
ACCT 2140	Legal Environment of Business
MKTG 1160	Professional Selling
MKTG 1190	Integrated Marketing Communications
MKTG 2000	Global Marketing
MKTG 2070	Buying and Merchandising
MKTG 2090	Marketing Research
MKTG 2300	Marketing Management

**Marketing Elective (3 credits)**

Students must select a course from one of the following areas:

ACCT	Electives
XXXX	
BUSN	Elective
XXXX	
CIST XXXX	Elective
HRTM	Elective
XXXX	
MGMT	Elective
XXXX	
MKTG	Elective
XXXX	

**Marketing Specialization (9 Credits)**

Students must choose from one of the following specializations:

**Marketing Management Specialization (9 Credits)**

MKTG	Elective
XXXX	
MKTG 1370	Consumer Behavior
MKTG 2060	Marketing Channels

**Entrepreneurship Specialization (9 Credits)**

MKTG 2010	Small Business Management
MKTG 2210	Entrepreneurship

**Retail Management Specialization (9 Credits)**

MKTG 1270	Visual Merchandising
MKTG 1370	Consumer Behavior
MKTG 2270	Retail Operations Management

**Sports Management (9 credits)**

MKTG 2080	Regulations and Compliance in Sports
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MKTG 2180 Principles of Sports Marketing  
MKTG 2280 Sports Management

Students completing the Sports Management specialization must select MKTG 1280 as their elective option in the Marketing Core (see above).

### **ENTREPRENEURSHIP CERTIFICATE (MAJOR CODE: EN11)**

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

MKTG 1100 Principles of Marketing  
OR  
MKTG 2010 Small Business Management  
MKTG 1130 Business Regulations and Compliance  
MKTG 2210 Entrepreneurship

### **MARKETING SPECIALIST CERTIFICATE (MAJOR CODE: MS21)**

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

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

### **RETAIL MERCHANDISE MANAGER CERTIFICATE (MAJOR CODE: RMM1)**

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**Credit Required for Graduation: 15 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (15 Credits)**

MGMT 1100 Principles of Management  
OR  
MKTG 2010 Small Business Management  
MKTG 1270 Visual Merchandising  
MKTG 1370 Consumer Behavior  
MKTG 2070 Buying and Merchandising  
MKTG 2270 Retail Operations Management

### **SMALL BUSINESS MARKETING MANAGER CERTIFICATE (MAJOR CODE: SB51)**

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**Credit Required for Graduation: 15 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (15 Credits)**

MKTG 1100 Principles of Marketing  
MKTG 1130 Business Regulations and Compliance  
MKTG 1160 Professional Selling

MKTG 1190 Integrated Marketing  
Communications  
MKTG 2010 Small Business Management

## **SPORTS MANAGEMENT CERTIFICATE (MAJOR CODE: RM21)**

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**Credit Required for Graduation: 18 semester credit hours**

### **CURRICULUM**

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#### **Technical Certificate (18 Credits)**

COMP 1000 Introduction to Computers  
MKTG 1160 Professional Selling  
MKTG 1280 Introduction to Sports and Recreation  
Management  
MKTG 2080 Regulations and Compliance in  
Sports  
MKTG 2180 Principles of Sports Marketing  
MKTG 2280 Sports Management



## Networking Specialist

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The Networking Specialist program is designed to facilitate workplace success by providing students an understanding of computer hardware and software; by promoting competencies in programming and logic skills; by enabling factual, conceptual, and procedural knowledge related to the administration and maintenance of computer networks; and instructing appropriate interpersonal skills and critical thinking.

### WORK ENVIRONMENT

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Network and computer systems administrators normally work in well-lighted, comfortable offices or computer laboratories. Most work about 40 hours a week. However, about 15 percent of network and systems administrators worked more than 50 hours per week in 2008. In addition, some of these workers may be required to be "on call" outside of normal business hours in order to resolve system failures or other problems.

### NATURE OF THE WORK

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Information Technology (IT) has become an integral part of modern life. Among its most important functions are the efficient transmission of information and the storage and analysis of information. Network and computer systems administrators design, install, and support an organization's computer systems. They are responsible for local area networks (LANs), wide area networks (WANs), network segments, and Internet and intranet systems. They work in a variety of environments, including large corporations, small businesses, and government organizations. They install and maintain network hardware and software, analyze problems, and monitor networks to ensure their availability to users. These workers gather data to evaluate a system's performance, identify user needs, and determine system and network requirements.

Systems administrators are responsible for maintaining system efficiency. They ensure that the design of an organization's computer system allows all of the components, including computers, the network, and software, to work properly together. Administrators also troubleshoot problems reported by users and by automated network monitoring systems and make recommendations for future system upgrades. Many of these workers are also responsible for maintaining network and system security.

Computer security specialists plan, coordinate, and maintain an organization's information security. These workers educate users about computer security, install security software, monitor networks for security breaches, respond to cyber attacks, and, in some cases, gather data and evidence to be used in prosecuting cyber crime. The responsibilities of computer security specialists have increased in recent years as cyber attacks have become more sophisticated.

### EMPLOYMENT

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Computer network, systems, and database administrators held about 961,200 jobs nationally in 2008. Of these, 339,500 were network and computer systems administrators, 120,400 were database administrators, and 292,000 were network and data communications analysts. Overall employment of computer network, systems, and database administrators is projected to increase by 30 percent from 2008 to 2018.

### EARNINGS

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Median annual wages nationally of network and computer systems administrators were \$69,160 in May 2010. The lowest 10 percent earned less than \$42,400, and the highest 10 percent earned more than \$108,090.

Network and computer systems administrators are employed in many different industries, and pay varies by industry. In 2010, over 90 percent of network and computer systems administrators worked full time. Administrators may have to be at work outside of normal business hours to resolve problems

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Networking Specialist will be able to complete the following tasks:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate basic level of competency in logic skills.
- Demonstrate factual, conceptual, and procedural knowledge related to the administration and maintenance of a computer network.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate critical thinking in problem solving, research methods, and the ability to present conclusions effectively, both orally and in writing.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in CompTIA A+ Certified Preparation will be able to complete the following tasks:

- Troubleshoot computer workstations using best practices.
- Install and configure Microsoft Windows operating systems.
- Troubleshoot hardware and software.
- Solve problems individually and in a team environment.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in CompTIA A+ Certified Technician Preparation will be able to complete the following tasks:

- Troubleshoot computer workstations using best practices.
- Install and configure Microsoft Windows operating systems.
- Troubleshoot hardware and software.
- Solve problems individually and in a team environment.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Microsoft Networking Service Technician will be able to complete the following tasks:

- Install server and professional Windows operating systems.
- Add users and maintain an active directory for network administration.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in PC Repair and Network Technician will be able to complete the following tasks:

- Maintain, analyze, troubleshoot, and repair computer systems, hardware, and computer peripherals.
- Document, maintain, upgrade, or replace hardware and software systems.
- Prioritize tasks and work quickly.
- Demonstrate written, verbal, and online communication skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their

field of study after graduation. Students in the Networking Specialist programs must be able to perform the following essential functions:

- Diagnose hardware and software problems and replace defective components.
- Perform data backups and disaster recovery operations.
- Maintain, update, and administer computer networks and related computing environments, including computer hardware, systems software, applications software, network access, file security, printers, and other peripherals connected to a network.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Perform routine network startup and shutdown procedures and maintain control records.
- Pull, terminate, and troubleshoot Ethernet cabling between all networked devices, including hubs, routers, end-user computers, and printers.
- Design, configure, and test computer hardware, networking software, and operating system software.
- Recommend changes to improve systems and network configurations and determine hardware or software requirements related to such changes.
- Provide support to network users.
- Confer and troubleshoot with users to solve existing system problems.
- Monitor network performance in order to recommend whether adjustments need to be made and to recommend where changes will need to be made in the future.
- Deploy new and used computers to network users.
- Have sufficient manual dexterity to work with the fingers.
- Have normal vision with or without corrective lenses.
- Be able to exert up to 25 pounds of force occasionally.
- Perform sedentary physical activities and perform non-strenuous daily activities of an administrative nature.
- Have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Have the ability to write information and respond to questions from groups of managers, clients, customers, and the general public.
- Have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Have the ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Have the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Have the ability to compute rates, ratio, and percent and to draw and interpret bar graphs.
- Be able to tolerate moderate noise.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)

- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$ 1,900 for the associate degree program and \$1,200 for the diploma program, \$398 for the CompTIA A+ Certification Preparation technical certificate, from approximately \$652 to \$821 depending on the elective courses chosen in the CompTIA A+ Certified Technician Preparation technical certificate, and \$770 for the PC Repair and Network Technician technical certificate)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

---

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## NETWORKING SPECIALIST DIPLOMA PROGRAM (MAJOR CODE: NS14)

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**Credit Required for Graduation: 54 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
	OR
PSYC 1010	Basic Psychology
ENGL 1010	Fundamentals of English I
MATH 1013	Algebraic Concepts
	OR
MATH 1015	Geometry and Trigonometry

#### Networking Specialist Major (40 Credits)

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1305	Program Design and Development
CIST 1401	Computer Networking Fundamentals
CIST 1601	Information Security Fundamentals
CIST 2411	Microsoft Client
CIST 2412	Microsoft Server Directory
CIST 2413	Microsoft Server Infrastructure
CIST 2414	Microsoft Server Administrator

COMP 1000 Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

**Electives (6 Credits)**

Students must select from the following courses:

ACCT 1100	Financial Accounting I
ACCT 2140	Legal Environment of Business
CIST 1220	Structured Query Language (SQL)
CIST 1510	Web Development I
CIST 2129	Computer Database Techniques
CIST 2130	Desktop Support Concepts
CIST 2311	Visual Basic I
CIST 2921	IT Analysis, Design, and Project Management
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management

*\* Students must pass above courses with a grade of C or higher.*

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**NETWORKING SPECIALIST DEGREE PROGRAM (MAJOR CODE: NS13)**

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**Credit Required for Graduation: 66 semester credit hours**

**CURRICULUM OUTLINE**

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**General Education (15 Credits)**

**Area I: Language Arts and Communications (3 Credits)**

ENGL 1101 Composition and Rhetoric

**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation

MUSC 2040 History of Popular Music

### **General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111 Biology I  
AND  
BIOL 1111L Biology I Lab  
BIOL 1112 Biology II  
AND  
BIOL 1112L Biology II Lab  
CHEM 1151 Survey of Inorganic Chemistry  
AND  
CHEM 1151L Survey of Inorganic Chemistry Lab  
CHEM 1211 Chemistry I  
AND  
CHEM 1211L Chemistry I Lab  
CHEM 1212 Chemistry II  
AND  
CHEM 1212L Chemistry II Lab  
ENGL 1102 Literature and Composition  
MATH 1112 College Trigonometry  
MATH 1113 Precalculus  
MATH 1127 Introduction to Statistics  
PHYS 1110 Conceptual Physics  
AND  
PHYS 1110L Conceptual Physics Lab  
SPCH 1101 Public Speaking

### **Networking Specialist Major (40 Credits)**

CIST 1001 Computer Concepts  
CIST 1122 Hardware Installation and Maintenance  
CIST 1130 Operating Systems Concepts  
CIST 1305 Program Design and Development  
CIST 1401 Computer Networking Fundamentals  
CIST 1601 Information Security Fundamentals  
CIST 2411 Microsoft Client  
CIST 2412 Microsoft Server Directory  
CIST 2413 Microsoft Server Infrastructure  
CIST 2414 Microsoft Server Administrator  
COMP 1000 Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

### **Electives (11 Credits)**

Students must select from the following courses:

ACCT 1100 Financial Accounting I  
ACCT 2140 Legal Environment of Business  
CIST 1220 Structured Query Language (SQL)  
CIST 1510 Web Development I  
CIST 2129 Computer Database Techniques  
CIST 2130 Desktop Support Concepts  
CIST 2311 Visual Basic I

CIST 2921	IT Analysis, Design, and Project Management
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management

*\* Students must pass above courses with a grade of C or higher.*

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## COMPTIA A+ CERTIFICATION PREPARATION CERTIFICATE (MAJOR CODE: CA61)

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**Credit Required for Graduation: 10 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (10 Credits)

CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
COMP 1000	Introduction to Computers

*\* Students must pass courses with a grade of C or higher.*

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## COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION CERTIFICATE (MAJOR CODE: CA71)

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**Credit Required for Graduation: 18 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (14 Credits)

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
COMP 1000	Introduction to Computers

*\* Students must pass above courses with a grade of C or higher.*

#### Electives (4 Credits)

Students must select from the following courses:

CIST 1401	Computer Networking Fundamentals
CIST 2411	Microsoft Client

*\* Students must pass courses with a grade of C or higher.*

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## MICROSOFT NETWORK ADMINISTRATOR

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**Credit Required for Graduation: 16 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (16 credits)

CIST 2411	Microsoft Client
CIST 2412	Microsoft Server Directory
CIST 2413	Microsoft Server Infrastructure
CIST 2414	Microsoft Server Administrator

Students must pass all courses with a grade of C or higher.

## PC REPAIR AND NETWORK TECHNICIAN CERTIFICATE (MAJOR CODE: PR21)

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**Credit Required for Graduation: 18 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (18 Credits)**

CIST 1001	Computer Concepts
CIST 1122	Hardware Installation and Maintenance
CIST 1130	Operating Systems Concepts
CIST 1401	Computer Networking Fundamentals
COMP 1000	Introduction to Computers

\* Students must pass courses with a grade of C or higher.



## Paralegal Studies

### APPROVAL

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The Paralegal Studies program is approved by the American Bar Association (ABA).

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Paralegal Studies program is to provide a high quality paralegal education that prepares each student to work in a variety of paralegal positions by developing professional competence in both general and legal specialty courses, including courses in substantive law, procedural law, and ethics, and doing this by stressing understanding and reasoning and the application of the same through practical legal applications.

### WORK ENVIRONMENT

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Paralegals handle many routine assignments, particularly when they are inexperienced. As they gain experience, paralegals usually assume tasks that are more varied with additional responsibility. Paralegals do most of their work in offices and law libraries. Occasionally, they travel to gather information and perform other duties. Paralegals employed by corporations and government usually work a standard 40-hour week. Although most paralegals work year round, some are temporarily employed during busy times of the year. Paralegals who work for law firms sometimes work very long hours when they are under pressure to meet deadlines.

### NATURE OF THE WORK

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Although lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. In fact, paralegals-also called legal assistants-are continuing to assume new responsibilities in legal offices and perform many of the same tasks as lawyers. Nevertheless, they are explicitly prohibited from carrying out duties considered to be within the scope of practice of law, such as setting legal fees, giving legal advice, establishing an attorney/client relationship, and presenting cases in court.

One of a paralegal's most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals might investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. After they analyze and organize the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled. If attorneys decide to file lawsuits on behalf of clients, paralegals may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. Paralegals also organize and track files of all-important case documents and make them available and easily accessible to attorneys.

In addition to this preparatory work, paralegals perform a number of other functions. For example, they help draft contracts, mortgages, and separation agreements. They also may assist in preparing tax returns, establishing trust funds, and planning estates. Some paralegals coordinate the activities of other law office employees and maintain financial office records.

Computer software packages and the Internet are used to search legal literature stored in computer databases and on CD-ROM. In litigation involving many supporting documents, paralegals usually use computer databases to retrieve, organize, and index various materials. Imaging software allows paralegals to scan documents directly into a database, while billing programs help them to track hours billed to clients. Computer software packages also are used to perform tax computations and explore the consequences of various tax strategies for clients.

### EMPLOYMENT

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Paralegals and legal assistants held about 256,000 jobs in 2010. Private law firms employed 70 percent; most of the remainder worked for corporate legal departments and various levels of government. Employment of paralegals and legal assistants is projected to grow 18.3 percent between 2010 and 2020. Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks once done by lawyers.

## EARNINGS

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Wages of paralegals and legal assistants vary greatly. Salaries depend on education, training, experience, the type and size of employer, and the geographic location of the job. In general, paralegals who work for large law firms or in large metropolitan areas earn more than those who work for smaller firms or in less populated regions. In May 2010, the median annual wage of paralegals and legal assistants was \$46,680. The lowest 10 percent earned less than \$29,460. The top 10 percent earned more than \$74,870.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree program in Paralegal Studies will be able to complete the following tasks:

- Conduct basic legal research of primary and secondary sources, validate research results, and cite primary and secondary sources using ALWD citation form.
- Use appropriate legal terminology that is common in written and oral legal communication.
- Apply non-complex legal concepts to factual situations.
- Compose basic legal arguments.
- Produce basic legal documents like pleadings, contracts, discovery, briefs, motions, HUD closing forms, and wills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Paralegals will be able to identify appropriate work ethics for a law office and demonstrate application of these ethics.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. To be successful in the Paralegal Studies program, students must meet these essential functions:

### General Functions

- Communication — The ability to read, write, speak, listen, and use nonverbal skills effectively with different audiences (has mastered necessary legal vocabulary).
- Critical thinking — The ability to think using analysis, synthesis, evaluation, problem solving, judgment, and the creative process.
- Personal growth and responsibility — The ability to understand and manage self, to function effectively in social and professional environments, and to make reasoned judgments based on an understanding of the diversity of the world community.
- Information technology and quantitative literacy — The ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society.

### Specific Functions

- Researches — The ability to research and analyze law sources (primary and secondary).
- Validates — The ability to validate law using citators (Shepardizes).
- Drafts — The ability to draft correspondence, memorandums, pleadings, briefs, discovery, legal documents (e.g., wills, contracts, articles of incorporation, deeds, etc.).
- Investigates — The ability to investigate facts of case, including witness interviewing, and drafts and delivers subpoenas.
- Communicates — The ability to conduct initial and subsequent interviews of clients and to maintain contact with clients.
- Documenting, recordkeeping, and case management — The ability to:
  - Maintain and organize client files and litigation documents.

- Index, synthesize, and summarize documents such as depositions.
- Document production.
- Maintain billing and other records.
- Maintain docket control, calendars, etc.
- Schedule matters such as court dates, depositions, etc.
- Using technology — The ability to use appropriate technology to complete tasks set forth above, including, but not limited to word processing, spreadsheet applications, databases, computer-assisted legal research, litigation management, timekeeping, and client information.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,863 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## PARALEGAL STUDIES AAS (MAJOR CODE: PS13)

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**Credit Required for Graduation: 69 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (18 Credits)

#### Area I: Language Arts and Communications (6 Credits)

- |           |                          |
|-----------|--------------------------|
| ENGL 1101 | Composition and Rhetoric |
| SPCH 1101 | Public Speaking          |

#### Area II: Social and Behavioral Sciences (6 Credits)

Students must choose one ECON course from the following:

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

ECON 2105    Macroeconomics  
ECON 2106    Microeconomics

**Area III: Mathematics and Natural Sciences (3)**

Students must choose from the following courses:

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

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

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

**Paralegal Studies Core (3 Credits)**

COMP 1000    Introduction to Computers

**Paralegal Studies Major (45 Credits)**

PARA 1100    Introduction to Law and Ethics  
PARA 1105    Legal Research and Legal Writing I  
PARA 1110    Legal Research and Legal Writing II  
PARA 1115    Family Law  
PARA 1120    Real Estate Law  
PARA 1125    Criminal Law and Criminal  
                  Procedure  
PARA 1130    Civil Litigation  
PARA 1135    Wills, Trusts, Probate, and  
                  Administration  
PARA 1140    Tort Law  
PARA 1145    Law Office Management  
PARA 1150    Contracts, Commercial Law, and  
                  Business Organizations  
PARA 2210    Paralegal Internship I  
PARA 2215    Paralegal Internship II

**Paralegal Studies Elective (3 Credits)**

Students must choose from the following courses:

PARA 1200    Bankruptcy/Debtor-Creditor  
                  Relations  
PARA 1210    Legal and Policy Issues in Healthcare  
PARA 1215    Administrative Law

- The director of registration and records will only consider for transfer credit those Paralegal Studies major courses taken at ABA-approved schools.
- A student must complete at least four courses in the Paralegal Studies major category and PARA 2210 and PARA 2215 at Athens Technical College.
- A student must take at least 10 semester credit hours in the Paralegal Studies major category in a traditional classroom setting.

## Social Work Assistant

### MISSION STATEMENT

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The Business and Public Service Division supports the mission of the College by offering business/public service-related courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Social Work Assistant program is to develop students with the entry-level, assistant generalist social work skills, professional competencies, and interpersonal qualities needed to aid BSW/MSW-level social workers in a range of services that address the challenges experienced in our multicultural society.

### WORK ENVIRONMENT

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The work, while satisfying, can be emotionally draining. Understaffing and relatively low pay can add to the pressure. Working conditions of social and human service assistants vary. Some work in offices, clinics, and hospitals, while others work in group homes, shelters, and day programs. Traveling to see clients is required for some jobs. Sometimes working with clients can be dangerous, even though most agencies do everything they can to ensure their workers' safety. Some work in the evening and on weekends.

### NATURE OF THE WORK

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Social and human service assistants help social workers, healthcare workers, and other professionals provide services to people. Social and human service assistant is a generic term for workers with a wide array of job titles, including human service worker, case management aide, social work assistant, community support worker, mental health aide, community outreach worker, life skills counselor, social services aide, youth worker, psychological aide, client advocate, or gerontology aide. They usually work under the direction of workers from a variety of fields such as nursing, psychiatry, psychology, or social work. The amount of responsibility and supervision they are given varies a great deal.

Social and human service assistants provide services to clients to help them improve their quality of life. They assess clients' needs, investigate their eligibility for benefits and services such as food stamps, Medicaid, and welfare; they then help clients obtain these benefits and services. Social and human service assistants also arrange for transportation, if necessary, and provide emotional support. They monitor and keep case records on clients and report progress to supervisors and case managers.

Social and human service assistants play a variety of roles in the community. For example, they may organize and lead group activities, assist clients in need of counseling or crisis intervention, or administer food banks or emergency fuel programs. In halfway houses, group homes, and government-supported housing programs, they assist adults who need supervision with personal hygiene and daily living tasks. They review clients' records, ensure that they take prescribed medication, talk with family members, and confer with medical personnel and other caregivers to provide insight into clients' needs. Assistants also give emotional support and help clients become involved in community recreation programs and other activities.

In psychiatric hospitals, rehabilitation programs, and outpatient clinics, social and human service assistants work with psychiatrists, psychologists, social workers, and others to help clients master everyday living skills, communicate more effectively, and live well with others. They support the client's participation in a treatment plan, such as individual or group counseling or occupational therapy.

### EMPLOYMENT

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Social and human service assistants held about 352,000 jobs nationally in 2008. More than 65 percent were employed in the healthcare and social assistance industries and almost 24 percent were employed by state and local governments, primarily in public welfare agencies and facilities for mentally disabled and developmentally challenged individuals.

The number of social and human service assistants is expected to grow by nearly 23 percent through 2018, which is much faster than the average for all occupations. As the elderly population continues to grow, the demand for social and human service assistants will expand. This is due in large part to the increased need for social services demanded by this population, including adult day care, meal delivery programs, and support during medical crises. Social and human service assistants, who assist in locating and providing these services, will be needed to meet this increased demand.

More and more social and human service assistants will be needed to provide services to pregnant teenagers, people who are homeless, people who are mentally disabled or developmentally challenged, and people who are substance abusers. Job training programs are also expected to require additional social and human service assistants.

Opportunities are expected to be good in private social service agencies. Employment in private agencies will grow, as state and local governments continue to contract out services to the private sector in an effort to cut costs. The number of jobs for social and human service assistants in state and local governments will grow, but not as fast as employment for social and human service assistants in other industries. Employment in the public sector may fluctuate with the level of funding provided by state and local governments and with the number of services contracted out to private organizations.

Job prospects for social and human service assistants are expected to be excellent, particularly for individuals with appropriate education after high school. Job openings will come from job growth, but also from the need to replace workers who advance into new positions, retire, or leave the workforce for other reasons. There will be more competition for jobs in urban areas than in rural ones, but qualified applicants should have little difficulty finding employment.

## EARNINGS

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Median annual wages nationally of social and human service assistants were \$13.56 per hour in May 2010. The top 10 percent earned more than \$21.59 per hour, while the lowest 10 percent earned less than \$9.03 per hour.

Industries employing the largest numbers of these workers:

- \$16.27 State government, excluding education and hospitals
- \$15.94 Local government, excluding education and hospitals
- \$13.10 Individual and family services
- \$11.72 Nursing and residential care facilities

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## DIRECT SUPPORT PROFESSIONAL

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The Direct Support Professional technical certificate of credit program prepares students to become certified Direct Support Professionals who provide person centered values in working with and supporting people who have a disability. Admission to this program is open to employees of participating organizations and to family members and advocates that support people who have a disability. Graduates are prepared to better support individuals who have a disability in their community. Many social service organizations are seeking employees with the DSP certification.

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma program in Social Work Assistant will be able to complete the following tasks:

- Knowledge — Understand the history of the social work profession, identify career choices, apply methods and procedures, and support the value base of the profession and its ethical standards and principles.
- Communication/People Skills — Communicate effectively through speaking, writing, and listening and demonstrate these skills by interviewing, basic counseling, facilitating groups, and completing required paperwork.
- Self-awareness — Be able to assess their own experiences, strengths, and weaknesses and monitor their actions in light of this self-awareness.
- Problem Solving/Critical Thinking — Be able to function within the structure of organizations and service delivery systems using problem solving and critical thinking skills and to apply the knowledge, interpersonal qualities, and skills of an assistant social work practitioner with systems of all sizes.
- Technology — Demonstrate the use of technology as needed in the specific work environment.
- Diversity — Be able to work with a variety of client populations without regard to clients' age, class, color, race, religion, and sexual orientation.
- Work Ethics — Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Direct Support Provider will be able to complete the following tasks:

- Assist persons with disabilities and/or others who may need assistance to live as independently as possible in community settings.

- Support families and other community members who provide assistance in community living to people who receive support services.
- Engage in systematic training and person-centered planning and action to facilitate community participation of people who require support services.
- Assist in implementing individual support plans that include community employment opportunities or other valued social roles and perform personal assistance supports that are respectful and respond to the interest and preferences of the individuals being supported.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. To be successful in the Social Work Assistant Program, students must meet the following essential functions:

- Provide direct services to clients as directed by assigned worker or supervisor.
- Provide parent education services and instruct clients in homemaking and childcare tasks.
- Accompany case management workers on home visits to collect information and provide services.
- Use agency computer programs to input client information and run reports.
- Receive and address incoming calls.
- Provide supportive counseling to clients in crisis and during routine contacts.
- Assist clients in completing forms; obtain information as necessary; explain program policies and procedures; and give directions and instructions to clients so that they may receive services.
- Assist social workers in obtaining and verifying client information; assist in the formulation of service objectives and the development of service plans; arrange for the delivery of services; and record cases and summarize services provided for various reports.
- Coordinate outreach and fundraising activities.
- Serve on agency and community committees.
- Assist with referrals and in obtaining of emergency needs through community resources.
- Provide childcare while parents are attending meetings or are in parenting classes.
- Practice continuous learning through individual study, classroom training, seminars, and conferences.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check as required by some agencies for field placements (Approximately \$50 per required check)
- Drug screening as required by some agencies for field placements (Approximately \$46 per required screening)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)

- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,075 for the associate degree program, \$1,500 for the diploma program and \$65 for the Direct Support Provider program)

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, drivers' licenses, or state-issued photo identification cards to document that they are at least 18 years of age.

## SOCIAL WORK ASSISTANT DIPLOMA PROGRAM (MAJOR CODE: SW12)

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**Credit Required for Graduation: 56 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (11 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1012	Foundations of Mathematics
	OR
MATH 1013	Algebraic Concepts
	OR
MATH 1015	Geometry and Trigonometry
PSYC 1010	Basic Psychology

#### Social Work Assistant Major (45 Credits)

COMP 1000	Introduction to Computers
SOCW 2000	Introduction to Social Work
SOCW 2010	Introduction to Case Management
SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2050	Group Work Intervention



SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2070	Social Policies and Programs for the Aging
SOCW 2080	Social Work Field Practicum I
SOCW 2090	Social Work Field Practicum II
SOCW 2120	Multicultural Issues
SOCW 2130	Social Welfare and Community Services

## **SOCIAL WORK ASSISTANT AAS (MAJOR CODE: SW23)**

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**Credit Required for Graduation: 63 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (6 Credits)**

PSYC 1101     Introductory Psychology

SOCI 1101     Introduction to Sociology

##### **Area III: Mathematics and Natural Sciences**

Students must choose from the following courses:

MATH 1100     Quantitative Skills and Reasoning

MATH 1101     Mathematical Modeling

MATH 1111     College Algebra

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101     Art Appreciation

ENGL 2130     American Literature

ENGL 2310     English Literature from the  
Beginnings to 1700

HUMN 1101     Introduction to Humanities

MUSC 1101     Music Appreciation

MUSC 2040     History of Popular Music

#### **Social Work Major (45 Credits)**

COMP 1000     Introduction to Computers

SOCW 2000     Introduction to Social Work

SOCW 2010     Introduction to Case Management

SOCW 2020     Human Behavior and the Social  
Environment

SOCW 2030     Interviewing Techniques with  
Individuals

SOCW 2040     Behavioral Health and Community  
Services

SOCW 2050     Group Work Intervention

SOCW 2060     Child and Adolescent Behaviors and  
Interventions

SOCW 2070     Social Policies and Programs for the  
Aging

SOCW 2080     Social Work Field Practicum I

SOCW 2090     Social Work Field Practicum II

SOCW 2120	Multicultural Issues
SOCW 2130	Social Welfare and Community Services

**Electives (3 Credits)**

Students must choose one course the following courses:

CRJU	Elective
XXXX	
ECCE 1105	Health, Safety, and Nutrition
ECCE 1113	Creative Activities for Children
ECCE 2201	Exceptionalities
ECCE 2203	Guidance and Classroom Management
ECCE 2202	Social Issues and Family Involvement
ECON 2105	Macroeconomics
ECON 2106	Microeconomics
HRTM 1130	Business Etiquette and Communication
MATH 1127	Introduction to Statistics
MGMT 1100	Principles of Management
PARA 1100	Introduction to Law and Ethics
PSYC 2103	Human Development
PSYC 2250	Abnormal Psychology
SOCW	Electives
XXXX	
SPCH 1101	Public Speaking

**DIRECT SUPPORT PROFESSIONAL CERTIFICATE (MAJOR CODE: DS11)**


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**Credit Required for Graduation: 12 semester credit hours**

**CURRICULUM OUTLINE**


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**Technical Certificate (12 Credits)**

DRSP 1100	Facilitating Access to Community Living
DRSP 1130	Direct Support Professional Practicum

## LIFE SCIENCE PROGRAMS

### Biotechnology

#### MISSION STATEMENT

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The mission of the biotechnology program is to produce highly skilled graduates for employment in industrial and academic organizations that address the 21st century global challenges in health, energy, food production, and the environment.

#### WORK ENVIRONMENT

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Biotechnology technicians work under a wide variety of conditions. Most work indoors, usually in laboratories, and have regular hours. Some occasionally work irregular hours to monitor experiments that cannot be completed during regular working hours. Production technicians often work in 8-hour shifts around the clock. Others perform much of their work outdoors, sometimes in remote locations. Advances in automation and information technology require technicians to operate more sophisticated laboratory equipment. Biotechnology technicians make extensive use of computers, electronic measuring equipment, and traditional experimental apparatus.

#### NATURE OF THE WORK

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Biotechnology technicians use the principles and theories of science and mathematics to assist in research and development and in the invention and improvement of products and processes. Technicians set up, operate, and maintain laboratory instruments, monitor experiments, make observations, calculate and record results, and often develop conclusions. They must keep detailed logs of all of their work. Those who perform production work monitor manufacturing processes and may ensure quality by testing products for proper proportions of ingredients, for purity, or for strength and durability.

As laboratory instrumentation and procedures have become more complex, the role of biotechnology technicians in research and development has expanded. In addition to performing routine tasks, many technicians, under the direction of scientists, now develop and adapt laboratory procedures to achieve the best results, interpret data, and devise solutions to problems. Technicians must develop expert knowledge of laboratory equipment so that they can adjust settings when necessary and recognize when equipment is malfunctioning.

Agricultural and food science technicians work with related scientists to conduct research, development, and testing on food and other agricultural products. Agricultural technicians are involved in food, fiber, and animal research, production, and processing. Some conduct tests and experiments to improve the yield and quality of crops or to increase the resistance of plants and animals to disease, insects, or other hazards.

Biological technicians work with biologists studying living organisms. Many assist scientists who conduct medical research—helping to find a cure for cancer or AIDS, for example. Those who work in pharmaceutical companies help develop and manufacture medicines. Those working in the field of microbiology generally work as laboratory assistants, studying living organisms and infectious agents. Biological technicians also analyze organic substances, such as blood, food, and drugs.

Environmental science and protection technicians perform laboratory and field tests to monitor environmental resources and determine the contaminants and sources of pollution in the environment. They may collect samples for testing or be involved in abating and controlling sources of environmental pollution. Some are responsible for waste management operations, control and management of hazardous materials inventory, or general activities involving regulatory compliance.

Forensic science technicians investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination, performing tests on weapons or on substances such as fiber, glass, hair, tissue, and body fluids to determine their significance to the investigation. Proper collection and storage methods are important to protect the evidence. Forensic science technicians also prepare reports to document their findings and the laboratory techniques used, and they may provide information and expert opinions to investigators.

#### EMPLOYMENT

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Biotechnology technicians held about 270,800 jobs throughout the nation in 2008. About 30 percent of the technicians worked in professional, scientific, or technical services firms; most other technicians worked in educational services, government, or pharmaceutical and medicine manufacturing.

Job opportunities are expected to be best for graduates of applied science technology programs who are well trained on equipment used in laboratories or production facilities. Overall employment of biotechnology technicians is expected to grow by 12 percent nationally during the 2008-2018 decade. The continued growth of scientific and medical research-particularly research related to biotechnology-will be the primary driver of employment growth, but the development and production of technical products should also stimulate demand for science technicians in many industries.

## EARNINGS

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Median annual wage of biological technicians in May 2010 was \$39,020. the lowest 10 percent earned less than \$24,930. The top 10 percent earned more than \$62,890

Median annual wages in selected industries employing biological technicians:

- \$44,950 Colleges, universities, and professional schools; private
- \$43,010 Pharmaceutical and medicine manufacturing
- \$42,280 Research and development in the physical, engineering, and life sciences
- \$38,480 Colleges, universities, and professional schools; state
- \$32,350 Federal government, excluding postal service

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree program in Biotechnology will be able to complete the following tasks:

- Order and inventory materials to maintain supplies.
- Maintain, clean, and sterilize laboratory instruments and equipment.
- Set up and conduct experiments, tests, and analyses using techniques such as pipetting, cell culture, enzymatic reactions, polymerase chain reactions, protein chromatography, etc.
- Record results in laboratory notebooks.
- Compile and interpret results of tests and analyses.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Biological Sciences Laboratory Technician will be able to complete the following tasks:

- Order and inventory materials to maintain supplies.
- Maintain, clean, and sterilize laboratory instruments and equipment.
- Set up and conduct experiments, tests, and analyses using techniques such as pipetting, cell culture, enzymatic reactions, polymerase chain reactions, and protein chromatography.
- Record results in laboratory notebooks.
- Compile and interpret results of tests and analyses.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Environmental Chemistry Laboratory Technician will be able to complete the following tasks:

- Order and inventory materials to maintain supplies.
- Maintain, clean, and sterilize laboratory instruments and equipment.
- Set up and conduct chemical experiments, tests, and analysis using techniques such as chromatography, spectroscopy, and physical and chemical separation techniques.

- Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analysis of solids, liquids, and gaseous materials.
- Compile and interpret results of tests and analyses.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Regulatory Compliance Technician will be able to complete the following tasks:

- Describe the process for formatting, assembling, and submitting the Investigational New Drug (IND) Application, New Drug Application (NDA), Biologics License Application (BLA), and other relevant documents to the U.S. Food and Drug Administration.
- State Good Manufacturing Practices (GMP) requirements and list the documentation necessary to be in compliance with the U.S. Food and Drug Administration.
- Demonstrate awareness of practical applications of Current Good Manufacturing Practices (cGMP).
- Explain internal and external audits.
- Describe the fundamentals of validation.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. The objective of the Biotechnology program is to instruct students in the development of the knowledge, skills, and abilities necessary to function in a research, manufacturing, or diagnostic laboratory setting. The following list of essential functions provides students with an overview of the skills required to perform laboratory technician duties:

- Engage in effective verbal and written communications with supervisor and coworkers.
- Possess adequate hand-eye coordination.
- Receive, comprehend, write, and interpret verbal and written instructions.
- Perform fine motor skills such as finger movements and manipulation of small objects.
- Demonstrate problem solving skills to meet challenges in the laboratory settings.
- Use computers to control laboratory equipment and log data.
- Perform mathematical calculations that relate to the laboratory environment.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)

- Technology fee (\$105 per term)
- Textbooks (Approximately \$3,500 for the associate degree program, \$1,200 for the Analytical Chemistry Laboratory Technician program, \$1,700 for the Biological Sciences Laboratory Technician program, \$2,000 for the Environmental Chemistry Laboratory Technician, and \$1,300 for the Regulatory Compliance Technician program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## BIOTECHNOLOGY AAS (MAJOR CODE: BI13)

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**Credit Required for Graduation: 74 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (20 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101    Composition and Rhetoric

##### Area II: Social and Behavioral Sciences (3 Credits)

Students must choose from the following courses:

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

##### Area III: Mathematics and Natural Science (11 Credits)

BIOL 1111    Biology I  
 BIOL 1111L    Biology I Lab  
 CHEM 1211    Chemistry I  
 CHEM 1211L    Chemistry I Lab  
 MATH 1111    College Algebra

*\* Students must pass the following courses with a grade of C or higher: BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, and MATH 1111.*

##### Area IV: Humanities and Fine Arts (3 Credits)

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**Biotechnology Major (50 Credits)**

BIOC 2100	Biochemistry
BIOC 2100L	Biochemistry Lab
BIOC 2203	Recombinant DNA Methods
BIOC 2203L	Recombinant DNA Methods Lab
BTEC 1150	Communication for Lab Sciences
BTEC 2130	Basic Laboratory Calculations
BTEC 2191	Fundamental Microbial Biotechnology
BTEC 2191L	Fundamental Microbial Biotechnology Lab
BTEC 2192	Applied Biotechnology Methods
BTEC 2192L	Applied Biotechnology Methods Lab
BTEC 2211	Industrial Cell Culture and Immunology
BTEC 2211L	Industrial Cell Culture and Immunology Lab
BTEC 2221	Regulatory Compliance in Biomanufacturing
BTEC 2500	Applied Biotechnology Internship
CHEM 1212	Chemistry II
CHEM 1212L	Chemistry II Lab
CHEM 2211	Organic Chemistry I
CHEM 2211L	Organic Chemistry I Lab
CHEM 2300	Quantitative Analysis
CHEM 2300L	Quantitative Analysis Lab
COMP 1000	Introduction to Computers

*\* Students must pass the following courses with a grade of C or higher: BIOC-2100, BIOC-2100L, BIOC-2203, BIOC-2203L, BTEC-2211, BTEC-2211L, BTEC-2191, BTEC-2191L, BTEC-2192, BTEC-2192L, BTEC-2221, CHEM-1212, CHEM-1212L, CHEM-2211, CHEM-2211L, CHEM-2300, CHEM-2300L.*

**Biotechnology Specialization (4 Credits)**

Students must choose one of the following specializations:

**Biology II and Lab (4 credits)**

BIOL 1112	Biology II
BIOL 1112L	Biology II Lab

**Organic Chemistry II and Lab (4 credits)**

CHEM 2212	Organic Chemistry II
CHEM 2212L	Organic Chemistry II Lab

**Water Treatment (4 credits)**

ESCI 1150 Introduction to Water Treatment  
Processes

**Wastewater Treatment (4 credits)**

ESCI 1160 Introduction to Wastewater Treatment

**BIOLOGICAL SCIENCES LABORATORY TECHNICIAN CERTIFICATE (MAJOR CODE: BS11)**

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**Credit Required for Graduation: 34 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (34 Credits)**

BIOL 1111 Biology I  
 BIOL 1111L Biology I Lab  
 BTEC 2000 Biotechnology Seminar and  
Laboratory Safety  
 BTEC 2130 Basic Laboratory Calculations  
 BTEC 2191 Fundamental Microbial  
Biotechnology  
 BTEC 2191L Fundamental Microbial  
Biotechnology Lab  
 BTEC 2192 Applied Biotechnology Methods  
 BTEC 2192L Applied Biotechnology Methods Lab  
 BTEC 2221 Regulatory Compliance in  
Biomanufacturing  
 CHEM 1211 Chemistry I  
 CHEM 1211L Chemistry I Lab  
 ENGL 1101 Composition and Rhetoric  
 ENGL 1105 Technical Communications  
 MATH 1111 College Algebra

\* Students must pass BIOL-1111, BIOL-1111L, BTEC-2191, BTEC-2191L, BTEC-2192, BTEC-2221, CHEM1211, CHEM-1211L courses with a grade of C or higher.

**ENVIRONMENTAL CHEMISTRY LABORATORY TECHNICIAN CERTIFICATE (MAJOR CODE: ALT1)**

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**Credit Required for Graduation: 36 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (36 Credits)**

BTEC 2130 Basic Laboratory Calculations  
 CHEM 1211 Chemistry I  
 CHEM 1211L Chemistry I Lab  
 CHEM 1212 Chemistry II  
 CHEM 1212L Chemistry II Lab  
 CHEM 2300 Quantitative Analysis  
 CHEM 2300L Quantitative Analysis Lab  
 COMP 1000 Introduction to Computers



ENGL 1101	Composition and Rhetoric
ENGL 1105	Technical Communications
ESCI 1150	Introduction to Water Treatment Processes
ESCI 1160	Introduction to Wastewater Treatment
MATH 1111	College Algebra

\* Students must pass CHEM-1211, CHEM-1211L, CHEM-1212, CHEM-1212L, CHEM2300, CHEM-2300L, ESCI-1150, ESCI-1160 courses with a grade of C or higher.

## REGULATORY COMPLIANCE TECHNICIAN CERTIFICATE (MAJOR CODE: RC11)

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**Credit Required for Graduation: 33 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (33 Credits)

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
BTEC 2000	Biotechnology Seminar and Laboratory Safety
BTEC 2191	Fundamental Microbial Biotechnology
BTEC 2191L	Fundamental Microbial Biotechnology Lab
BTEC 2221	Regulatory Compliance in Biomanufacturing
BTEC 2222	Quality Assurance and Validation for Biomanufacturing
BTEC 2223	Patents and Technology Transfer
CHEM 1211	Chemistry I
CHEM 1211L	Chemistry I Lab
COMP 1000	Introduction to Computers
ENGL 1101	Composition and Rhetoric
ENGL 1105	Technical Communications
MATH 1111	College Algebra

\* Students must pass BIOL-1111, BIOL-1111L, BTEC-2000, BTEC-2191, BTEC-2191L, BTEC-2221, BTEC-2222, BTEC-2223, CHEM-1211, CHEM-1211L courses with a grade of C or higher.

## Dental Assisting

### ACCREDITATION

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The program in Dental Assisting is accredited by the American Dental Association Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

### MISSION STATEMENT

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The mission of the dental assisting diploma is to prepare competent and qualified dental assistants with the necessary knowledge and technical skills, who will respond in an ethical and professional manner to the needs of their patients and employer.

### WORK ENVIRONMENT

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Dental assistants work in a well-lighted, clean environment. Their work area is usually near the dental chair so that they can arrange instruments, materials, and medication and hand them to the dentist when needed. Dental assistants wear personal protective equipment as recommended for infectious disease prevention and are trained in the CDC recommendations for sharps injury prevention, and radiology health and safety.

Almost half of dental assistants had a 35- to 40-hour workweek in 2008. More than one-third worked part time, or less than 35 hours per week, and many others have variable schedules. Depending on the hours of the dental office where they work, assistants may have to work on Saturdays or evenings. Some dental assistants hold multiple jobs by working at dental offices that are open on different days or by scheduling their work at a second office around the hours they work at their primary office.

### NATURE OF THE WORK

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Dental assistants are competent in the technical areas of preventative dentistry; four-handed dentistry; chair-side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, and surgical and expanded functions; dental practice management; specialties; and dental radiology.

Dental assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, provide appropriate instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. They hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction hoses or other devices. They also instruct patients on postoperative and general oral healthcare.

Dental assistants may prepare materials for impressions and restorations and expose and process dental radiographs as directed by a dentist. They also may remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place dental dams to isolate teeth for treatment.

Dental assistants with laboratory duties make casts of the teeth and mouth from impressions, clean and polish removable appliances, and make temporary crowns. Those with office duties schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, file insurance, and order dental supplies and materials.

### EMPLOYMENT

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The multi-service profession provides diversified employment opportunities for dental assistants. The employment opportunities include general dentistry; group practice; specific dental specialties such as oral surgery, endodontics, orthodontics, prosthetics, periodontics, and pedodontics; dental school clinics; federal, state, and community clinics. Other opportunities include managing a dental business office, working in a major dental manufacturing or insurance company, serving in the armed forces, or teaching or working in research and development at a college or other agency.

Dental assistants held about 295,300 jobs nationally in 2008. About 93 percent of all jobs for dental assistants were in offices of dentists. A small number of jobs were in the federal, state, and local governments or in offices of physicians. Employment is expected to grow 36 percent from 2008 to 2018, which is much faster than the average for all occupations. In fact, dental assistants are expected to be among the fastest growing occupations over the 2008-2018 projection period.

## EARNINGS

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Median annual wages nationally of dental assistants were \$33,470 in May 2010. The lowest 10 percent earned less than \$22,680, and the highest 10 percent earned more than \$47,090. Benefits vary substantially by practice setting and may be contingent upon full-time employment.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Dental Assisting will be able to complete the following tasks:

- Perform current entry-level dental assisting skills.
- Use critical thinking skills.
- Demonstrate knowledge of dental specialties, dental management, and being a member of the dental team.
- Pass the dental assisting national board examination/certification and the Georgia expanded functions certification.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. According to the nature of the work required in the Dental Assisting program, students must be able to perform the following essential functions:

- Reach, manipulate, and operate equipment necessary for the Dental Assistant.
- Possess the dexterity to manipulate and mix dental materials.
- Visually assess patients' conditions and clearly see patients' teeth from a distance of 20 inches.
- Move, adjust, and position patients as needed.
- Communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, and all members of the dental team.
- Have sufficient emotional stability and responsibility to withstand the stresses, uncertainties, and changing circumstances that characterize the work duties of dental assisting.
- Work in a sitting position for at least one hour at a time.
- Display flexibility and adaptability.
- Possess the ability to demonstrate professional behaviors and a strong work ethic and comply with the Dental Assisting Code of Ethics.
- Administer cardiopulmonary resuscitation.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check and drug screening (Approximately \$100 per required check/screening)
- Certification/Examinations

- General Chair-Side National Board examination (\$175)
- Georgia Board of Dentistry — Expanded Functions certification (\$75)
- Infection Control National Board examination (\$175)
- Radiology Health and Safety National Board examination (\$175)
- Dental Assisting Supplies (Approximately \$55 for program)
- Immunizations
  - Hepatitis B (\$200)
  - Mumps, Measles, Rubella (\$25)
  - Varicella (\$25)
  - Tetanus (\$25)
  - Tuberculosis skin test (\$25)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 each year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$100)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Radiation monitor fees (\$25 per semester)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$600 for entire program)
- Uniforms (Approximately \$250)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Because the Dental Assisting profession requires not only theoretical and clinical skills, but also the ability to learn and apply new knowledge quickly, the Dental Assisting program at Athens Technical College uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program and on the Dental Assisting National Board. Applicants who are on academic probation or are academically dismissed from the college as of the March 1 application deadline will not be considered for admission. Prospective students gain admission to the college initially as Healthcare Assistant program students/applicants to Dental Assisting in order to complete any learning support classes and required general core and health core courses.

The Dental Assisting program sequencing begins once a year at the beginning of Summer Semester. Applicants must complete the preliminary admission process by March 1. Applicants not selected for the program on the initial attempt may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt at entry into the program.

## PROGRAM PRELIMINARY REQUIREMENTS

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To receive consideration for admission to the Dental Assisting program, applicants must submit the following information to the Admissions Office by March 1:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted. Applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges.
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 17 years of age.
- Documentation showing the completion of 20 hours of observation in a dental office. Blank forms are available in the Admissions Office, from the program chair, and on the college website.
- Completed and signed Intent forms. Blank forms are available in the Admissions Office and on the college website.

The number of students accepted to the program is limited. The Admissions Office staff and program faculty rank applicants according to the criteria above. The staff then invites a group of the highest ranking applicants to continue the application process in the following manner:

- Submit a personal statement essay (500 words or less) to demonstrate an understanding of the job requirements of dental assistants, detail any prior dental experience, and explain their interest in the program.
- Review and sign the Code of Ethics, which includes the responsibility to provide oral care for all patients without discrimination. The Code of Ethics is available from the program chair and on the college website.
- Participate in a personal interview.

From this group, 14 students will gain admission to the program. Students must complete all core classes prior to enrolling in Dental Assisting (DENA) classes. Prior to Summer Semester when students start the DENA courses, they must have the following documents on file in the Dental Assisting Office:

- Current certification in cardiopulmonary resuscitation (for healthcare providers).
- Copy of immunization records.
- Results of medical and dental examinations.
- Verification of medical and malpractice insurance (see Malpractice Insurance).
- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair, the Admissions Office, and on the college website.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Dental Assisting program.

**DENTAL ASSISTING DIPLOMA PROGRAM (MAJOR CODE: DA12)**

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**Credit Required for Graduation: 60 semester credit hours****CURRICULUM OUTLINE**

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**General Core (9 Credits)**

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

*\* Students must pass above courses with a grade of C or higher.*

**Dental Assisting Major (51 Credits)**

ALHS 1011	Anatomy and Physiology
ALHS 1040	Introduction to Healthcare
COMP 1000	Introduction to Computers
DENA 1030	Preventive Dentistry
DENA 1050	Microbiology and Infection Control
DENA 1070	Oral Pathology and Therapeutics
DENA 1080	Dental Biology
DENA 1090	Dental Assisting National Board Examination Preparation
DENA 1340	Dental Assisting I: General Chairside
DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills
DENA 1390	Dental Radiology
DENA 1400	Dental Practice Management
DENA 1460	Dental Practicum I
DENA 1470	Dental Practicum II
DENA 1480	Dental Practicum III

*\* Students must pass ALHS-1011, ALHS-1040, COMP-1000, DENA-1030, DENA-1050, DENA-1070, DENA-1080, DENA-1090, DENA-1340, DENA-1400, DENA-1460, DENA-1470, DENA-1480 courses with a grade of C or higher.*

## Dental Hygiene

### ACCREDITATION

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The program in Dental Hygiene is accredited by the American Dental Association Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.

### MISSION STATEMENT

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The mission of the associate degree dental hygiene program is to prepare competent and qualified dental hygienists with the necessary knowledge and technical skills, who will respond in an ethical and professional manner to the needs of their patients and the health care setting.

### WORK ENVIRONMENT

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Dental hygienists work in clean professional environments. Important health safeguards include strict adherence to asepsis and infection controls standards, radiology health and safety, and CDC protocols for sharps injury prevention. Emphasis is placed on ergonomic and proper positioning for patient care for injury prevention.

Flexible scheduling is a distinctive feature of this profession. Full-time, part-time, evening, and weekend schedules are common. Dentists frequently hire hygienists to work only two or three days a week, so hygienists may hold jobs in more than one dental office. In 2008, about half of all dental hygienists worked part time-less than 35 hours a week.

### NATURE OF THE WORK

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Dental hygienists are vital members of the dental healthcare team. They are preventive oral health professionals licensed to provide educational, clinical, and therapeutic services to the public. Dental hygienists provide comprehensive care to patients in collaboration with dentists by assessing patient needs, planning for treatment and disease prevention, implementing the treatment plan, and evaluating clinical dental hygiene services.

As members of the dental team, registered dental hygienists are responsible for providing treatment that helps prevent oral diseases such as decay and periodontal (or gum) disease. Hygienists also educate patients to maintain optimal oral health. Registered dental hygienists integrate many roles in their profession depending on whether they practice in traditional or nontraditional settings to support total health through the promotion of oral health and wellness.

Preparation for the comprehensive preventive care provided by a hygienist emphasizes basic sciences, including chemistry, introductory microbiology, pathology, and anatomy and physiology. The Dental Hygiene curriculum maximizes the integration of and promotes the interrelationship between general education, biomedical science, dental science, dental hygiene science, and clinical practice components of preventative dental hygiene services.

Dental Hygiene courses build on the theoretical knowledge and clinical competencies gained each semester. Program instructors base the curriculum sequence so that students can master fundamental theory before progressing to more difficult levels of theory application. Upon mastery of fundamental theory, students begin developing the skills necessary to deliver preventative, educational, and therapeutic services to the public. The Dental Hygiene curriculum teaches the cognitive, psychomotor, and affective skills that will enable prospective dental hygienist to provide the highest quality of care to patients. Upon completing degree requirements, graduates of accredited dental hygiene programs are eligible to take the written National Board Examination for Dental Hygiene, the Central Regional Dental Testing Service clinical exam, and /or the clinical board given in the state chosen for practice. Upon successful completion of the examinations, graduates are employable as licensed registered dental hygienists.

### EMPLOYMENT

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Dental hygienists held about 174,100 jobs nationally in 2008. Almost all jobs for dental hygienist-about 96 percent-were in offices of dentists. Graduates may also find employment as educators, administrators, managers, and researchers. Other options for practice settings include school systems, hospitals, correctional facilities, long-term care facilities, HMOs, dental supply and product companies, insurance companies, universities and other research centers, government agencies, community health programs, and areas of forensic dentistry. Employment of dental hygienist is expected to grow 36 percent through 2018, which is much faster than the average for all occupations. This projected growth ranks dental hygienist among the fastest growing occupations, in response to increasing demand for dental care and more use of hygienist.

## EARNINGS

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Median annual wages nationally of dental hygienists were \$68,250 in May 2010. The lowest 10 percent earned less than \$45,000, and the highest 10 percent earned more than \$93,820. Earnings vary by geographic location, employment setting, and years of experience. Dental hygienists may be paid on an hourly, daily, salary, or commission basis. Benefits vary substantially by practice setting and may be contingent upon full-time employment.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate of applied science degree program in Dental Hygiene will be able to complete the following tasks:

- Perform current services and function as a clinically competent dental hygienist.
- Use critical thinking skills in conjunction with the Dental Hygiene process of care: assessment, planning, implementation, and evaluation.
- Function as a clinically competent dental hygienist.
- Demonstrate an appreciation for and an understanding of the importance of being a member of the dental team.
- Pass the Dental Hygiene Written National Boards and the Dental Hygiene Regional Clinical Boards.
- Demonstrate an understanding of the importance of continued learning and professional development.
- Demonstrate an appreciation for community involvement.
- Demonstrate the importance of being actively involved in professional organizations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The ethical practice of Dental Hygiene requires intellectual ability, physical competence, and personal responsibility. This list of technical standards and essential functions is for students to become aware of and informed of the skills required in the performance of duties of a Dental Hygiene student. The physical abilities and the personal and behavioral characteristics necessary are conditions of admission and for successful completion of the program. The list of essential functions includes:

- Must be able to reach up to a height of five feet in order to position equipment and reach, manipulate, and operate equipment necessary for the dental hygienist.
- Must be able to assist patients in and out of the dental chair and move, adjust, and position patients as needed.
- Have the ability to function with both hands and arms and have adequate manual dexterity to perform dental hygiene procedures.
- Must work in a sitting position for at least one hour at a time.
- Have adequate hand-eye coordination and the ability to distinguish right from left in order to perform dental hygiene procedures.
- Must be able to visually assess patients' condition and clearly see patients' teeth from a distance of 20 inches.
- Have adequate sensory perception in hands and fingers to detect and remove tooth deposits.
- Have the ability to handle instruments and syringes with sufficient fine motor control to avoid injury to the patient.
- Have the ability to hear for reception of spoken communication when the speaker is wearing a mask.
- Must be able to visibly differentiate the color spectrum for tissue discrimination.
- Must have the ability to collect, interpret, and integrate information and make decisions in order to provide appropriate and safe patient treatment.
- Have the ability to prevent and manage dental and medical emergencies, including performing CPR and/or other appropriate life support measures for medical emergencies that may be encountered in a dental practice.



- Have the ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, and all members of the dental team.
- Must have the ability to read technical English rapidly and with comprehension.
- Must be able to receive and comprehend, write, and interpret verbal and written communication in both the academic and clinical settings.
- Must have the ability to assess the oral hygiene treatment needs of special patients, such as the medically, mentally, or physically compromised patients, and the socially and culturally disadvantaged patients.
- Must have sufficient emotional stability and responsibility to withstand the stresses, uncertainties and changing circumstances that characterize the work duties of dental hygiene.
- Display flexibility and adaptability.
- Must possess compassion, integrity, motivation, and concern for others.
- Must possess the ability to demonstrate professional behaviors and a strong work ethic and comply with the Code of Ethics for Dental Hygiene as established by the American Dental Hygiene Association (ADHA).

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check and drug screening (Approximately \$100 per required check/screening)
- Cardiopulmonary resuscitation certification (\$40)
- Dental Hygiene instrument kit, supplies, and loupes (Approximately \$4,000 for entire program)
- Digital imaging fee (\$500)
- Examinations
  - National board examination (\$285)
  - Clinical board examination (\$1,150)
  - Clinical board related expenses (\$500)
- Examination Reviews
  - National board examination (\$500)
- Film badge fee (\$25 per semester)
- Immunizations
  - Hepatitis B (\$200)
  - Mumps, Measles, Rubella (\$25)
  - Varicella (\$25)
  - Tetanus (\$25)
  - Tuberculosis skin test (\$25)
- Instruction fee (\$50 per term)
- Licensure application fee (\$200)
- Malpractice insurance (\$11 each year)

- Parking fee (\$15 per term)
- Physical examination (Approximately \$100)
- Program placement examination (\$75)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Radiology fee (\$250)
- RDH pin (\$120)
- Registration fee (\$39 per term)
- SADHA dues (\$90 for entire program)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,900 for entire program)
- Uniforms (Approximately \$1,075 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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The Dental Hygiene program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program and on the licensure examination. Prospective students may gain admission to the college initially as Healthcare Science program students/applicants to Dental Hygiene in order to complete any learning support classes and required general education and health core courses. The Dental Hygiene program admits students once per year at the beginning of Fall Semester.

The application and file completion deadline for the associate degree program in Dental Hygiene is the first day in which campus offices are open after January 1 of the year for which applicants are seeking admission to the program. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the Dental Hygiene program.

Applicants must possess the specific Dental Hygiene essential functions that reflect dental hygiene performance abilities and characteristics that are necessary to complete the requirements of the Dental Hygiene program successfully. Dental experience is a plus and/or graduation from a dental assisting program highly favorable. To receive consideration for admission to the program, applicants must submit:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted. Applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges.
- Documentation of completion of college mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), and chemistry (CHEM 1211 and CHEM 1211L) or equivalent courses with grades of C or better. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the January application deadline.
- Proof of legal presence in the United States.
- Scores from the Health Occupations Basic Entrance Test V (HOBET V) (see Selective Admission Examinations (p. 37)).
- Three forms of recommendation from individuals familiar with applicants' academic or work history, community service, extracurricular activities, and leadership abilities. Blank recommendation forms are available on the college website.
- Documentation showing the completion of 40 hours of observation in a dental office, preferably with a registered dental hygienist. Blank observation forms are available on the college website.

- Signed Dental Hygiene Code of Ethics form, which includes the responsibility to provide oral care for all patients without discrimination. The Code of Ethics is available from the program chair and the college website.
- Completed and signed Intent Form. Blank forms are available on the college website.
- Attend a mandatory pre-admission orientation session if invited. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program.

Although applicants must have a minimum grade of C in all prerequisite courses listed in item C, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in life science programs, so grades of C are typically not competitive.

Applicants must take Health Occupations Basic Entrance Test V (HOBET V) no later than November to receive consideration for admission to the program. The Admissions Office staff and program faculty will invite a group of the highest-ranking applicants (based on the above criteria) to participate in a formal interview and essay writing process.

From this group, 15 students will gain admission to the program. Students admitted to the Dental Hygiene program must have the following official documents on file in the Dental Hygiene Office prior to entering any Dental Hygiene (DHYG) course:

- Current certification in cardiopulmonary resuscitation for healthcare providers/basic first aid.
- Copy of immunization records.
- Results of medical and dental examinations (conducted a maximum of six months prior to admission).
- Verification of both health and malpractice insurance (see Malpractice Insurance).
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become dental hygienists and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and the college website.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Dental Hygiene program.

## DENTAL HYGIENE AAS (MAJOR CODE: DH13)

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**Credit Required for Graduation: 83 semester credit hours**

## CURRICULUM OUTLINE

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### General Education (22 Credits)

#### Area I: Language Arts and Communications (6 Credits)

ENGL 1101      Composition and Rhetoric  
SPCH 1101      Public Speaking

#### Area II: Social and Behavioral Sciences (6 Credits)

PSYC 1101      Introductory Psychology  
SOCI 1101      Introduction to Sociology

#### Area III: Mathematics and Natural Sciences (7 Credits)

CHEM 1151      Survey of Inorganic Chemistry  
AND

CHEM 1151L	Survey of Inorganic Chemistry Lab
	OR
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
MATH 1101	Mathematical Modeling
	OR
MATH 1111	College Algebra

#### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

#### **Dental Hygiene Core (12 Credits)**

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab

#### **Dental Hygiene Major (49 Credits)**

DHYG 1000	Tooth Anatomy and Root Morphology
DHYG 1010	Oral Embryology and Histology
DHYG 1020	Head and Neck Anatomy
DHYG 1030	Dental Materials
DHYG 1040	Preclinical Dental Hygiene Lecture
DHYG 1050	Preclinical Dental Hygiene Lab
DHYG 1070	Radiology Lecture
DHYG 1090	Radiology Lab
DHYG 1110	Clinical Dental Hygiene I
DHYG 1111	Clinical Dental Hygiene I Lab
DHYG 1206	Pharmacology and Pain Control
DHYG 2010	Clinical Dental Hygiene II
DHYG 2020	Clinical Dental Hygiene II Lab
DHYG 2050	Oral Pathology
DHYG 2070	Community Dental Health
DHYG 2080	Clinical Dental Hygiene III
DHYG 2090	Clinical Dental Hygiene III Lab
DHYG 2110	Biochemistry and Nutrition Fundamentals for the Dental Hygienist
DHYG 2130	Clinical Dental Hygiene IV
DHYG 2140	Clinical Dental Hygiene IV Lab
DHYG 2200	Periodontology

\* Students must pass above courses with a grade of C or higher.

## Emergency Medical Technician

### MISSION STATEMENT

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The mission of the Emergency Medical Technician program is to prepare students to become competent, professionally prepared entry-level emergency medical technicians who meet state and national expectations within the profession.

### WORK ENVIRONMENT

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EMTs work both indoors and out, in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These workers are at a higher risk for contracting illnesses or experiencing injuries on the job than workers in other occupations. They risk noise-induced hearing loss from sirens and back injuries from lifting patients. In addition, EMTs may be exposed to communicable diseases, such as Hepatitis-B and AIDS, as well as to violence from mentally unstable or combative patients. The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others. These workers experienced a larger than average number of work-related injuries or illnesses.

Many EMTs are required to work more than 40 hours a week. Because emergency services function 24 hours a day, EMTs and paramedics may have irregular working hours.

### NATURE OF THE WORK

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People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs). Incidents as varied as automobile accidents, heart attacks, slips and falls, childbirth, and gunshot wounds require immediate medical attention. EMTs provide this vital service as they care for and transport the sick or injured to a medical facility.

In an emergency, a 911 operator typically dispatches EMTs to the scene, where they often work with police and firefighters. Once they arrive, EMTs assess the nature of the patient's condition, while trying to determine whether the patient has any pre-existing medical conditions. Following protocols and guidelines, they provide emergency care and transport the patient to a medical facility. EMTs operate in emergency medical services systems where a physician provides medical direction and oversight.

EMTs use special equipment, such as backboards, to immobilize patients before placing them on stretchers and securing them in the ambulance for transport to a medical facility. These workers generally work in teams. During the transport of a patient, one drives, while the other monitors the patient's vital signs and gives additional care, as needed. At the medical facility, EMTs help transfer patients to the emergency department, report their observations and actions to emergency department staff, and may provide additional emergency treatment. After each run, EMTs document the trip, replace used supplies, and check equipment. If a transported patient has a contagious disease, EMTs decontaminate the interior of the ambulance and report cases to the proper authorities. Beyond these general duties, the specific responsibilities of EMTs depend on their level of qualification and training. The National Registry of Emergency Medical Technicians (NREMT) certifies emergency medical service providers at four levels: EMR-Emergency Medical Responder, EMT-Emergency Medical Technician, AEMT-Advanced Emergency Medical Technician, and Paramedic.

The EMT represents the first response of the emergency medical system. An EMT trained at this level is prepared to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital under the direction of more highly trained medical personnel. The EMT has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.

The AEMT has more advanced training. However, the specific tasks that those certified at this level are allowed to perform varies greatly from state to state.

### EMPLOYMENT

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EMTs and paramedics held about 210,700 jobs nationally in 2008. Most career EMTs work in metropolitan areas. Volunteer EMTs are more common in small cities, towns, and rural areas. These individuals volunteer for fire departments, emergency medical services, or hospitals and may respond to only a few calls per month. Employment of emergency medical technicians and paramedics is expected to grow 9 percent between 2008 and 2018.

## EARNINGS

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The median annual wage of emergency medical technicians and paramedics was \$30,360 in May 2010. The lowest 10 percent earned less than \$19,710. The top 10 percent earned more than \$51,370.

About one-third worked more than full time in 2010. Because EMTs and paramedics must be available to work in emergencies, they may work overnight and on weekends.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in EMS Professions will be able to complete the following tasks:

- Pass the National Registry of EMT's EMT and AEMT practical and written examinations.
- Perform an EMT-level and AEMT-level patient assessment.
- Form a general patient impression.
- Formulate a patient care plan within their scope of practice.
- Implement patient care.
- Deliver the patient to the appropriate medical facility or higher level of care while delivering EMT-level and AEMT-level care.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Emergency Medical Technician will be able to complete the following tasks:

- Pass the National Registry of EMT's EMT practical and written examinations.
- Perform an EMT-level patient assessment.
- Form a general patient impression.
- Formulate a patient care plan within their scope of practice.
- Implement patient care.
- Deliver the patient to the appropriate medical facility or higher level of care while delivering EMT-level care.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Advanced Emergency Medical Technician will

- Pass the National Registry of EMT's AEMT practical and written examinations.
- Perform a comprehensive AEMT-level patient assessment.
- Form a general patient impression.
- Formulate a patient care plan within their scope of practice.
- Implement advanced patient care.
- Deliver the patient to the appropriate medical facility or higher level of care while delivering AEMT-level care.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The following technical standards and essential functions outline reasonable expectations of a student in the Emergency Medical Technician (EMT) program for the performance of common EMT functions. The EMT student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab, and/or clinical situations while providing the essential competencies of an EMT. These requirements apply for the purpose of admission and continuation in the program. A general summary of the technical standards is listed below; however, prospective students are encouraged to review Appendix

A of the National Standard Curriculum for a complete position analysis as performed on behalf of the U.S. Department of Transportation National Highway Safety Administration.

### ESSENTIAL FUNCTION: OBSERVATION

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The ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned to him/her for examination, diagnosis, and treatment; such observation and information usually requires functional use of visual, auditory, and somatic sensations.

Examples:

- Observe skill demonstrations.
- Read small medication labels.
- Assess patients, including color changes, distinguishing location and types of injuries, lung sounds, and odors.
- Observe details about patient environment, including odors, colors, and sounds.
- Read small gauges on oxygen regulators and blood pressure cuffs.
- Listen to and distinguish patient lung sounds, heart tones, and blood pressures using a stethoscope in noisy environments.

### ESSENTIAL FUNCTION: COMMUNICATION

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The ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, families, and other members of the healthcare team.

Examples:

- Read patient charts, medication labels, clinical documentation, physician orders, legal forms, e-mail.
- Produce written communication with healthcare team, including physicians, dispatchers, supervisors, patients (may be done via charts, pre-hospital care forms, and/or narratives).
- Communicate verbally with healthcare team members, including physicians, dispatchers, supervisors, patients (may be done in person, via telephone, and/or via two-way radio).

### ESSENTIAL FUNCTION: MOTOR

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Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care and emergency treatment.

Examples:

- Lift and move patients with and without assistance.
- Perform emergency skills such as bandaging, splinting, patient movement, application of oxygen, administration of medications (pill, sprays, auto-injector).
- Assess patients on and extricate patients from irregular surfaces, stairs, trails, roadways, ditches, vehicles, dwellings, businesses, waterways, etc.

### ESSENTIAL FUNCTION: INTELLECTUAL

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The ability to collect, interpret, and integrate information and make decisions.

Examples:

- Combine findings from patient and scene assessment with knowledge of anatomy and physiology to develop or follow treatment plans.
- Solve problems to meet challenges of emergency scenes.
- Recognize changing patient conditions and adapt care to address changing conditions.
- Synthesizing patient treatment plans in the absence of concrete findings or in the presence of contradictory findings.

## ESSENTIAL FUNCTION: BEHAVIORAL AND SOCIAL ATTRIBUTES

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Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team; possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients; possess compassion, integrity, concern for others, and motivation; possess the ability to demonstrate professional behaviors and a strong work ethic.

Examples:

- Interact with people (such as patients and their families, bystanders, healthcare team members, and members of the general public) from diverse socioeconomic, ethnic, educational, religious, moral, and cultural backgrounds in a professional and non-judgmental manner.
- Respond to and manage emergency scenes under stressful and time-pressured circumstances.
- Respond to and manage non-emergency situations during entire shift (up to 48 hours of continuous duty) while maintaining a compassionate, caring, and professional demeanor.
- Interact with people with learning, developmental, psychological, and/or behavioral disorders while maintaining a compassionate, caring, and professional demeanor.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check (Approximately \$25 per required check)
- Clinical uniform (\$75 for pants/shirts/safety vest)
- Drug test (\$25 per required testing)
- Equipment, including penlight, stethoscope, etc. (\$25)
- HOBET-V test (\$60)
- Immunizations
- Hepatitis B (\$275)
- Tuberculosis skin test (\$40 for two tests)
- Instruction fee (\$50 per term)
- Licensure examinations
  - NREMT EMT Licensure Exam Fee (\$70)
  - (AEMT students must take the EMT written licensure exam before taking the AEMT practical and written examinations.)
  - NREMT AEMT Practical Examination Fee \$125 to \$150 depending on modules taken)
  - NREMT Written Examination Fee (Pearson Vue) (\$100)
- Malpractice insurance: \$46.50 per year
- Parking fee (\$15 per term)
- Physical examination (Approximately \$150; if required)
- Program supply fee (Varies — see course descriptions for exact amounts)



- Registration fee (\$39 per term)
- State of Georgia AEMT Licensure Fee (\$75)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Test prep interactive software (Approximately \$150)
- Textbooks (Approximately \$260 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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The Emergency Medical Technician program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program. Prospective students may gain admission to the college initially as Healthcare Assistant program students/applicants to Emergency Medical Technician in order to complete any learning support classes.

Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. The Admissions Office staff admits students during Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 15.

Applicants not selected for the program may reapply during subsequent admission intake periods. The college does not maintain a waiting list of people seeking admission to the program. Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age.
- Completed and signed Intent form. Blank forms are available on the college website.
- Office HOBET-V test scores, which are used to rank students for selective admission to the program.

All applicants must submit official test scores from a standardized health program placement examination, which will be used as part of the competitive selection process. Contact the Admissions Office at [admissions@athenstech.edu](mailto:admissions@athenstech.edu) for information on the specific placement examination. Placement test scores must be less than five years old at the time of the application deadline. When the number of applicants exceeds the number of seats available in the program, the Admissions selection committee ranks and admits applicants according to their official placement test scores.

Applicants must attend a mandatory program orientation session. Failure to attend this session or failure to make alternate arrangements to obtain the necessary information will result in the forfeiture of admission to the program. Prior to the beginning of the program, applicants must have the following current official documents on file with program faculty:

- Documentation of a recent medical examination.
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become emergency medical technicians and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair or college website.

- Completed immunization form.
- Completed background check.
- Completed academic honesty form.
- Verification of completion of the online version of New Student Orientation.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Emergency Medical Technician program.

## EMERGENCY MEDICAL TECHNICIAN CERTIFICATE (EMT) (MAJOR CODE: EMJ1)

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**Credit Required for Graduation: 16 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (16 Credits)

EMSP 1110	Introduction to the EMT Profession
EMSP 1120	EMT Assessment/Airway Management and Pharmacology
EMSP 1130	Medical Emergencies for the EMT
EMSP 1140	Special Patient Populations
EMSP 1150	Shock and Trauma for the EMT
EMSP 1160	Clinical and Practical Applications for the EMT

## ADVANCED EMERGENCY MEDICAL TECHNICIAN CERTIFICATE (AEMT) (MAJOR CODE: EMH1)

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**Credit Required for Graduation: 10 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (10 Credits)

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

## EMS PROFESSIONS DIPLOMA PROGRAM (MAJOR CODE: EP12)

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**Credit Required for Graduation: 42 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (6 Credits)

ENGL 1010	Fundamentals of English I
MATH 1012	Foundations of Mathematics

#### EMS Professions Core (10 Credits)

ALHS 1011	Anatomy and Physiology
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ALHS 1090 Medical Terminology for Allied  
Health Sciences

COMP 1000 Introduction to Computers

**EMS Professions Major (26 Credits)**

EMSP 1110 Introduction to the EMT Profession

EMSP 1120 EMT Assessment/Airway  
Management and Pharmacology

EMSP 1130 Medical Emergencies for the EMT

EMSP 1140 Special Patient Populations

EMSP 1150 Shock and Trauma for the EMT

EMSP 1160 Clinical and Practical Applications  
for the EMT

EMSP 1510 Advanced Concepts for the AEMT

EMSP 1520 Advanced Patient Care for the AEMT

EMSP 1530 Clinical Applications for the AEMT

EMSP 1540 Clinical and Practical Applications  
for the AEMT

## Fire Science Technology

### MISSION STATEMENT

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The Fire Science Technology programs provide a strong foundation in the technical aspects of dealing with fire and hazardous materials. These programs emphasize professional and managerial skills, ethics, and service – knowledge that is vital to individuals who want to position themselves for leadership positions in the fire service and related fields.

### WORK ENVIRONMENT

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The physical demands of firefighters are characterized by strength, endurance, coordination, agility, and dexterity. These individuals work in extreme temperatures; day and night; and in rain, snow, and ice. They also work in closely confined spaces and around potential hazards, including fire, explosives, chemicals, electrical shock, structural hazards, and fast moving vehicles. They must work on ladders, rooftops, and other high places. Their movement may be restricted because of their personal safety equipment, which includes breathing apparatuses, steel-tip boots, hearing and eye protection, firefighting turn-out clothing, and hazardous materials gear. They are exposed to fumes, gases, noxious odors, dust, and poor ventilation. They constantly face intense exposure to water and other liquids. Firefighters also are exposed to blood, serious injuries, and death, as well as a wide range of highly emotional and traumatic events. They must deal with noise and vibration from tools, equipment, and machinery.

### NATURE OF THE WORK

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Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against these dangers by responding to fires and a variety of other emergencies. Although they put out fires, firefighters more frequently respond to other emergencies. They are often the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions.

During duty hours, firefighters must be prepared to respond immediately to a fire or other emergency. Fighting fires is complex and dangerous and requires organization and teamwork. At every emergency scene, firefighters perform specific duties assigned by a superior officer. At fires, they connect hose lines to hydrants and operate a pump to send water to high-pressure hoses. Some carry hoses, climb ladders, and enter burning buildings — using systematic and careful procedures — to put out fires. At times, they may need to use tools to make their way through doors, walls, and debris, sometimes with the aid of information about a building's floor plan.

Some find and rescue occupants who are unable to leave the building safely without assistance. They also provide emergency medical attention, ventilate smoke-filled areas, and attempt to salvage the contents of buildings. Firefighters' duties may change several times while the company is in action. Sometimes they remain at the site of a disaster for days at a time rescuing trapped survivors and assisting with medical treatment.

### EMPLOYMENT

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Employment of firefighters is expected to grow by 19 percent over the 2008-2018 decade, which is faster than average for all occupations. Most job growth will stem from volunteer fire fighting positions being converted to paid positions. In recent years, it has become more difficult for volunteer fire departments to recruit and retain volunteers, perhaps because of the considerable amount of training and time commitment required.

Furthermore, a trend toward more people living in and around cities has increased the demand for firefighters. When areas develop and become more densely populated, emergencies and fires affect more buildings and more people and, therefore, require more firefighters.

### EARNINGS

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Median annual wages of firefighters was \$45,250 in May 2010. The lowest 10 percent earned less than \$23,050, and the highest 10 percent earned more than \$75,390.

**Source:** U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma and associate degree programs in Fire Science Technology will be able to complete the following tasks:

- Demonstrate management and leadership skills necessary to be effective in the Fire and Emergency Services fields.
- Apply management and leadership principles for fire department operations, budgeting, inter-agency cooperation, hiring, planning, and implementation of policies and procedures.
- Apply strategies, tactics, and incident management skills to emergency incidents.
- Demonstrate problem-solving, decision-making, critical-thinking, interpersonal and communication skills, and cultural sensitivities integral to success in public service professions.
- Exhibit an understanding of the laws, ordinances, and practices related to Fire/EMS, fire prevention, fire protection, fire suppression, and fire protections systems.
- Deliver professional presentations concerning fire safety in the public and probate sectors and produce clear, concise, and accurate written reports required in the profession.
- Articulate the importance of building construction concepts and materials in fire safety, the effects of heat and fire on buildings, and the impact of fire on the personal safety of building occupants.
- Demonstrate a working knowledge of the basic field equipment, strategies, and tactics that relate to various kinds of specific fire situations.
- Identify common causes and methods of countering fire, including the motives and types of arson and the tools and methodologies available in fire and arson investigation.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Basic Fire Company Officer will be able to complete the following tasks:

- Demonstrate management and leadership skills necessary to be effective in the Fire and Emergency Services fields.
- Apply strategies, tactics, and incident management skills to emergency incidents.
- Demonstrate problem-solving, decision-making, critical-thinking, interpersonal and communication skills, and cultural sensitivities integral to success in public service professions.
- Articulate the importance of building construction concepts and materials in fire safety, the effects of heat and fire on buildings, and the impact of fire on the personal safety of building occupants.
- Demonstrate a working knowledge of the basic field equipment, strategies, and tactics that relate to various kinds of specific fire situations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Fire Officer I will be able to complete the following tasks:

- Apply management and leadership principles for fire department operations, budgeting, inter-agency cooperation, hiring, planning, and implementation of policies and procedures.
- Demonstrate problem-solving, decision-making, critical-thinking, interpersonal and communication skills, and cultural sensitivities integral to success in public service professions.
- Exhibit an understanding of the laws, ordinances, and practices related to Fire/EMS, fire prevention, fire protection, fire suppression, and fire protections systems.
- Demonstrate a working knowledge of the basic field equipment, strategies, and tactics that relate to various kinds of specific fire situations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Fire Officer II will be able to complete the following tasks:

- Demonstrate problem-solving, decision-making, critical-thinking, interpersonal and communication skills, and cultural sensitivities integral to success in public service professions.

- Deliver professional presentations concerning fire safety in the public and probate sectors and produce clear, concise, and accurate written reports required in the profession.
- Demonstrate a working knowledge of the basic field equipment, strategies, and tactics that relate to various kinds of specific fire situations.
- Identify common causes and methods of countering fire, including the motives and types of arson and the tools and methodologies available in fire and arson investigation.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it, and are responsible for all other duties as assigned. The following list of essential functions provides students with an overview of the skills required of firefighters:

- Responds to fire alarms and extinguishes fire.
- Responds to calls for emergency medical services and renders first aid.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Responds to and renders assistance in emergency cases.
- Cleans and inspects equipment and apparatus after returning from a fire.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment, and grounds in a clean and orderly condition.
- Participates in training activities and instruction sessions.
- Acquires and retains a thorough knowledge of the city, including streets, buildings, water supply, unusual hazards, and related items.
- Performs various public information or education tasks.
- Enters inspection, training, and (on occasion) fire and emergency medical service calls into the records management systems.
- Performs all work duties and activities in accordance with local policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions.
- Follows safety policy and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring as outlined in a department's safety handbook.
- Responds to emergency calls for specialized service such as hazardous materials, confined spaces rescues, and extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.
- Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)

- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,800 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age.
- Completed and signed intent form. Blank forms are available on the college website.

Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. The Admissions Office staff admits students during Fall Semester. Applicants not selected for the program may reapply during subsequent admission intake periods. The college does not maintain a waiting list of people seeking admission to the program.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Emergency Medical Technician program.

## FIRE SCIENCE TECHNOLOGY DIPLOMA PROGRAM OF STUDY (MAJOR CODE: FST2)

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**Credit Required for Completion: 55 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

**Fire Science Technology Major (47 Credits)**

COMP 1000	Introduction to Computers
FRSC 1100	Introduction to the Fire Service
FRSC 1110	Fire Administration: Supervision and Leadership
FRSC 1121	Firefighting Strategy and Tactics
FRSC 1132	Fire Service Instructor
FRSC 1141	Hazardous Materials Operations
FRSC 1151	Fire Prevention and Inspection
FRSC 1161	Fire Service Safety and Loss Control
FRSC 2100	Fire Administration Management
FRSC 2110	Fire Service Hydraulics
FRSC 2120	Fire Protection Systems
FRSC 2130	Fire Service Building Construction
FRSC 2141	Incident Command
FRSC 2170	Fire and Arson Investigation

**FIRE SCIENCE TECHNOLOGY AAS (MAJOR CODE: FS13)**

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**Credit Required for Completion: 62 semester credit hours****CURRICULUM OUTLINE**

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**General Education (15 Credits)****Area I: Language Arts and Communications (3 Credits)**

ENGL 1101	Composition and Rhetoric
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**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music



### General Education Electives (3 Credits)

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II AND
BIOL 1112L	Biology II Lab
CHEM 1211	Chemistry I AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

### Fire Science Technology Major (47 Credits)

COMP 1000	Introduction to Computers
FRSC 1100	Introduction to the Fire Service
FRSC 1110	Fire Administration: Supervision and Leadership
FRSC 1121	Firefighting Strategy and Tactics
FRSC 1132	Fire Service Instructor
FRSC 1141	Hazardous Materials Operations
FRSC 1151	Fire Prevention and Inspection
FRSC 1161	Fire Service Safety and Loss Control
FRSC 2100	Fire Administration Management
FRSC 2110	Fire Service Hydraulics
FRSC 2120	Fire Protection Systems
FRSC 2130	Fire Service Building Construction
FRSC 2141	Incident Command
FRSC 2170	Fire and Arson Investigation

## BASIC FIRE COMPANY OFFICER CERTIFICATE (MAJOR CODE: BF11)

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**Credit Required for Completion: 13 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (13 Credits)

FRSC 1121	Firefighting Strategy and Tactics
FRSC 2110	Fire Service Hydraulics
FRSC 2130	Fire Service Building Construction
FRSC 2141	Incident Command

**FIRE OFFICER I CERTIFICATE (MAJOR CODE: FF31)**

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**Credit Required for Completion: 14 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

FRSC 1110	Fire Administration: Supervision and Leadership
FRSC 1132	Fire Service Instructor
FRSC 1141	Hazardous Materials Operations
FRSC 2120	Fire Protection Systems

**FIRE OFFICER II CERTIFICATE (MAJOR CODE: FF51)**

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**Credit Required for Completion: 14 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

FRSC 1151	Fire Prevention and Inspection
FRSC 1161	Fire Service Safety and Loss Control
FRSC 2100	Fire Administration Management
FRSC 2170	Fire and Arson Investigation

## Healthcare Assistant and Healthcare Science

### MISSION STATEMENT

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The program mission is to prepare students with the knowledge, technical skills, and professional ethics required for entry level employment as a member of a healthcare team as well as to prepare students for competitive admission to an allied health program.

### WORK ENVIRONMENT

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In 2008, the incidence of occupational injury and illness in hospitals was higher than the average for private industry overall. Nursing care facilities had an even higher rate. Healthcare workers involved in direct patient care must take precautions to prevent back strain from lifting patients and equipment; to minimize exposure to radiation and caustic chemicals; and to guard against infectious diseases. Home care personnel and other healthcare workers who travel as part of their job are exposed to the possibility of being injured in highway accidents.

### NATURE OF THE WORK

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Combining medical technology and the human touch, the healthcare industry diagnoses, treats, and administers care around the clock, responding to the needs of millions of people—from newborns to the terminally ill. About 595,800 establishments make up the healthcare industry; they vary greatly in terms of size, staffing patterns, and organizational structures. About 76 percent of healthcare establishments are offices of physicians, dentists, or other health practitioners. Although hospitals constitute only 1 percent of all healthcare establishments, they employ 35 percent of all workers.

The healthcare industry includes establishments ranging from small-town private practices of physicians who employ only one medical assistant to busy inner-city hospitals that provide thousands of diverse jobs. In 2008, around 48 percent of non-hospital healthcare establishments employed fewer than five workers. In contrast, 72 percent of hospital employees were in establishments with more than 1,000 workers.

The healthcare industry consists of the following segments:

- *Hospitals* provide complete medical care, ranging from diagnostic services, to surgery, to continuous nursing care. Some hospitals specialize in treatment of the mentally ill, cancer patients, or children. Hospital-based care may be on an inpatient (overnight) or outpatient basis. The mix of workers needed varies, depending on the size, geographic location, goals, philosophy, funding, organization, and management style of the institution. As hospitals work to improve efficiency, care continues to shift from an inpatient to outpatient basis whenever possible.
- *Nursing care facilities* provide inpatient nursing, rehabilitation, and health-related personal care to those who need continuous nursing care, but do not require hospital services. Nursing aides provide the vast majority of direct care. Other facilities, such as convalescent homes, help patients who need less assistance.
- *Residential care facilities* provide around-the-clock social and personal care to children, the elderly, and others who have limited ability to care for themselves. Workers care for residents of assisted-living facilities, alcohol and drug rehabilitation centers, group homes, and halfway houses. Nursing and medical care, however, are not the main functions of establishments providing residential care, as they are in nursing care facilities.
- About 36 percent of all healthcare establishments are *physicians' offices*. Physicians and surgeons practice privately or in groups of practitioners who have the same or different specialties. Many physicians and surgeons prefer to join group practices because they afford backup coverage, reduce overhead expenses, and facilitate consultation with peers. Physicians and surgeons are increasingly working as salaried employees of group medical practices, clinics, or integrated health systems.
- About 20 percent of healthcare establishments are *dentists' offices*. Most employ only a few workers, who provide preventative, cosmetic, or emergency care. Some offices specialize in a single field of dentistry, such as orthodontics or periodontics.
- Skilled nursing or medical care is sometimes provided in the home under a physician's supervision. *Home healthcare services* are provided mainly to the elderly. The development of in-home medical technologies, substantial cost savings, and patients' preference for care in the home have helped change this once-small segment of the industry into one of the fastest growing healthcare services.

- *Offices of other health practitioners* include the offices of chiropractors, optometrists, podiatrists, occupational and physical therapists, psychologists, audiologists, speech-language pathologists, dietitians, and other health practitioners. Demand for the services of this segment is related to the ability of patients to pay, either directly or through health insurance. Hospitals and nursing facilities may contract out for these services. This segment also includes the offices of practitioners of alternative medicine, such as acupuncturists, homeopaths, hypnotherapists, and naturopaths.
- *Ambulatory healthcare services* include outpatient care centers and medical and diagnostic laboratories. These establishments are diverse including kidney dialysis centers, outpatient mental health and substance abuse centers, blood and organ banks, and medical labs that analyze blood, do diagnostic imaging, and perform other clinical tests.

## EMPLOYMENT

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As one of the largest industries in 2008, healthcare provided 14.3 million jobs nationally for wage and salary workers. Healthcare will generate 3.2 million new wage and salary jobs between 2008 and 2018, more than any other industry, largely in response to rapid growth in the elderly population. Ten of the twenty fastest growing occupations nationally are related to healthcare. Many job openings should arise in all healthcare employment settings because of employment growth and the need to replace workers who retire or leave their jobs for other reasons.

## EARNINGS

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Average earnings nationally of non-supervisory workers in most healthcare segments are higher than the average for all private industry, with hospital workers earning considerably more than the average and those employed in nursing and residential care facilities and home healthcare services earning less. Average earnings often are higher in hospitals because the percentage of jobs requiring higher levels of education and training is greater than in other segments. As in most industries, professionals and managers working in healthcare typically earn more than other workers in the industry. Wages in individual healthcare occupations vary as widely as the duties, level of education and training, and amount of responsibility required by the occupation. Some establishments offer tuition reimbursement, paid training, child daycare services, and flexible work hours. Healthcare establishments that must be staffed around the clock to care for patients and handle emergencies often pay premiums for overtime and weekend work, holidays, late shifts, and time spent on call. Earnings vary not only by type of establishment and occupation, but also by size; salaries tend to be higher in larger hospitals and group practices. Geographic location also can affect earnings. Healthcare workers generally receive standard benefits, such as health insurance, paid vacation and sick leave, and pension plans. However, benefits can vary greatly by occupation and by employer.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2010-2011 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in Healthcare Assistant will be able to complete the following:

- Demonstrate appropriate and approved techniques for CPR.
- Demonstrate appropriate and effective communication skills.
- Demonstrate knowledge at an entry-level allowing for the pursuit of continuing education in a healthcare occupation.

Graduates of the technical certificate in Healthcare Science will be able to complete the following:

- Adhere to legal/ethical principles in the practice of entry level healthcare skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check (Approximately \$40 per required check)
- Instruction fee (\$50 per term)

- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Program equipment (\$50)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$950 the Healthcare Assistant program; Range from approximately \$1,200 to \$1750 depending on option chosen for the Healthcare Science program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website. Healthcare Science is also available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## HEALTHCARE ASSISTANT CERTIFICATE (MAJOR CODE: HA21)

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**Credit Required for Graduation: 30-31 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

\* Students must pass above courses with a grade of C or higher.

#### Healthcare Assistant Major (15 Credits)

ALHS 1011	Anatomy and Physiology
ALHS 1040	Introduction to Healthcare
ALHS 1060	Diet and Nutrition for Allied Health Sciences
ALHS 1090	Medical Terminology for Allied Health Sciences
COMP 1000	Introduction to Computers

\* Students must pass above courses with a grade of C or higher.

#### Healthcare Assistant Elective (6-7 Credits)

Students seeking admission to Dental Assisting (DA12), Paramedic Technology (PT12), Practical Nursing (PN14), and Surgical Technology (ST12) must take two of the following courses:

SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2120	Multicultural Issues

**Students seeking admission to Medical Assisting (MA22) must take the following courses:**

BUSN 1100	Introduction to Keyboarding
BUSN 1440	Document Production

## HEALTHCARE SCIENCE CERTIFICATE (MAJOR CODE: HS21)

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**Credit Required for Graduation: 31-35 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (12 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101	Composition and Rhetoric
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\* Students must pass above courses with a grade of C or higher.

##### Area II: Social and Behavioral Sciences (3 Credits)

PSYC 1101	Introductory Psychology
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\* Students must pass above courses with a grade of C or higher.

##### Area III: Mathematics and Natural Sciences (3 Credits)

\*\* (Students seeking admission to Diagnostic Medical Sonography, Radiography, and Veterinary Technology must substitute MATH 1111 – College Algebra for MATH 1101 – Mathematical Modeling.)

MATH 1101	Mathematical Modeling
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\* Students must pass above courses with a grade of C or higher.

##### Area IV: Humanities and Fine Arts (3 Credits)

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation

\* Students must pass above courses with a grade of C or higher.

#### Health Concentration (19-24 Credits)

(Completion of one concentration required for graduation)

##### Dental Hygiene (DH13) (22 Credits)

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab

BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
	OR
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
COMP 1000	Introduction to Computers
SOCW	Electives
XXXX	

*\* Students must pass above courses with a grade of C or higher.*

**Students must select one of the following**

SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2120	Multicultural Issues

**Diagnostic Medical Sonography (DMS3) (23 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
PHYS 1110L	Conceptual Physics Lab
SOCW	Electives
XXXX	

**Students must select one course from the following list**

SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2120	Multicultural Issues

**Health Information Technology (HI13) (19 Credits)**

xxxx XXXX	Electives
ALHS 1090	Medical Terminology for Allied Health Sciences

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
MAST 1120	Human Pathological Conditions in the Medical Office

\* Students must pass above courses with a grade of C or higher.

#### **Nursing (NU53) (21 Credits)**

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers
PSYC 2103	Human Development
SOCI 1101	Introduction to Sociology

\* Students must pass courses with a grade of C or higher.

#### **Nursing Accelerated Option (NTA3) (21 Credits)**

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers
PSYC 2103	Human Development
SOCI 1101	Introduction to Sociology

\* Students must pass courses with a grade of C or higher.

#### **Paramedic Technology (PT13) (20 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers
PSYC 2103	Human Development

\* Students must pass courses with a grade of C or higher.

#### **Physical Therapist Assistant (PTA3) (23 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113	Anatomy and Physiology I
BIOL 2114	Anatomy and Physiology II



BIOL 2114	Anatomy and Physiology II
COMP 1000	Introduction to Computers
PHYS 1110	Conceptual Physics
PHYS 1110	Conceptual Physics
PSYC 2103	Human Development
SOCW	Electives
XXXX	

\* Students must pass above courses with a grade of C or higher.

**Students must select one course from the following list**

SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2120	Multicultural Issues

**Radiography (RT23) (19 Credits)**

xxxx XXXX	Electives
ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers
SOCW	Electives
XXXX	

\* Students must pass courses with a grade of C or higher.

**Students must select one course from the following list**

SOCW 2020	Human Behavior and the Social Environment
SOCW 2030	Interviewing Techniques with Individuals
SOCW 2040	Behavioral Health and Community Services
SOCW 2060	Child and Adolescent Behaviors and Interventions
SOCW 2120	Multicultural Issues

**Surgical Technology (ST13) (20 Credits)**

ALHS 1040	Introduction to Healthcare
ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers

\* Students must pass courses with a grade of C or higher.

**Veterinary Technology (VT23) (19 Credits)**

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
BIOL 1112L	Biology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
CHEM 1211	Chemistry I
CHEM 1211L	Chemistry I Lab
COMP 1000	Introduction to Computers

\* Students must pass courses with a grade of C or higher.

## Medical Assisting

### CERTIFICATION

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The Medical Assisting program is certified by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 250, Overland Park, KS 66211.

### MISSION STATEMENT

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It is the mission of the medical assisting program to prepare students for employment in a variety of positions in today's medical offices, incorporating learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

### WORK ENVIRONMENT

---

Medical assistants work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once. Most full-time medical assistants work a regular 40-hour week. However, medical assistants may work part time, evenings, or weekends.

### NATURE OF THE WORK

---

Medical assistants perform administrative and clinical tasks in the offices of physicians, and other health practitioners. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks by handling both administrative and clinical duties. Those in large practices tend to specialize in a particular area. Medical assistants should not be confused with physician assistants who examine, diagnose, and treat patients under the direct supervision of a physician.

Administrative medical assistants update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform administrative tasks such as answering telephones, greeting patients, handling correspondence, scheduling appointments, maintaining electronic medical records, and handling billing and bookkeeping. Clinical medical assistants have various duties, depending on state law. Some common tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations.

Medical assistants collect and prepare laboratory specimens and sometimes perform basic laboratory tests, dispose of contaminated supplies, and sterilize medical instruments. As directed by a physician, they might instruct patients about medications and special diets, prepare and administer medications, authorize drug refills, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

### EMPLOYMENT

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Medical assistants held about 483,600 jobs nationally in 2008. About 62 percent worked in offices of physicians; 13 percent worked in public and private hospitals, including inpatient and outpatient facilities; and 11 percent worked in offices of other health practitioners, such as chiropractors and optometrists. Most of the remainder worked in other healthcare industries, such as outpatient care centers and nursing and residential care facilities. Employment of medical assistants is expected to grow 34 percent from 2008 to 2018.

### EARNINGS

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The earnings of medical assistants vary, depending on their experience, skill level, and location. Median annual wages nationally of wage-and-salary medical assistants were \$28,860 in May 2010. The lowest 10 percent earned less than \$20,810, and the highest 10 percent earned more than \$40,190.

Medical assistants held about 527,600 jobs in 2010. Most of these worked in physicians' offices and other healthcare facilities. More than half worked in physicians' offices.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Medical Assisting will be able to complete the following tasks:

- Demonstrate administrative medical office knowledge and skills.
- Demonstrate clinical medical office knowledge and skills.
- Demonstrate the traits required to be a competent member of the medical office healthcare team.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the technical standards list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. According to the nature of the work required in the Medical Assisting program, students must be able to perform the following technical standards:

## PHYSICAL STANDARDS

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- Lift and carry equipment weighing up to 50 pounds, support and assist patients in and out of a wheelchair, and assist patients on and off of examination tables (up to 25 percent of the workday is spent lifting equipment and patients).
- Push a patient weighing 200 pounds in a wheelchair.
- Kneel, bend, stoop, and/or crouch to perform CPR, assist patients, and retrieve items from cabinets located below waist level.
- Bend, reach above shoulders, and/or twist to position examination table, adjust equipment, or obtain supplies.
- Have fine motor dexterity in order to grasp with both hands, pinch with thumb or forefinger, manipulate equipment and delicate instruments such as microscopes and sphygmomanometers, perform tasks such as phlebotomy and electrocardiography, draw up and administer medications, handle small containers of potentially biohazardous specimens, use sample measuring devices such as capillary tubes, set up and maintain a sterile field, put on personal protective equipment, operate controls on instruments and equipment, talk on the telephone and write simultaneously, and operate multi-line telephone systems, computer keyboards, and ten-key adding machines.

## TACTILE STANDARDS

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- Palpate pulses, muscle contractions, bony landmarks and edema.
- Differentiate between temperature and pressure variations.

## AUDITORY STANDARDS

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- Have adequate auditory perception to receive verbal communication from patients and other members of the healthcare team either in person or over the telephone.
- Hear heart sounds, blood pressure sounds, and patient distress sounds to assess health needs of patients.
- Hear instrument timers and alarms.
- Hear over the telephone, paging systems, or intercoms in order to communicate with patients and other members of the healthcare team.

## COMMUNICATION STANDARDS

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- Have adequate communication skills (verbal, non-verbal, and written) to interact effectively with individuals.
- Speak in the English language in a clear, concise manner in order to communicate with patients (such as interviewing and taking patient history, obtaining chief complaint, and providing patient education regarding treatment plans, disease prevention, or health maintenance), families, healthcare providers, other members of the healthcare team, and the community.
- Comprehend oral and written language including medical terminology in order to communicate with patients, families, healthcare providers, other members of the healthcare team, and the community.
- Write in English clearly and legibly in order to document information in medical records, complete forms, and initiate written communication.

## MENTAL/COGNITIVE STANDARDS

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- Have sufficient intellectual and emotional functions to plan and implement the duties of a medical assistant in a responsible manner.
- Function safely, responsibly, and effectively under stressful situations.
- Remain alert to surroundings and potential emergencies.
- Interact effectively and appropriately with patients, families, and coworkers.
- Display attitudes and actions consistent with ethical standards of medical assisting.
- Maintain composure while managing and prioritizing multiple tasks.
- Communicate an understanding of the principles of confidentiality, respect, tact, politeness, collaboration, teamwork, and discretion.
- Handle difficult interpersonal situations in a calm and tactful manner.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to others if under the influence of prescription or over-the-counter medication.
- Function without causing harm to others, including situations that may result from any mental or physical conditions.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check and drug screen (Approximately \$90 per required check)
- Cardiopulmonary resuscitation certification (\$60 unless obtained in ALHS 1040)
- Immunizations
  - Hepatitis B (\$200)
  - Mumps, Measles, Rubella (\$25-\$40)
  - Varicella (\$25-\$40)
  - Tetanus (\$25-\$40)
  - Tuberculosis skin test (\$25-\$40)
- Instruction fee (\$50 per term)

- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$100)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Stethoscope (\$25)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately 500 for entire program)
- Uniforms (Approximately \$250)
- Watch with second hand (\$40)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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To receive consideration for admission to the Medical Assisting program, applicants must be 17 years of age, be in good academic standing, and submit the following information to the Admissions Office by May 15 for Fall Semester admission and October 15 for Spring Semester admission:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- NLN Pre-admission PN Examination scores of no less than the 60th percentile that are less than five years old on the application deadline date (see Selective Admission Examinations).
- Documentation of completion of all general and health core classes with a grade of C or better.
- Completed and signed Intent form and technical standards form. Blank forms are available on the college website.

Applicants need to understand that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships at certain host sites (see Drug Testing/Background Checks). Blank documents are available from the program chair, the Admissions Office and on the college website.

Students on academic probation or academic dismissal at the time of selection are ineligible for admission to the Medical Assisting program. The number of students admitted to this program is limited. Acceptance into the program is determined by the availability of space, students' NLN Pre-admission PN Examination scores, and their completion of all general and health core classes.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Medical Assisting program.

## MEDICAL ASSISTING DIPLOMA PROGRAM (MAJOR CODE: MA22)

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**Credit Required for Graduation: 64 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

#### Medical Assisting Core (20 Credits)

ALHS 1011	Anatomy and Physiology
ALHS 1040	Introduction to Healthcare
ALHS 1090	Medical Terminology for Allied Health Sciences
BUSN 1100	Introduction to Keyboarding
BUSN 1440	Document Production
COMP 1000	Introduction to Computers

#### Medical Assisting Major (35 Credits)

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

\* Students must pass courses with a grade of C or higher.

## Nursing

### ACCREDITATION

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The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, (404) 975-5000. Anyone wishing to file a complaint with regard to the Nursing program should follow the complaint resolution procedures as outlined in this publication (see Complaints). They may also contact the National League for Nursing at the above address and telephone number.

### MISSION STATEMENT

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The mission of the associate of science in the nursing program is to prepare the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning nurse generalist in a variety of health care settings.

### WORK ENVIRONMENT

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Most RNs work in well-lit, comfortable healthcare facilities. Home health and public health nurses travel to patients' homes, schools, community centers, and other sites. RNs may spend considerable time walking, bending, stretching, lifting, and standing. Patients in hospitals and nursing care facilities require 24-hour care; consequently, nurses in these institutions may work nights, weekends, and holidays. RNs also may be on call-available to work on short notice. Nurses who work in offices, schools, and other settings that do not provide 24-hour care are more likely to work regular business hours. About 20 percent of RNs worked part time in 2010.

RNs may be in close contact with individuals who have infectious diseases and with toxic, harmful, or potentially hazardous compounds, solutions, and medications. RNs must observe rigid, standardized guidelines to guard against disease and other dangers, such as those posed by radiation, accidental needle sticks, chemicals used to sterilize instruments, and anesthetics. In addition, they are vulnerable to back injury when moving patients.

### NATURE OF THE WORK

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Registered nurses (RNs), regardless of specialty or work setting, assess, provide treatments and care to patients, educate patients, families, and the public about various medical conditions, and provide information and emotional support to patients and family members. RNs record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation. RNs teach patients and their families how to manage their illnesses or injuries, explaining post-treatment home care needs; diet, nutrition, and exercise programs; and self-administration of medication and physical therapy. Some RNs may work to promote general health by educating the public on warning signs and symptoms of disease. RNs also might run general health screening or immunization clinics, blood drives, and public seminars on various conditions.

When caring for patients, RNs establish a care plan or contribute to an existing plan. Plans may include numerous activities, such as administering medication, including careful checking of dosages and avoiding interactions; starting, maintaining, and discontinuing intravenous (IV) lines for fluid, medication, blood, and blood products; administering therapies and treatments; observing the patient and recording those observations; and collaborate with physicians and other healthcare clinicians.

There are many options for RNs who specialize in a work setting or type of treatment. Ambulatory care nurses provide preventive care and treat patients with a variety of illnesses and injuries in physicians' offices or in clinics. Some ambulatory care nurses are involved in tele-health, providing care and advice through electronic communications media such as videoconferencing, the Internet, or by telephone. Critical care nurses provide care to patients with serious, complex, and acute illnesses or injuries that require very close monitoring and extensive medication protocols and therapies. Critical care nurses often work in critical or intensive care hospital units. Emergency or trauma nurses work in hospital or stand-alone emergency departments, providing initial assessments and care for patients with life-threatening conditions. Some emergency nurses may become qualified to serve as transport nurses, who provide medical care to patients who are transported by helicopter or airplane to the nearest medical facility. Holistic nurses provide care such as acupuncture, massage and aromatherapy, and biofeedback, which are meant to treat patients' mental and spiritual health in addition to their physical health. Home healthcare nurses provide at-home nursing care for patients, often as follow-up care after discharge from a hospital or from a rehabilitation, long-term care, or skilled nursing facility. Hospice and palliative care nurses provide care, most often in home or hospice settings, focused on maintaining quality of life for terminally ill patients. Infusion nurses administer medications, fluids, and blood to patients through vascular access devices.



Long-term care nurses provide healthcare services on a recurring basis to patients with chronic physical or mental disorders, often in long-term care or skilled nursing facilities. Medical-surgical nurses provide health promotion and basic medical care nursing care to patients with various medical and surgical diagnoses. Occupational health nurses seek to prevent job-related injuries and illnesses, provide monitoring and emergency care services, and help employers implement health and safety standards. Perianesthesia nurses provide preoperative and postoperative care to patients undergoing anesthesia during surgery or other procedure. Perioperative nurses assist surgeons by selecting and handling instruments, controlling bleeding, and suturing incisions. Some of these nurses also can specialize in plastic and reconstructive surgery. Psychiatric-mental health nurses provide care patients with personality and mood disorders. Radiology nurses provide care to patients undergoing diagnostic radiation procedures such as ultrasounds, magnetic resonance imaging, and radiation therapy for oncology diagnoses. Rehabilitation nurses care for patients with temporary and permanent disabilities. Transplant nurses care for both transplant recipients and living donors and monitor signs of organ rejection.

## EMPLOYMENT

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As the largest healthcare occupation, registered nurses held about 2.6 million jobs nationally in 2010. Hospitals employed the majority of RNs, with 60 percent of such jobs. About 8 percent of jobs were in offices of physicians, 5 percent in home healthcare services, 5 percent in nursing care facilities, and 3 percent in employment services. The remainder worked mostly in government agencies, social assistance agencies, and educational services. Employment of registered nurses is expected to grow by 26 percent from 2010 to 2020.

## EARNINGS

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Median annual wages nationally of registered nurses were \$64,690 in May 2010. The lowest 10 percent earned less than \$44,190, and the highest 10 percent earned more than \$95,130. Median annual wages in the industries employing the largest numbers of registered nurses in May 2010 were:

General medical and surgical hospitals; private	\$66,650
Offices of physicians	\$62,880
General medical and surgical hospitals; local	\$62,690
Home health care services	\$60,690
Nursing care facilities	\$58,180

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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The Nursing program will prepare the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as beginning nurse generalist in diverse healthcare environments. Upon completion of the program, graduates will be able to complete the following:

- Provide holistic, patient-centered care through professional application of the nursing process (human flourishing).
- Synthesize knowledge from a broad education foundation upon which nursing practice is based (nursing judgment).
- Communicate and collaborate with members of the healthcare team in identifying and meeting needs of individuals, families, and communities (nursing judgment).
- Demonstrate an understanding of the need for continuous personal and professional growth (spirit of inquiry).
- Pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) (professional identity).
- Function as beginning practitioners in professional nursing according to established standards of practice and regulatory frameworks (professional identity, safe practice in contemporary healthcare environments).
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace (professional identity).

## ESSENTIAL FUNCTIONS

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Certain physical and mental abilities are essential to function as a student and a nurse generalist. These include that students and nurses must be able to:

- Function in an environment characterized by frequent exposure to blood, body tissues and fluids, moving equipment, situations requiring use of special equipment or wearing of special clothing.
- Read small print, see objects at a distance, discriminate color, and discern depth.
- Hear normal sounds in the presence of average levels of background noise (as in answering the telephone while others converse in your presence) and to hear certain sounds such as normal speech and sounds associated with providing patient care (such as those heard when taking a manual blood pressure reading or performing physical assessments).
- Engage in effective verbal, electronic, and written communications.
- Perform written work in a timely fashion and be able to relate information to and from the medical record and other documents or media.
- Lift persons/objects weighing from 50 to 100 pounds; smaller items (up to 10 pounds in weight) will need to be carried various distances on a frequent basis.
- Spend prolonged periods of time walking, standing, sitting, bending, and climbing, as well as reaching, pushing, and pulling.
- Perform fine motor skills such as finger movements and manipulating small objects.
- Perform tasks that require hand/eye coordination and perform upper and lower body movements in a coordinated fashion.
- Focus on a task or function at any time for 10 consecutive minutes; longer periods of concentration may be required.
- Exercise judgment in regard to patient and other clinical situations, have the ability to set priorities, and adapt to change.
- Detect problems and errors and be prompt and assertive in actions to resolve problems.
- Concentrate on fine detail with constant interruption on a regular basis (as when preparing and administering medications).
- Understand and apply, simultaneously, specific ideas and theories as they relate to various concepts.
- Assess the skills and knowledge of others and supervise others in the performance of care.
- Relate in a professional manner with patients, their friends and families, physicians, and other members of the healthcare team.
- Remember multiple tasks and assignments given to self and others during the course of the day.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Assessment Technologies Incorporated (ATI) Content Mastery Series (\$353 for the first semester and \$323 per semester for each of the remaining semesters)
- Background check and drug screen (Approximately \$95 per required check)
- Basic life support for healthcare providers (Approximately \$75)
- Cogent ID (\$52.50)
- Georgia Board of Nursing application fee (\$40)
- Immunizations (From approximately \$40 to \$400)
- Instruction fee (\$50 per term)

- Malpractice insurance (\$11 per year)
- National Council of State Boards of Nursing (NCSBN) application fee (\$200)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$300)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Required laboratory tests (From approximately \$100 to \$750 once admitted to the program)
- School pin (\$50 — \$170; optional, prices subject to current price of gold)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,500 for entire program)
- Uniforms and lab coat (Approximately \$200)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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The Nursing program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program and on the NCLEX-RN. The program admits students once per year at the beginning of Fall Semester. Prospective students may gain admission to the college initially as Healthcare Science program students/applicants to Nursing in order to complete any learning support classes and required general education courses.

Applicants must submit all required documentation to the Admissions Office by February 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt at program entry. Applicants must complete the following steps:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee.
- Submit official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Submit National League for Nursing Pre-Admission RN Examination, AD Composite Score of no less than the 85th percentile that is less than five years old on the application deadline date (see Selective Admission Examinations).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Submit completed and signed Intent form. Blank forms are available on the college website.
- Complete English (ENGL 1101), mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), and introductory microbiology (BIOL 2117 and BIOL 2117L) or equivalent courses with a grade of C or better by January 1 of the year in which admission is sought. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the February 1 admission application deadline.
- Attend a mandatory pre-admission orientation session once selected. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program.

Although applicants must have a minimum grade of C in the prerequisite courses listed above, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in health and life sciences programs, so grades of C are typically not competitive.

Applicants to the Nursing program must take the NLN Pre-admission RN Examination no later than January to receive consideration for admission to the program. The NLN pre-admission test may be taken every six months. After gaining admission to the program and prior to enrolling in the first Nursing (RNSG) course, students must have the following current official documents on file in the Nursing Office:

- Certification in Basic Life Support (BLS) for Healthcare Providers.
- Verification of health and malpractice insurance (see Malpractice Insurance).
- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health.
- Results of two step tuberculin skin test and/or chest x-ray.
- Evidence of immunity to rubella, rubeola, mumps, varicella, and Hepatitis B.
- Documentation of current TDAP (tetanus, diphtheria, and pertussis) immunization.
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent or impede graduates from obtaining licensure as registered nurses. There are required drug testing and background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and on the college website.

## LICENSURE AND CERTIFICATION

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In all states, the District of Columbia, and U.S. territories, students must graduate from an approved nursing program and pass a national licensing examination, known as the National Council Licensure Examination, or NCLEX-RN, in order to obtain a nursing license. Other eligibility requirements for licensure vary by state. A social security number is required for licensure in the State of Georgia.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Nursing program.

## THE ACCELERATED OPTION

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Licensed practical nurses (LPNs) may be eligible to enroll in an accelerated option that requires a minimum of three semesters to complete the nursing courses. LPNs may apply for the generic nursing program as described in the Nursing section, or they may apply for the accelerated option to bridge into the second year of the nursing curriculum. Interested LPNs should contact the Admissions Office and request information on the accelerated option in addition to the regular admission packet.

Accelerated students are admitted each summer semester if space is available. Prospective students may gain admission to the college initially as Healthcare Science program students/applicants to the Nursing Accelerated Option in order to complete any learning support classes and required general education courses. The application deadline for the Nursing Accelerated Option is February 1 of the year the applicant is seeking admission to the program. Applicants must:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee.
- Submit official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Submit NLN Pre-admission RN Examination, AD Composite Score of no less than the 85th percentile that is less than five years old at the anticipated date of enrollment in the program (see Selective Admission Examinations)
- Provide proof of legal presence in the United States.

- Submit documentation of an unencumbered LPN license valid in the State of Georgia.
- Submit documentation showing a two year work experience (minimum of 1,000 hours) as a licensed practical nurse.
- Submit completed and signed Intent form. Blank forms are available on the college website.
- Complete English (ENGL 1101), mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), and introductory psychology (PSYC 1101) or equivalent courses with a grade of C or better by January 1 of the year in which admission is sought. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the February 1 admission application deadline.
- Complete PSYC 2103-Human Development prior to the start Summer Semester.
- Attend a pre-admission orientation session if invited (recommended).

To ensure that AASN students complete the required program clinical hours, applicants to the AASN program must have completed a Licensed Practical Nurse (LPN) program curriculum that includes a minimum of 160 clinical hours in medical-surgical nursing and 20 clinical hours in mental health nursing.

Applicants to the Nursing Accelerated Option must take the NLN Pre-admission RN Examination no later than January to receive consideration for admission to the program. After applicants submit the required documentation to the Admissions Office, the Nursing faculty will offer the NLN Acceleration Challenge Exam (ACE I) to those applicants who meet the Nursing program requirements. Qualified applicants will receive information regarding the ACE I testing procedures. Entry into the Nursing Accelerated Option is contingent upon:

Applicants who achieve a decision score of 70th percentile or above on the ACE I and are admitted to the AASN program will receive eight (8) semester hours of credit (didactic and clinical) for RNSG 1910 (Foundations of Nursing) upon completion of the ATC Credit by Examination Request and payment of the non-refundable testing fee (25 percent of the course tuition). The Credit by Examination Request can be found on the college website.

After gaining admission to the Nursing Accelerated Option and prior to enrolling in the first nursing course, students must have the following current official documents on file in the Nursing Office:

- Certification in Basic Life Support (BLS) for Healthcare Providers.
- Verification of health and malpractice insurance (see Malpractice Insurance).
- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health.
- Results of two step tuberculin skin test and/or chest x-ray.
- Evidence of immunity to rubella, rubeola, mumps, varicella, and Hepatitis B.
- Documentation of current TDAP (tetanus, diphtheria, and pertussis) immunization.
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent or impede graduates from obtaining licensure as registered nurses. They are be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and on the college website.

## **NURSING ASN (MAJOR CODE: NU53)**

**Credit Required for Graduation: 70 semester credit hours**

### **CURRICULUM OUTLINE**

#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101      Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (6 Credits)**

PSYC 1101      Introductory Psychology

SOCI 1101      Introduction to Sociology

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

- MATH 1101 Mathematical Modeling
- MATH 1111 College Algebra

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

- ARTS 1101 Art Appreciation
- ENGL 2130 American Literature
- ENGL 2310 English Literature from the Beginnings to 1700
- HUMN 1101 Introduction to Humanities
- MUSC 1101 Music Appreciation
- MUSC 2040 History of Popular Music

**Nursing Core (18 Credits)**

- BIOL 2113 Anatomy and Physiology I
- BIOL 2113L Anatomy and Physiology I Lab
- BIOL 2114 Anatomy and Physiology II
- BIOL 2114L Anatomy and Physiology II Lab
- BIOL 2117 Introductory Microbiology
- BIOL 2117L Introductory Microbiology Lab
- COMP 1000 Introduction to Computers
- PSYC 2103 Human Development

**Nursing Major (37 Credits)**

- RNSG 1910 Foundations of Nursing
- RNSG 1920 Adult Health Nursing I
- RNSG 1930 Mental Health Nursing
- RNSG 2910 Adult Health Nursing II
- RNSG 2920 Maternal-Child Nursing
- RNSG 2930 Adult Health Nursing III/Transition to Practice
- RNSG 2940 Trends and Issues in Nursing and Healthcare

\* Students must pass courses with a grade of C or higher.

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**NURSING ACCELERATED OPTION ASSOCIATE DEGREE PROGRAM (MAJOR CODE: NTA3)**


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**Credit Required for Graduation: 70 semester credit hours**

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**CURRICULUM OUTLINE**


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**General Education (15 Credits)****Area I: Language Arts and Communications (3 Credits)**

- ENGL 1101 Composition and Rhetoric

**Area II: Social and Behavioral Sciences (6 Credits)**

- PSYC 1101 Introductory Psychology
- SOCI 1101 Introduction to Sociology

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

- MATH 1101 Mathematical Modeling
- MATH 1111 College Algebra

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**Nursing Core (18 Credits)**

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers
PSYC 2103	Human Development

**Nursing Major (37 Credits)**

RNSG 1910	Foundations of Nursing
RNSG 1925	Adult Health Nursing I
RNSG 1935	Mental Health Nursing
RNSG 2910	Adult Health Nursing II
RNSG 2920	Maternal-Child Nursing
RNSG 2930	Adult Health Nursing III/Transition to Practice
RNSG 2940	Trends and Issues in Nursing and Healthcare

\* Students must pass courses with a grade of C or higher.

## Nurse Aide

### APPROVAL

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NAST 1100-Patient Care Fundamentals, is approved by the Georgia Medical Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia, 30346, to provide training and preparation to become a certified nurse assistant.

### MISSION STATEMENT

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The mission of the Nurse Aide program is to educate students to become qualified Certified Nurse Assistants who are compassionate, competent, ethical, professional, and who respond to the needs of the patient and the needs of the organization.

### WORK ENVIRONMENT

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The work of CNAs can be physically demanding. They spend many hours standing and walking, and they often face heavy workloads. CNAs must guard against back injury because they may have to move patients into and out of bed or help them stand or walk. It is important for CNAs to be trained to follow the proper procedures for lifting and moving patients. CNAs also may face hazards from minor infections and major diseases such as hepatitis, but they can avoid infections by following proper procedures. They also perform tasks that some may consider unpleasant, including emptying bedpans and changing soiled bed linens. The patients they care for may be disoriented, irritable, or uncooperative. Most full-time CNAs work about 40 hours per week, but because patients need care 24 hours a day, some aides work evenings, nights, weekends, and holidays. In 2008 about 24 percent of CNAs worked part time.

### NATURE OF THE WORK

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Certified nurse assistants (CNAs) help care for physically or mentally ill, injured, disabled, or infirm individuals in hospitals, nursing care facilities, and mental health settings. This occupation is among those occupations commonly referred to as direct care workers due to the CNA's role in working with patients who need long-term care.

CNAs, also known as nurse aides, nursing assistants, geriatric aides, unlicensed assistive personnel, orderlies, or hospital attendants, provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. Specific tasks vary, with CNAs handling many aspects of a patient's care. They often help patients eat, dress, and bathe. They also answer calls for help, deliver messages, serve meals, make beds, and tidy up rooms. CNAs sometimes are responsible for taking a patient's temperature, pulse rate, respiration rate, and blood pressure. They also may provide care to patients by helping them get out of bed and walk, escorting them to operating and examining rooms, and providing skin care. Some CNAs help other medical staff by setting up equipment, storing and moving supplies, and assisting with some procedures. CNAs also observe patients' physical, mental, and emotional conditions and report any changes to the nursing or medical staff.

CNAs employed in nursing care facilities often are the principle caregivers and have more contact with residents than do other members of the staff. Because some residents may stay in a nursing care facility for months or even years, CNAs develop positive, caring relationships with their patients.

### EMPLOYMENT

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Certified nurse assistants work for private providers, assisted living facilities, nursing homes, clinics, and hospitals. They held approximately 1.5 million jobs nationally in 2008. About 41 percent of CNAs worked in nursing care facilities and another 29 percent worked in hospitals. Employment for CNAs will grow 19 percent between 2008 and 2018. More than 500,000 additional employees will be needed during this time frame; therefore, excellent employment opportunities exist for CNAs across the nation.

### EARNINGS

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The median annual wage for nursing aides, orderlies, and attendants was \$24,010 in May 2010. The lowest 10 percent earned less than \$17,790. The top 10 percent earned more than \$34,580.

Most nursing aides, orderlies, and attendants work full time. Because nursing homes and hospitals provide care at all hours, nursing aides and orderlies may need to work nights, weekends, and holidays.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)



## STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in the Nurse Aide Program will be able to complete the following tasks:

- Perform as a competent member of a healthcare team.
- Communicate effectively with patients and other members of the healthcare team.
- Use critical thinking and problem solving skills to assess and treat patients.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Nurse Aide Program, they must be able to perform the following essential functions:

### ESSENTIAL FUNCTION: OBSERVATION

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The ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned to him/her in order to provide optimum patient care; such observation and information usually requires functional use of visual, auditory, and somatic sensations.

Examples:

- Observe skill demonstrations.
- Assess patients' vital signs.
- Observe details about patient environment, including odors, colors, and sounds.
- Read small gauges on oxygen regulators and blood pressure cuffs.

### ESSENTIAL FUNCTION: COMMUNICATION

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The ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, families, and other members of the healthcare team.

Examples:

- Read patient charts, medication labels, clinical documentation, physician orders, legal forms, and e-mail.
- Produce written communication with the healthcare team, including physicians, supervisors, and patients (may be done via charts, pre-hospital care forms, and/or narratives).
- Communicate verbally with healthcare team members, including physicians, supervisors, and patients.

### ESSENTIAL FUNCTION: MOTOR

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Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care.

Examples:

- Lift and move patients with and without assistance
- Assist with the ambulation of patients
- Possess manual dexterity to work around various types of medical equipment

## ESSENTIAL FUNCTION: INTELLECTUAL

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The ability to collect, interpret, and integrate information and make decisions.

Examples:

- Recognize and adapt to changing patient conditions
- Assist with admitting, transferring, and discharging patients

## ESSENTIAL FUNCTION: BEHAVIORAL AND SOCIAL ATTRIBUTES

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Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team; possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients; possess compassion, integrity, concern for others, and motivation; possess the ability to demonstrate professional behaviors and a strong work ethic.

Examples:

- Interact with people (such as patients and their families, healthcare team members, and members of the general public) from diverse socioeconomic, ethnic, educational, religious, moral, and cultural backgrounds in a professional and non-judgmental manner
- Manage routine tasks while maintaining a compassionate, caring, and professional demeanor
- Interact with people with learning, developmental, psychological, and/or behavioral disorders while maintaining a compassionate, caring, and professional demeanor

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Criminal background check (Approximately \$50 per required check)
- Drug screen (Approximately \$50 per required screen)
- Georgia Nurse Aid certification examination (\$107)
- Immunizations
  - Hepatitis B series (Approximately \$400)
  - Tuberculosis Test (Approximately \$100)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$300)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Royal blue scrubs (Approximately \$30 per set)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)

- Textbooks (Approximately \$600 for entire Nurse Aide program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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To ensure equal opportunity for all students seeking enrollment into the Nurse Aide program, the college utilizes a waiting list procedure. Students who are interested in completing the program will need to complete an Intent form. Blank forms are available on the college website.

Students will be allowed to register for NAST 1100 —Patient Care Fundamentals based on the submission of the Intent form and the successful completion of the required prerequisite courses. Applicants who are on academic probation or are academically dismissed from the College as of the enrollment deadline are ineligible to enroll in NAST 1100.

Applicants not selected for enrollment into NAST 1100 will be considered the following term in which the program is offered based upon the completion of all program requirements and the submission of the Intent form declaring the next available term as the requested time of program admission. Applicants must submit the required documentation to the Admissions Office by July 1 to be considered for NAST 1100 during Fall Semester, by September 1 to be considered for NAST 1100 during Spring Semester, and by April 1 to be considered for NAST 1100 during Summer Semester.

Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age
- Completed and signed Intent form. Blank forms are available on the college website.
- Completed academic honesty form. Blank forms are available on the college website.

Prior to the beginning of the clinical portion of NAST 1100-Patient Care Fundamentals, applicants must have the following current official documents on file with program faculty:

- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available on the college website.
- Documentation of a recent medical examination.
- Completed immunization form.
- Completed background check.
- Completed academic honesty form.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Nurse Aide program.

## NURSE AIDE CERTIFICATE (MAJOR CODE: CN21)

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**Credit Required for Graduation: 13 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Prerequisite Courses (7 Credits)**

ALHS 1040	Introduction to Healthcare
ALHS 1060	Diet and Nutrition for Allied Health Sciences
ALHS 1090	Medical Terminology for Allied Health Sciences

#### **Nurse Aide Major (6 Credits)**

NAST 1100	Nurse Aide Fundamentals
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\* Students must pass courses with a grade of C or higher.

## Paramedic Technology

### ACCREDITATION

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The Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

### MISSION STATEMENT

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The mission of the Paramedic Technology program is to prepare students to become competent, professionally prepared entry-level paramedics who meet state and national expectations within the profession

### WORK ENVIRONMENT

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EMTs and paramedics work both indoors and out, in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These workers are at a higher risk for contracting illnesses or experiencing injuries on the job than workers in other occupations. They risk noise-induced hearing loss from sirens and back injuries from lifting patients. In addition, EMTs and paramedics may be exposed to communicable diseases, such as hepatitis-B and AIDS, as well as to violence from mentally unstable or combative patients. The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others. These workers experienced a larger than average number of work-related injuries or illnesses.

Many EMTs and paramedics are required to work more than 40 hours a week. Because emergency services function 24 hours a day, EMTs and paramedics may have irregular working hours.

### NATURE OF THE WORK

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People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Incidents as varied as automobile accidents, heart attacks, slips and falls, childbirth, and gunshot wounds require immediate medical attention. EMTs and paramedics provide this vital service as they care for and transport the sick or injured to a medical facility.

In an emergency, a 911 operator typically dispatches EMTs and paramedics to the scene, where they often work with police and firefighters. Once they arrive, EMTs and paramedics assess the nature of the patient's condition, while trying to determine whether the patient has any pre-existing medical conditions. Following protocols and guidelines, they provide emergency care and transport the patient to a medical facility. EMTs and paramedics operate in emergency medical services systems where a physician provides medical direction and oversight.

EMTs and paramedics use special equipment, such as backboards, to immobilize patients before placing them on stretchers and securing them in the ambulance for transport to a medical facility. These workers generally work in teams. During the transport of a patient, one EMT or paramedic drives, while the other monitors the patient's vital signs and gives additional care, as needed. Some paramedics work as part of a helicopter's flight crew to transport critically ill or injured patients to hospital trauma centers.

At the medical facility, EMTs and paramedics help transfer patients to the emergency department, report their observations and actions to emergency department staff, and may provide additional emergency treatment. After each run, EMTs and paramedics document the trip, replace used supplies, and check equipment. If a transported patient has a contagious disease, EMTs and paramedics decontaminate the interior of the ambulance and report cases to the proper authorities.

Beyond these general duties, the specific responsibilities of EMTs depend on their level of qualification and training. The National Registry of Emergency Medical Technicians (NREMT) certifies emergency medical service providers at four levels: EMR-Emergency Medical Responder, EMT-Emergency Medical Technician, AEMT-Advanced Emergency Medical Technician, and Paramedic.

The EMT represents the first response of the emergency medical system. An EMT trained at this level is prepared to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital under the direction of more highly trained medical personnel. The EMT has the emergency skills to assess a patient's condition and manage respiratory,

cardiac, and trauma emergencies. The AEMT has more advanced training. However, the specific tasks that those certified at this level are allowed to perform varies greatly from state to state.

Paramedics provide more extensive pre-hospital care than do EMTs. In addition to carrying out the procedures of the other levels, paramedics administer medications orally and intravenously, interpret electrocardiograms (EKGs), perform endotracheal intubations, and use monitors and other complex equipment. However, like the EMT-Intermediate level, what paramedics are permitted to do varies by state.

## EMPLOYMENT

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EMTs and paramedics held about 210,700 jobs nationally in 2008. Most career EMTs and paramedics work in metropolitan areas. Volunteer EMTs and paramedics are more common in small cities, towns, and rural areas. These individuals volunteer for fire departments, emergency medical services, or hospitals and may respond to only a few calls per month. Paid EMTs and paramedics were employed in a number of industries. About 45 percent worked as employees of ambulance services. About 29 percent worked in local government. Another 20 percent worked in hospitals. Employment of emergency medical technicians and paramedics is expected to grow 9 percent between 2008 and 2018.

## EARNINGS

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The median amount wage of emergency medical technicians and paramedics was \$30,360 in May 2010. The lowest 10 percent earned less than \$19,710. The top 10 percent earned more than \$51,370.

About one-third worked more than full time in 2010. Because EMTs and paramedics must be available to work in emergencies, they may work overnight and on weekends.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-203 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma and associate degree programs in Paramedic Technology will demonstrate:

- Use sound judgment to perform patient assessments and therapeutic procedures and modalities.
- Use critical thinking skills to assess and treat patients in emergency settings and to communicate effectively in a healthcare setting.
- Pass the National Registry of EMT's paramedic practical and written examination.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. The paramedic must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the paramedic is generally part of a two-person team working with a lower skill and knowledge level EMT, the paramedic is held responsible for safe and therapeutic administration of drugs, including narcotics. Therefore, the paramedic must not only be knowledgeable about medications, but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications includes thoroughly knowing and understanding the general properties of all types of drugs.

The paramedic is personally responsible legally, ethically, and morally for each drug administered, for using correct precautions and techniques, for observing and documenting the effects of the drugs administered, for keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, for keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and for using drug reference literature.

The responsibility of the paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage, and dosage. The paramedic must take into consideration that many factors, in relation to the

history given, can affect the type of medication to be given. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are imperative. The paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind those drugs may cross the placenta.

The paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns and geriatric patients, and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction; therefore, the paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances and medications is essential. Once medication is stopped or not used, the paramedic must send back unused portions to the proper inventory arena.

The paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature readings between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The paramedic must also be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to administer treatment. The paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that the route of administration is critical in relation to patient's needs and the effect that occurs.

The paramedic must also be capable of providing advanced life support emergency medical services to patients, including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering appropriate intravenous fluids and drugs under direction of an off-site designated physician.

The paramedic is a person who must not only remain calm when working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The paramedic must be able to deal with adverse and often dangerous situations, which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people. Paramedics must have solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Aptitudes required for work of this nature include good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance weight that is at times in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the well-being of the patient, paramedic and other workers must not be jeopardized.

Response times for the nature of work are dependent upon the nature of the call. For example, a paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the paramedic who works primarily with 911 calls in a district known to have high crime rates. Thus, the particular stresses inherent in the role of the paramedic can vary, depending on the place and type of employment.

The paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required. Accurately discerning street names through map reading and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatchers and other concerned staff one's

impression of a patient's condition is critical as the paramedic works in emergency conditions where there may not be time for deliberation. The paramedic must also be able to accurately report orally and in writing all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the paramedic may be required to enter data on a laptop while riding in an ambulance. Verbal skills and reasoning skills are used extensively.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check (Approximately \$50 per required check)
- Clinical uniform (Approximately \$75; shirts/pants/safety vest)
- Drug test (Approximate \$48 per required test)
- FISDAP — Clinical Tracking System (\$55)
- Instruction fee (\$50 per term)
- Licensure examinations
- NREMT Practical Examination Fee (\$150)
- NREMT Written Examination Fee (Pearson Vue) (\$110)
- Malpractice insurance (\$47 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$150 if required)
- Program equipment (\$25)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- State Licensing Fee (Georgia OEMS) (\$75)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Test prep interactive software (Approximately \$200)
- Textbooks (Approximately \$1,250 for the associate degree program and \$1,250 for the diploma program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants to the Paramedic Technology program must hold a valid Georgia Emergency Medical Technician-Intermediate license or Advanced Emergency Medical Technician license. The Paramedic Technology program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program. Applicants to Paramedic Technology must complete the general education and health core courses prior to the selection process.



Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. The Admissions Office staff admits students once per year at the beginning of Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 15 of the year they seek admission in order to receive consideration in the selection process. Applicants not selected for the program may reapply during subsequent admission intake periods. The college does not maintain a waiting list of people seeking admission to the program.

Applicants must submit the following information by June 15:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Completed and signed Intent form. Blank forms are available on the college website.
- Proof of valid Georgia Emergency Medical Technician-Intermediate license or Advanced Emergency Medical Technician license.
- Proof of completion of ALL general core and health core classes with a minimum grade of C.

Applicants will be invited to attend a mandatory program orientation session. Failure to attend this session or failure to make alternate arrangements to obtain the necessary information will result in the forfeiture of admission to the program.

Prior to the beginning of the program, applicants must have the following current official documents on file with program faculty:

- Documentation of a recent medical examination.
- Proof of malpractice insurance (see Malpractice Insurance).
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become paramedics and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and on the college website.
- Completed immunization form.
- Copy of current driver's license.
- Valid Healthcare Provider CPR card from the American Heart Association or the American Red Cross.
- Completed academic honest form.
- Verification of completion of the online version of New Student Orientation.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Paramedic Technology program.

## PARAMEDIC TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: PT12)

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**Credit Required for Graduation: 63 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

#### Paramedic Technology Core (10 Credits)

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

#### Paramedic Technology Major 44

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

\* Students must pass above courses with a grade of C or higher.

## PARAMEDIC TECHNOLOGY AAS (MAJOR CODE: PT13)

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**Credit Required for Graduation: 70 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (3 Credits)**

PSYC 1101     Introductory Psychology

##### **Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose one from the following courses:

MATH 1100     Quantitative Skills and Reasoning

MATH 1101     Mathematical Modeling

MATH 1111     College Algebra

MATH 1113     Precalculus

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose one from the following courses:

ARTS 1101     Art Appreciation

ENGL 2130     American Literature

ENGL 2310     English Literature from the  
                         Beginnings to 1700

HUMN 1101     Introduction to Humanities

MUSC 1101     Music Appreciation

MUSC 2040     History of Popular Music

##### **General Education Electives (3 Credits)**

Students may choose a course from Area III, Area IV, or from the following list:

BIOL 1111     Biology I

AND

BIOL 1111L     Biology I Lab

BIOL 1112     Biology II

AND

BIOL 1112L     Biology II Lab

CHEM 1211     Chemistry I

AND

CHEM  
1211L     Chemistry I Lab

CHEM 1212     Chemistry II

AND

CHEM  
1212L     Chemistry II Lab

ECON 2105     Macroeconomics

ECON 2106     Microeconomics

ENGL 1102     Literature and Composition

HIST 1111     World History I

HIST 1112     World History II

HIST 2111     U.S. History I

HIST 2112     U.S. History II

MATH 1112     College Trigonometry

MATH 1127     Introduction to Statistics

PHYS 1110     Conceptual Physics

AND

PHYS 1110L	Conceptual Physics Lab
POLS 1101	American Government
SOCI 1101	Introduction to Sociology
SPCH 1101	Public Speaking

**Paramedic Technology Core (11 Credits)**

BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers

**Paramedic Technology Major (44 Credits)**

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

\* Students must pass above courses with a grade of C or higher.

## Phlebotomy Technician

### APPROVAL

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The Phlebotomy Technician program is approved by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 385, Overland Park, Kansas, 66211.

### MISSION STATEMENT

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The mission of the Phlebotomy Technician program is to educate students to become qualified Phlebotomy Technicians who are compassionate, competent, ethical, professional, and who respond to the needs of the patient and the needs of the organization.

### WORK ENVIRONMENT

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Because phlebotomists collect blood and are at risk of exposure to a variety of diseases, phlebotomists are trained in laboratory safety and must adhere to very strict policies and procedures. To be successful in this profession, an individual must enjoy working with people, work well under pressure, be attentive to detail, and have excellent manual dexterity. Another consideration that must be taken into account is how uneasy most people are around needles and blood. This fear requires a phlebotomist to calm patients and be an effective communicator and a good listener. Due to recent technological advances, a phlebotomist must also be able to use a computer, as well as other high-tech devices.

### NATURE OF THE WORK

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The primary function of phlebotomy technicians is to obtain patient blood specimens by venipuncture or micro-techniques. They aid in the collection and transportation of other laboratory specimens and may be involved with patient data entry. Phlebotomy technicians also draw blood for transfusions, donations, and research. Phlebotomy technicians must like challenge and responsibility. They must be accurate, work well under pressure, and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is essential, and all safety precautions must be taken to prevent the transmission of infectious diseases.

Duties differ by doctor office, hospital, and laboratory, but may include:

- Drawing blood from patients or donors in hospitals, blood banks, clinics, physicians' offices, laboratories, or similar facilities for medical purposes.
- Assembling equipment (such as needles, blood collection devices, gauze, tourniquets, cotton, and alcohol).
- Verifying or recording identity of patients or donors.
- Conversing with patients to allay fears about the procedures.
- Applying tourniquets to arms, locating veins, swabbing areas with disinfectant, and inserting needles into veins to draw blood into collection tubes.
- Labeling and storing blood containers for processing.
- Conducting interviews, taking vital signs, and testing blood samples to screen donors at a blood bank.
- Analyzing information and making appropriate recommendations.

### EMPLOYMENT

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Phlebotomists typically work in hospitals, commercial laboratories, physicians' offices, blood banks, pharmaceutical firms, home health agencies, research institutions, and public health clinics. Employment opportunities nationally for phlebotomists are expected to be good as the demand for skilled laboratory personnel increases. The market is expected to increase from 10 percent to 20 percent over the next decade. The rapidly growing older population will be a major reason for this growth, since older people tend to have more medical problems that require lab work. The fastest growth in this field is expected to occur in independent medical laboratories because hospitals continue to send more and more of their lab work to outside facilities.

## EARNINGS

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Median annual wages of medical and clinical laboratory technicians (phlebotomists) were \$36,280 in May 2010. The lowest 10 percent earned less than \$24,210. The highest 10 percent earned more than \$56,040.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in Phlebotomy Technician will be able to complete the following tasks:

- Demonstrate proficient and accurate collection techniques when performing venipuncture.
- Draw and process blood specimens.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Phlebotomy Technician program, they must be able to perform the following essential functions:

### ESSENTIAL FUNCTION: OBSERVATION

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The ability to discriminate between color differences/variations.

Examples:

- See color, changes in color, shapes, and texture differences.
- Read color chemical reactions, identify organisms, and differentiate blood cells.
- Read small print on collection tubes and physician orders.

### ESSENTIAL FUNCTION: COMMUNICATION

---

The ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, families, and other members of the healthcare team.

Examples:

- Read medication labels, clinical documentation, physician orders, legal forms, and e-mail.
- Produce written communication with the healthcare team, including physicians, supervisors, and patients (may be done via charts, pre-hospital care forms, and/or narratives).
- Communicate verbally with healthcare team members, including physicians, supervisors, and patients.

### ESSENTIAL FUNCTION: MOTOR

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Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care.

Examples:

- Manipulate glass slides, tourniquets, needles, small tubes, and collection devices.
- Handle and manipulate safely and properly small phlebotomy devices.
- Stand, walk, and bend repeatedly throughout an eight-hour period.
- Travel quickly throughout an institution.
- Collect specimens at the bedside, chairside, and difficult-to-reach situations.

## ESSENTIAL FUNCTION: INTELLECTUAL

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The ability to collect, interpret, and integrate information and make decisions.

Examples:

- Recognize and adapt to changing patient conditions.
- Analyze procedural tasks.
- Solve problems and think critically in order to address patient needs.

## ESSENTIAL FUNCTION: BEHAVIORAL AND SOCIAL ATTRIBUTES

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Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team; possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients; possess compassion, integrity, concern for others, and motivation; possess the ability to demonstrate professional behaviors and a strong work ethic.

Examples:

- Maintain patient confidentiality and exercise ethical integrity, honesty, dependability, and accountability in the performance of laboratory responsibilities.
- Adapt to the changing environment and technology.
- Maintain composure and continue phlebotomy procedures when subjected to high stress levels).

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Criminal background check (Approximately \$50 per required check)
- Drug screen (Approximately \$50 per required screen)
- Immunizations
  - Hepatitis B series (Approximately \$400)
  - Tuberculosis test (Approximately \$100)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- National Center for Competency Testing Examination (\$100)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$300)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Scrubs (Approximately \$30 per set; color is determined by the clinical site)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)

- Textbooks (Approximately \$700 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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To ensure equal opportunity for all students seeking enrollment into the Phlebotomy Technician program, the college utilizes a waiting list procedure. Students who are interested in completing the program will need to complete an Intent form. Blank forms are available on the college website.

Students will be allowed to register for PHLT 1030 — Introduction to Venipuncture based on the submission of the Intent form, the successful completion of the required prerequisite courses, and the completion of the HOBET-V exam. Application forms to take the HOBET-V exam are available on the college website. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline are ineligible to enroll in PHLT 1030.

Applicants not selected for enrollment into PHLT 1030 will be considered the following term in which the program is offered based upon the completion of all program requirements and the submission of the Intent form declaring the next available term as the requested time of program admission. Applicants must submit the required documentation to the Admissions Office by June 1 to be considered for PHLT 1030 during Fall Semester and by September 1 to be considered for PHLT 1030 during Spring Semester.

Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age.
- Completed and signed Intent form. Blank forms are available on the college website.
- Completed academic honesty form. Blank forms are available on the college website.
- HOBET V test scores of no less than the 50th percentile that are less than five years old at the anticipated date of enrollment in the program (see Selective Admission Examinations).

Prior to the beginning of PHLT 1050-Clinical Practice, applicants must have the following current official documents on file with program faculty:

- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available on the college website.
- Documentation of a recent medical examination.
- Completed immunization form.
- Completed background check.
- Completed academic honesty form.



## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Phlebotomy Technician program

## PHLEBOTOMY TECHNICIAN CERTIFICATE (MAJOR CODE: PT21)

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**Credit Required for Graduation: 24 semester credit hours**

### CURRICULUM OUTLINE

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#### **Prerequisite Courses (16 Credits)**

ALHS 1011	Anatomy and Physiology
ALHS 1040	Introduction to Healthcare
ALHS 1090	Medical Terminology for Allied Health Sciences
COMP 1000	Introduction to Computers
ENGL 1010	Fundamentals of English I

#### **Phlebotomy Technician Major (8 Credits)**

PHLT 1030	Introduction to Venipuncture
PHLT 1050	Clinical Practice

\* Students must pass courses with a grade of C or higher.

## Physical Therapist Assistant

### ACCREDITATION

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

### MISSION STATEMENT

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The mission of the Physical Therapist Assistant Program is to provide educational opportunities to those students wishing to pursue a career as a physical therapist assistant. The educational opportunities provided by the program are designed to ensure that each student has the knowledge, skills, and abilities necessary to obtain entry-level employment as a physical therapist assistant and active member of a comprehensive healthcare team under the direction and supervision of a physical therapist.

### WORK ENVIRONMENT

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Physical therapist assistants provide treatments to patients of all ages and health conditions in a variety of settings, including hospitals, inpatient rehabilitation facilities, skilled nursing facilities, outpatient clinics, school systems, and patients' homes. The hours and days worked vary with the practice setting. A PTA must use critical thinking and problem solving skills on a daily basis. The PTA must also possess excellent communication and interpersonal skills to interact appropriately with patients, families, coworkers, and other healthcare providers. The job of a physical therapist assistant can be physically demanding and may involve moving, assisting, or lifting patients who are unable to move themselves.

### NATURE OF THE WORK

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Physical therapist assistants (PTAs) are licensed healthcare providers who work as part of a team to provide physical therapy interventions under the direction and supervision of a licensed physical therapist. PTAs assist the physical therapist in the treatment of individuals of all ages and cultural backgrounds who have medical problems or health-related conditions that limit their ability to move and perform functional activities in their daily lives. A PTA should have a genuine desire to help others and be able to motivate them to do their best.

The duties of a PTA include assisting physical therapists in performing interventions for patients using heat, cold, electricity, ultrasound, water, massage, therapeutic exercise, gait training, balance, coordination, and functional activities. Physical therapist assistants must maintain constant effective communication with the physical therapist regarding patient progress and response to treatment and record this information in patients' medical records.

### EMPLOYMENT

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The employment outlook for physical therapist assistants is very good. The aging of the American population will contribute to an increased demand for physical therapy services. In addition, new PTAs will be needed to replace workers when they reach retirement age. Employment opportunities for PTAs are expected to grow by 45 percent through 2020.

### EARNINGS

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Earnings for a physical therapist assistant depend on the practice setting, years of experience, and geographic location. Median annual earnings nationally of physical therapist assistants in 2010 were \$49,690. The lowest 10 percent earned less than \$31,070, and the highest 10 percent earned more than \$68,820.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

### STUDENT LEARNING OUTCOMES

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Graduates of the associate degree program in Physical Therapist Assistant will be able to complete the following competencies:

- Pass the National Physical Therapy Examination (NPTE) for physical therapist assistants.
- Perform interventions under the direction and supervision of a physical therapist in an ethical, legal, technically competent, and safe manner.

- Obtain accurate information by performing data collection within the established plan of care.
- Provide documentation to support the delivery of physical therapy services, including interventions, response to interventions, and data collection techniques.
- Demonstrate effective written, verbal, and nonverbal communication skills with physical therapists, patients, family members, and other healthcare providers.
- Implement a self-directed plan for career development and lifelong learning.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in that field of study. This list is provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Physical Therapist Assistant program, they must be able to perform the following essential functions:

- Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently:
  - Transport, move, lift, or transfer patients in wheelchairs, beds, or treatment tables.
  - Assist with gait training activities.
  - Move, reach, manipulate, and operate equipment and controls.
  - Access supply and storage areas.
  - Maneuver in elevators, stairwells, and confined spaces within treatment areas.
  - Move between treatment areas or from one physical location to another.
  - Spend prolonged periods of time walking, standing, sitting, bending, as well as crawling, reaching, pushing, and pulling.
- Students must be able to demonstrate the following abilities:
  - Ability to observe patients, confirm patient's identity, perform physical therapy procedures, and assess change in patient status.
  - Ability to gather information from medical records, request forms, computer screens, instrument panels, product information guidelines, and expiration dates.
  - Ability to receive information from instrument signals and alarms, emergency signals, telephone conversations, and voices while in protective garb.
  - Ability to detect the presence of fire, gas, or toxic reagents for maintaining clinical and patient safety.
- Student must possess the following skills:
  - Critical thinking and problem solving skills to assess patient reactions and responses to treatment, schedule patients efficiently, and perform multiple tasks simultaneously.
  - Interpersonal skills sufficient to interact appropriately with patients, families, and coworkers from a variety of social, emotional, cultural, and intellectual backgrounds.
  - Communication skills, both verbal and written, in order to explain physical therapy procedures, answer questions from patients and coworkers, maintain accurate logs, and document in the medical records.
  - Initiative to work independently yet recognize self-limitations.
  - Ability to accept guidance and supervision from superiors.
  - Skills in handling stressful situations related to dealing with patient response to pain, injury, or death and dying.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- APTA and PTAG student membership (\$87 per year)
- Background check and drug screen if required by a clinical site (Approximately \$95 per required check)
- Immunizations (From approximately \$40 to \$400)
- Instruction fee (\$50 per term)
- Jurisprudence examination (\$90.60)
- Licensure application fee (\$75)
- Licensure examination (\$425.60)
- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$200)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Supplies (Approximately \$75)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,500 for entire program)
- Uniforms and name tag (Approximately \$100)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## PHYSICAL THERAPIST ASSISTANT PROGRAM OUTCOMES

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Physical Therapist Assistant Program Outcomes

Three Year Average (2011-2013)

- Graduation Rate: 77.42%
- Licensure Pass Rate: 100%
- Employment Rate: 100%

## ADMISSION REQUIREMENTS

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The Physical Therapist Assistant program utilizes a competitive admission process to select students. Program faculty designed the process to ensure maximum opportunity for student success. The Physical Therapist Assistant program admits students once per year at the beginning of Fall Semester. Prospective students may gain admission to the college initially as Health Care Science program students/applicants to the Physical Therapist Assistant program in order to complete any required learning support classes and general education courses.

Applicants must submit all required documentation to the Admissions Office by June 1 to be eligible for the competitive selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for selection. Applicants not selected for the program may reapply during

subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the program.

Applicants must complete the following steps by the June 1 application deadline in order to be considered for selection to the program:

- Submit a completed and signed application for admission and \$20 nonrefundable application fee.
- Provide proof of legal presence in the United States.
- Submit official transcripts from all colleges attended. Applicants who have not completed a minimum of 30 semester or 45 quarter credit hours at one or more colleges will be required to submit high school transcripts; a minimum grade point average of 2.5 on a 4.0 scale is required on college work attempted in order to be eligible for consideration.
- Complete the online Physical Therapist Assistant Interest Form for the current application period and submit electronically.
- Attend a mandatory Physical Therapist Assistant information session in the application period for which admission is sought. Applicants who have attended an information session during a previous application period must attend another information session. Documentation of attendance at an information session is maintained in the Physical Therapist Assistant program office.
- Submit scores from the Health Occupations Basic Entrance Test V (HOBET V) that are less than five years old as of the application deadline. Students who take the HOBET V at another college or at a testing center must submit official scores to the Testing Center at Athens Technical College. Information about submitting official scores on the college website.
- Submit a signed document to the Admissions Office acknowledging that commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become physical therapist assistants and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks (p. 100)). Blank documents are available on the college website.
- Submit an observation form to the Physical Therapist Assistant program office documenting the completion of a minimum of 24 hours of observation in a physical therapy setting or through employment as a physical therapy aide. Blank observation forms are available on the college website. Although all other materials related to the selection process must be submitted to the office of admissions, observation forms must be submitted directly to the PTA program office for processing.

The Physical Therapist Assistant program faculty incorporated an observation requirement into the selection process in order to give prospective students the opportunity to gain an awareness of the job requirements of a physical therapist assistant. Additional consideration will be given to applicants who have completed a second observation experience of 24 hours in a different area of physical therapy practice. Applicants who have completed observation experiences during a previous application period may use those hours in a subsequent application period. Previously submitted forms are kept in the applicant's file in the Admissions Office. Applicants will receive e-mail confirmation verifying receipt of observation forms from the Physical Therapist Assistant program office.

The selection process will be weighted toward students who have completed mathematics (MATH 1101 or MATH 1111), anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), English (ENGL 1101), introductory psychology (PSYC 1101) and other core classes in the Physical Therapist Assistant curriculum with grades of C or better by June 1 of the academic year for which they are seeking admission to the program. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the June 1 application deadline.

The Admissions Selection Committee will invite a group of the highest-ranking applicants (based on the admissions criteria) to participate in a formal interview process to determine aptitude, intent, and suitability for employment as a physical therapist assistant. The points from the interview process will be added to the applicant file score to determine final selection to the Physical Therapist Assistant program.

Please send any questions to [pta@athenstech.edu](mailto:pta@athenstech.edu).

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission and PTA program re-entry and addendum. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

---

Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Physical Therapist Assistant program.

## PHYSICAL THERAPIST ASSISTANT AAS (MAJOR CODE: PTA3)

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**Credit Required for Graduation: 80 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (16 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101      Composition and Rhetoric

\* Students must pass above courses with a grade of C or higher.

##### Area II: Social and Behavioral Sciences (3 Credits)

PSYC 1101      Introductory Psychology

\* Students must pass above courses with a grade of C or higher.

##### Area III: Mathematics and Natural Science (7 Credits)

MATH 1101      Mathematical Modeling

OR

MATH 1111      College Algebra

OR

MATH 1113      Precalculus

PHYS 1110      Conceptual Physics

PHYS 1110L      Conceptual Physics Lab

\* Students must pass above courses with a grade of C or higher.

##### Area IV: Humanities and Fine Arts (3 Credits)

Students must choose from the following courses:

ARTS 1101      Art Appreciation

ENGL 2130      American Literature

ENGL 2310      English Literature from the  
Beginnings to 1700

HUMN 1101      Introduction to Humanities

MUSC 1101      Music Appreciation

MUSC 2040      History of Popular Music

\* Students must pass above courses with a grade of C or higher.

#### Physical Therapist Assistant Core (16 Credits)

ALHS 1090      Medical Terminology for Allied  
Health Sciences

BIOL 2113      Anatomy and Physiology I

BIOL 2113L      Anatomy and Physiology I Lab

BIOL 2114      Anatomy and Physiology II

BIOL 2114L      Anatomy and Physiology II Lab

COMP 1000      Introduction to Computers

PSYC 2103      Human Development

\* Students must pass above courses with a grade of C or higher.

#### Physical Therapist Assistant Major (48 Credits)

PHTA 1110      Introduction to Physical Therapy

PHTA 1120      Patient Care Skills

PHTA 1130	Functional Anatomy and Kinesiology I
PHTA 1140	Physical Therapy Procedures I
PHTA 2110	Pathology I
PHTA 2120	Rehabilitation I
PHTA 2130	Physical Therapy Procedures II
PHTA 2140	Clinical Education I
PHTA 2150	Pathology II
PHTA 2160	Rehabilitation II
PHTA 2170	Kinesiology II
PHTA 2180	Clinical Education II
PHTA 2190	Clinical Education III
PHTA 2200	Physical Therapist Assistant Seminar

\* Students must pass above courses with a grade of C or higher.

## Practical Nursing

### MISSION STATEMENT

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The mission of the Practical Nursing program is to pursue academic excellence to promote the preparation of students to become competent, safe, and caring individuals for entry-level positions in an ever-changing healthcare environment.

### APPROVAL

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The Practical Nursing program is approved by the Georgia Board of Licensed Practical Nurses.

### WORK ENVIRONMENT

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Most licensed practical nurses work a 40-hour week. In some work settings where patients need round-the-clock care, LPNs may have to work nights, weekends, and holidays. About 18 percent of LPNs worked part-time in 2008. They often stand for long periods and help patients move in bed, stand, or walk.

### NATURE OF THE WORK

---

Licensed practical nurses (LPNs) care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. LPNs care for patients in many ways. Often, they provide basic bedside care. Many LPNs measure and record patients' vital signs such as height, weight, temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, dress wounds, and give alcohol rubs and massages. To help keep patients comfortable, they assist with bathing, dressing, and personal hygiene, moving in bed, standing, and walking. They might also feed patients who need help eating. Experienced LPNs may supervise nursing assistants and aides.

As part of their work, LPNs collect samples for testing, perform routine laboratory tests, and record food and fluid intake and output. They clean and monitor medical equipment. Sometimes, they help physicians and registered nurses perform tests and procedures. Some LPNs help to deliver, care for, and feed infants.

LPNs also monitor their patients and report adverse reactions to medications or treatments. LPNs gather information from patients, including their health history and how they are currently feeling. They may use this information to complete insurance forms, pre-authorizations, and referrals, and they share information with registered nurses and doctors to help determine the best course of care for a patient. LPNs often teach family members how to care for a relative or teach patients about good health habits.

Most LPNs are generalists and will work in any area of healthcare. However, some work in a specialized setting, such as a nursing home, a doctor's office, or in home healthcare. LPNs in nursing care facilities help to evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, they may be responsible for making appointments, keeping records, and performing other clerical duties. LPNs who work in home healthcare may prepare meals and teach family members simple nursing tasks.

In some states, LPNs are permitted to administer prescribed medicines, start intravenous fluids, and provide care to ventilator-dependent patients.

### EMPLOYMENT

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Licensed practical nurses (LPNs) held about 753,600 jobs nationally in 2008. About 25 percent of LPNs worked in hospitals, 28 percent in nursing care facilities, and another 12 percent in offices of physicians. Others worked for home healthcare services; employment services; residential care facilities; community care facilities for the elderly; outpatient care centers; and federal, state, and local government agencies. Employment of LPNs is expected to grow by 21 percent between 2008 and 2018.

### EARNINGS

---

Median annual wages nationally of licensed practical nurses were \$40,380 in May 2010. The lowest 10 percent earned less than \$29,680, and the highest 10 percent earned more than \$56,010.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*



## STUDENT LEARNING OUTCOMES

---

Graduates of the diploma program in Practical Nursing will be able to complete the following tasks:

- Provide care for patients across the life span and their families within the practical nursing role.
- Demonstrate the ability to make reasonable clinical judgments through the use of the nursing process.
- Demonstrate the ability to work as an effective member of the interdisciplinary team in a collaborative environment.
- Utilize effective communications techniques with individuals, families, and members of the healthcare team.
- Demonstrate caring by recognizing the patient's holistic needs and promoting the patient's values and choices.
- Assume responsibility and accountability in the practice of practical nursing as defined by the Georgia Nurse Practice Act and professional standards of the practical nurse.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

---

For admission and progression, all candidates for practical nursing must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas discussed in this section include examples of the abilities and skills necessary to provide safe, competent care to the patients for whom students will be responsible for providing care. The following list of necessary activities and skills is not all-inclusive.

### ESSENTIAL FUNCTION: CRITICAL THINKING

---

Critical thinking ability sufficient for clinical judgment.

Examples:

- Identifying cause/effect relationships in clinical situations.
- Developing care plans.
- Transferring knowledge from one situation to another.
- Evaluating outcomes.
- Problem solving.
- Prioritizing.
- Using short- and long-term memory.

### ESSENTIAL FUNCTION: INTERPERSONAL

---

Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Examples:

- Establishing rapport with patients, families, and colleagues.
- Negotiating interpersonal conflict.
- Respecting cultural diversity.

### ESSENTIAL FUNCTION: COMMUNICATION

---

Communication abilities sufficient to interact with others.

Examples:

- Explaining treatment procedures.

- Initiating health teaching.
- Documenting and interpreting nursing actions and patient responses.
- Preparing written reports and oral reports for other healthcare professionals.

## ESSENTIAL FUNCTION: MOBILITY

---

Physical abilities sufficient for movement from room to room and in small spaces.

Examples:

- Moving around a patient's room, work spaces, and treatment areas.
- Administering cardiopulmonary procedures such as resuscitation.
- Sitting or standing and maintaining balance for long periods.
- Twisting, bending, and stooping throughout the day.
- Moving quickly in response to possible emergencies.
- Pushing, pulling, lifting, or supporting a dependent adult patient.
- Squeezing with hands and fingers.
- Performing repetitive movements.

## ESSENTIAL FUNCTION: MOTOR SKILLS

---

Gross and fine motor abilities sufficient for providing safe, effective nursing care.

Examples:

- Calibrating and using equipment.
- Positioning dependent adult patients.
- Grasping and manipulating small objects and instruments.
- Using a computer keyboard.
- Writing with a pen.

## ESSENTIAL FUNCTION: HEARING

---

Auditory ability sufficient for monitoring and assessing health needs.

Examples:

- Hearing monitor and pump alarms, emergency signals, fire alarms, auscultatory sounds, and cries for help.

## ESSENTIAL FUNCTION: VISUAL

---

Visual ability sufficient for observation and assessment necessary in nursing care.

Examples:

- Observing patient responses such as respiratory rate and depth, skin color, and other physical signs.
- Seeing and reading monitors, watches with second hands, medication labels and vials, and increments on a medication syringe.
- Seeing objects from 20 inches to 20 feet away.
- Using depth perception and peripheral vision.
- Distinguishing colors.

- Reading written documents.

## ESSENTIAL FUNCTION: TACTILE

---

Tactile ability sufficient for physical assessment.

Examples:

- Performing palpation, functions of physical examinations (such as the discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as the insertion of a catheter).

## ESSENTIAL FUNCTION: EMOTIONAL

---

Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.

Examples:

- Establishing therapeutic interpersonal boundaries.
- Providing patients with emotional support.
- Adapting to changing conditions in the work environment and stress level.
- Dealing with unexpected or unpredictable events.
- Maintaining focus on task.
- Performing multiple tasks concurrently.
- Being able to handle strong emotions.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Admissions placement examination (\$60)
- Background check and drug screen (Approximately \$105 per required check)
- Basic cardiac life support certification (\$40)
- Hepatitis B Immunizations (\$200)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- NCLEX-PN licensure examination (\$200)
- Parking fee (\$15 per term)
- PNSG 2035 supply kit (\$45)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- State Board background check with application (\$55)
- State Board licensure application fee (\$40)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)

- Textbooks (Approximately \$1,550 for entire program)
- Uniforms (Approximately \$175)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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The Practical Nursing program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program and on the licensure exam. The Practical Nursing program admits students once per year at the beginning of Spring Semester. Prospective students may gain admission to the college initially as Healthcare Assistant program students/applicants to Practical Nursing in order to complete any learning support classes and required general core and health core courses. During the competitive admissions process, preference will be given to graduates of the Health Care Assistant TCC.

Applicants must submit all required documentation to the Admissions Office by July 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the Practical Nursing program. To receive consideration for admission to the Practical Nursing program, applicants complete the following steps by July 1:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee.
- Provide proof of legal presence in the United States.
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Submit official transcripts showing that applicants earned a minimum grade point average of 3.0 on a 4.0 scale for all college work attempted. Applicants transferring from other colleges will not be required to submit high school transcripts if they completed 30 semester or 45 quarter credit hours at other colleges.
- Provide official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 17 years of age.
- Submit NLN Pre-admission PN Examination scores of no less than the 75th percentile that are less than five years old on the application deadline (see Selective Admission Examinations).
- Submit completed and signed Intent form. Blank forms are available on the college website.
- Satisfactorily complete general and health core courses in English (ENGL 1010), mathematics (MATH 1012), psychology (PSYC 1010), anatomy and physiology (ALHS 1011), and diet and nutrition for Allied Health Science (ALHS 1060) by July 1 of the year applicants are seeking admission to the program. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records before the July 1 application deadline.
- Attend a mandatory pre-admission orientation session if invited. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program.

Applicants to this program must take the NLN examination no later than June to receive consideration in the selection process (see Selective Admission Examinations). Applicants selected to the program must complete all general and health core courses prior to enrolling in PNSG 2030. Prior to beginning the first set of clinical rotations, students must have the following documents on file in the Practical Nursing Office:

- Basic cardiac life support certification.
- Verification of health and malpractice insurance (see Malpractice Insurance).
- PPD and/or chest x-ray results.
- Record of physical exam with physician's statement that the student is in satisfactory health.

- Hepatitis screen results (students should start the Hepatitis-B immunization series) and documentation of immunity to varicella, rubella, measles, and tetanus.
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become licensed practical nurses and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair or on the college website.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Practical Nursing program.

## PRACTICAL NURSING DIPLOMA PROGRAM (MAJOR CODE: PN12)

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**Credit Required for Graduation: 60 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

#### Practical Nursing Core (10 Credits)

ALHS 1011	Anatomy and Physiology
ALHS 1060	Diet and Nutrition for Allied Health Sciences
COMP 1000	Introduction to Computers

\* Students must pass ALHS-1011, ALHS-1060 courses with a grade of C or higher.

#### Practical Nursing Major (41 Credits)

PNSG 2010	Introduction to Pharmacology and Clinical Calculations
PNSG 2030	Nursing Fundamentals
PNSG 2035	Nursing Fundamentals Clinical
PNSG 2210	Medical Surgical Nursing I
PNSG 2220	Medical Surgical Nursing II
PNSG 2230	Medical Surgical Nursing III
PNSG 2240	Medical Surgical Nursing IV
PNSG 2250	Maternity Nursing
PNSG 2255	Maternity Nursing Clinic
PNSG 2310	Medical Surgical Nursing Clinic I
PNSG 2320	Medical Surgical Nursing Clinic II
PNSG 2330	Medical Surgical Nursing Clinic III
PNSG 2340	Medical Surgical Nursing Clinic IV
PNSG 2410	Nursing Leadership
PNSG 2415	Nursing Leadership Clinic

\* Students must pass above courses with a grade of C or higher.

## Radiography

### ACCREDITATION

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The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182; (312) 704-5300; e-mail: [mail@jrcert.org](mailto:mail@jrcert.org); website: [www.jrcert.org](http://www.jrcert.org).

### MISSION STATEMENT

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The mission of the Radiography program is to prepare qualified radiographers who are compassionate, technically competent, ethical, professional, and who respond to the needs of patients and the needs of the organization.

### WORK ENVIRONMENT

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Physical stamina is important in this occupation because radiographers are on their feet for long periods and may lift or turn disabled patients. They work at diagnostic machines but also may perform some procedures at patients' bedsides. Some travel to patients in large vans equipped with sophisticated diagnostic equipment. Although radiation hazards exist in this occupation, they are minimized by the use of lead aprons, gloves, and other shielding devices, and by instruments monitoring exposure to radiation. Technologists wear badges measuring radiation levels in the radiation area, and detailed records are kept on their cumulative lifetime dose. Most full-time radiologic technologists work about 40 hours a week. They may, however, have evening, weekend, or on-call hours. Some work part-time for more than one employer; for those, travel to and from facilities must be considered.

### NATURE OF THE WORK

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Radiographers produce x-ray images (radiographs) of parts of the human body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing jewelry and other articles through which x-rays cannot pass, and positioning patients so that the parts of the body can be appropriately radiographed. To prevent unnecessary exposure to radiation, these workers surround the exposed area with radiation protection devices, such as lead shields, or limit the size of the x-ray beam. Radiographers position radiographic equipment at the correct angle and height over the appropriate area of a patient's body. Using instruments similar to a measuring tape, they may measure the thickness of the section to be radiographed and set controls on the x-ray machine to produce radiographs of the appropriate density, detail, and contrast.

They must follow physicians' orders precisely and conform to regulations concerning the use of radiation to protect themselves, their patients, and their coworkers from unnecessary exposure. In addition to preparing patients and operating equipment, radiologic technologists keep patient records and adjust and maintain equipment. They also may prepare work schedules, evaluate purchases of equipment, or manage a radiology department.

### EMPLOYMENT

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Radiologic technologists held about 214,700 jobs nationally in 2008. About 61 percent of all jobs were in hospitals. Most other jobs were in offices of physicians; medical and diagnostic laboratories, including diagnostic imaging centers; and outpatient care centers. Employment of radiologic technologists is expected to increase by about 17 percent from 2008 to 2018.

### EARNINGS

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The median annual wage nationally of radiologic technologists was \$54,340 in May 2010. The lowest 10 percent earned less than \$36,510, and the highest 10 percent earned more than \$76,850. Median annual wages.

Because imaging is needed in emergencies, some radiologic technologists work evenings, weekends, or on call.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## PROGRAM EFFECTIVENESS

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### Athens Technical College Radiography Program Program Effectiveness Data

Five year average credentialing examination (American Registry of Radiologic Technologists Radiography exam) pass rate of not less than 75 percent on first attempt within six months of graduation.

Year	Percent Passing on 1st Attempt	Number of Students
2013	100%	13 of 13 students passed on 1st attempt
2012	100%	13 of 13 students passed on 1st attempt
2011	100%	17 of 17 students passed on 1st attempt
2010	100%	14 of 14 students passed on 1st attempt
2009	100%	13 of 13 students passed on 1st attempt
5 year average	100%	

Five year average job placement rate of not less than 75 percent within 6 months of graduation (within 12 months effective 2014).

Year	Percent Job Placement	Number of Students
2013	92%	12 of 13 employed within 6 months
2012	92%	11 of 12 employed within 6 months 1 not actively seeking employment*
2011	92%	13 of 14 employed within 6 months 3 not actively seeking employment*
2010	80%	8 of 10 employed within 6 months 4 not actively seeking employment*
2009	89%	8 of 9 employed within 6 months 4 not actively seeking employment*
5 year average	89%	

\*The JRCERT has defined not actively seeking employment as: 1) graduate fails to communicate with program officials regarding employment status after multiple attempts. 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education.

Program completion rate of not less than 75% per year  
Program completion rate is defined as the number of students who complete the program within 150% of the stated program length.

Year	Percent Completion	Number of Students
2013	81%	16 began, 13 graduated
2012	88%	16 began, 14 graduated
2011	90%	19 began, 17 graduated
2010	88%	16 began, 14 graduated
2009	88%	16 began, 14 graduated
5 year average	87%	

## PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

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The goals of the associate degree program in Radiography are:

Goal 1: Students will be clinically competent.

Outcomes:

- Students will demonstrate radiation safety and protection.
- Students will demonstrate positioning skills and the ability to adapt to patient condition.

Goal 2: Students will communicate effectively.

Outcomes:

- Students will use effective oral communication skills.
- Students will practice written communication skills.

Goal 3: Students will use critical thinking and problem solving.

Outcomes:

- Students will be able to make necessary corrections for positioning and technique.
- Students will adapt to new situations and recognize available resources.

Goal 4: Students will demonstrate professionalism.

Outcomes:

- Students will demonstrate professional and ethical behavior.
- Students will present a professional appearance.

## PERFORMANCE STANDARDS

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Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on those requirements, this list of performance standards was developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the Radiography program. The performance standards are adopted from St. Petersburg College with permission and the approval of the Diagnostic Imaging Advisory Committee.

### PERFORMANCE STANDARD: VISUAL

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Visual ability sufficient for observation and assessment necessary in the operation of equipment and care of patients.

Examples:

- Visualize x-ray collimator centering light and identify its center.
- Observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
- Can see numbers, letters, calibrations, etc., of varying sizes located on equipment utilized by a radiographer.

### PERFORMANCE STANDARD: HEARING

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Auditory abilities sufficient to monitor and assess patient needs and to provide a safe environment.

Examples:

- Hear a patient talk in a normal tone from a distance of 20 feet.
- Hear monitor alarm, emergency signals, and cries for help.      Performance Standard: Tactile

Tactile ability sufficient for patient assessment and operation of equipment.

Examples:



- Perform palpation, tactile assessment, and manipulation of body parts to insure proper body placement and alignment.
- Manipulate dials, buttons, and switches of various sizes.

### PERFORMANCE STANDARD: MENTAL

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Mental ability sufficient for patient assessment and operation of equipment and care of patients.

Examples:

- Be able to visually concentrate and focus attention, thoughts, and efforts on patients and equipment for varying periods of time.
- Be able to respond to patients' changing physical conditions.

### PERFORMANCE STANDARD: ENVIRONMENTAL REQUIREMENTS

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Physical health sufficient enough to be able to tolerate certain conditions present in the clinical setting.

Examples:

- Be able to tolerate risks or discomforts in the clinical setting that require special safety precautions, additional safety education, and health risk monitoring (i.e., ionizing radiation), working with sharps, chemicals, and infectious disease (students may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons).

### PERFORMANCE STANDARD: COMMUNICATION

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Communication abilities sufficient for interaction with others in verbal and written form.

Examples:

- Effectively communicate to patients in order to converse, instruct the patients, relieve anxiety, gain their cooperation during procedures, understand patients when they are communicating symptoms of a medical emergency.
- Read medical charts and/or physician's orders.
- Legibly write patient history.
- Document own actions and patient responses as indicated.

### PERFORMANCE STANDARD: MOBILITY

---

Physical abilities sufficient to move from room to room and maneuver in small spaces.

Examples:

- Assist all patients, according to individual needs and abilities, in moving, turning, and transferring from transportation devices to x-ray tables.
- Be able to push, pull and lift 50 pounds.
- Push a stretcher and/or wheelchair without injury to self, patient, or others.
- Push a mobile x-ray machine from one location to another, including turning corners, getting on and off an elevator, and manipulating it in a patient's room over carpeting.

### PERFORMANCE STANDARD: MOTOR SKILLS

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Gross and fine motor abilities sufficient to provide safe, effective patient care.

Examples:

- Manually move the x-ray tube and position the tube at various angles and heights up to seven feet.
- Accurately draw up sterile contrast media and other solutions without contaminating the syringe and/or needles.

- Physically be able to administer the emergency care, including performing CPR.
- Place cassettes (image receptors) in Bucky trays and properly manipulate all locks.
- Be able to stand for periods as long as two hours wearing lead aprons and to walk a distance of five miles during a normal workday.

## PERFORMANCE STANDARD: CRITICAL THINKING

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Critical thinking ability sufficient for safe, clinical judgment.

Examples:

- Identify cause-effect relationships in clinical situations.
- Evaluate radiographs to ascertain that they contain proper identification and are of diagnostic value.
- Select exposure factors and accessory devices for all radiographic procedures with consideration of patient size, age, and extent of disease.
- Assess patient's condition and needs from a distance of at least 20 feet.
- Initiate proper emergency care protocols, including CPR, based on assessment data.

## PERFORMANCE STANDARD: INTERPERSONAL BEHAVIORAL AND SOCIAL SKILLS

---

Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Examples:

- Establish rapport with patients, families, and colleagues.
- Allow mature, sensitive, and effective relationships with patients and fellow workers (interpersonal skills).
- Tolerate physically taxing workload.
- Function effectively under stress.
- Adapt to changing environments (flexible schedules, emergency conditions).
- Display compassion, professionalism, empathy, integrity, concern for others, and interest and motivation.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check (Approximately \$50 per required check at beginning of program)
- Certification examination (\$200 upon completion of program)
- CPR (\$35)
- Dosimeters (Approximately \$125 for entire program)
- Drug screening (Approximately \$46 per required screening at beginning of program)
- Immunizations (at beginning of program)
  - Hepatitis B series (\$265)
  - T-dap (\$50)

- Tuberculosis tests (\$50)
- MMR (\$80)
- Varicella (\$120)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$200 at beginning of program)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,792 for entire program)
- Uniforms (Approximately \$250 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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The Radiography program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program. The Radiography program admits students once per year at the beginning of Fall Semester. Prospective students may gain admission to the college initially as Healthcare Science program students/applicants to Radiography in order to complete any learning support classes and required general education and health core classes.

Applicants must submit all required documentation to the Admissions Office by June 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the Radiography program. Applicants must complete the following steps by the June 1 application deadline:

- Submit a completed and signed application for admission and a \$20 nonrefundable application fee.
- Provide proof of legal presence in the United States.
- Submit official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted. Students transferring from other colleges will not be required to submit high school transcripts if they complete a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges.
- Submit completed and signed Intent form. Blank forms are available on the College Website.
- Provide valid SAT test scores that are less than five years old (see Selective Admission Examinations).
- Satisfactorily complete college algebra (MATH 1111) and anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L). Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records.

After June 1, the Selection Committee will review the applicants' records. They will invite a list of applicants to complete the following steps:

- Participate in personal interviews with program faculty.
- Attend a mandatory pre-admission orientation session. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program.
- Attend a scheduled observation day and a clinical orientation session (if selected).

Prior to beginning the clinical phase of the program, applicants must:

- Meet the technical standards of the program (as provided by the Admissions Office).
- Accept the policies of the program.
- Provide the clinical coordinator with completed health and immunization records.
- Submit verification of malpractice insurance (see Malpractice Insurance).
- Submit a signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the certification exam to become radiographers and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and the college website.

## CLINICAL EDUCATION COMPONENT

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The Radiography program curriculum includes clinical components to provide students with opportunities to develop their skills. The following information provides information on the clinical educational component:

- Number of clinical sites: 6.
- Clinic site locations: Clarke and Walton counties.
- Hours: Generally scheduled during the daytime; however, some evening and weekend hours are required.

Special Requirements of clinic sites include:

- Current CPR certification.
- Immunization records (to include but not limited to MMR, Varicella, T-dap, Hepatitis B or a completed declination form).
- Annual tuberculosis test.
- Current physical examination.
- Drug screening.
- Criminal background check.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Radiography program. Radiography AAS (Major Code: RT23)

**Credit Required for Graduation: 93 semester credit hours**

## CURRICULUM OUTLINE

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### General Education (15 Credits)

#### Area I: Language Arts and Communications (3 Credits)

ENGL 1101    Composition and Rhetoric

\* Students must pass above courses with a grade of C or higher.

#### Area II: Social and Behavioral Sciences (3 Credits)

PSYC 1101    Introductory Psychology

#### Area III: Mathematics and Natural Sciences (3 Credits)

MATH 1111    College Algebra

#### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose a course from the following:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

#### **General Education Electives (3 Credits)**

Students may choose a course from Area IV or from the following list:

BIOL 1111	Biology I AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II AND
CHEM 1212L	Chemistry II Lab
ECON 2105	Macroeconomics
ECON 2106	Microeconomics
ENGL 1102	Literature and Composition
HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab
POLS 1101	American Government
SOCI 1101	Introduction to Sociology
SPCH 1101	Public Speaking

#### **Radiography Core (13 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
COMP 1000	Introduction to Computers

\* Students must pass ALHS-1090, BIOL-2113, BIOL-2113L, BIOL-2114, BIOL-2114L courses with a grade of C or higher.

**Radiography Major (65 Credits)**

RADT 1010	Introduction to Radiology
RADT 1030	Radiographic Procedures I
RADT 1060	Radiographic Procedures II
RADT 1070	Principles of Imaging I
RADT 1160	Principles of Imaging II
RADT 1200	Principles of Radiation Biology and Protection
RADT 1320	Clinical Radiography I
RADT 1330	Clinical Radiography II
RADT 2090	Radiographic Procedures III
RADT 2190	Radiographic Pathology
RADT 2260	Radiologic Technology Review
RADT 2340	Clinical Radiography III
RADT 2350	Clinical Radiography IV
RADT 2360	Clinical Radiography V

\* Students must pass above courses with a grade of C or higher.

## Surgical Technology

### ACCREDITATION

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The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33765, upon recommendation by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

### MISSION STATEMENT

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The surgical technology program mission is to prepare students with the knowledge, technical skills, and professional ethics required for entry level employment as a member of the operating room team.

### WORK ENVIRONMENT

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Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times, they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Most surgical technologists work a regular 40-hour week, although they may be on call or work nights, weekends, and holidays on a rotating basis.

### NATURE OF THE WORK

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Surgical technologists assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. Surgical technologists are members of operating room teams, which most commonly include surgeons, anesthesiologists, and circulating nurses.

Before an operation, surgical technologists help prepare the operating room by setting up the sterile field with surgical instruments and equipment, drapes, medication, and supplies. Technologists also help the surgical team put on sterile gowns and gloves.

During surgery, technologists anticipate the needs of the surgeon by passing instruments; holding retractors; preparing sutures; counting instruments, sponges, and sharps; and helping apply dressings.

After surgery, surgical technologists assist with room turn-over procedures in order to prepare for the next patient. They also decontaminate and prepare surgical instruments for sterilization.

### EMPLOYMENT

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Surgical technologists held about 91,500 jobs in 2008. About 71 percent of jobs for surgical technologists were in hospitals, mainly in operating and delivery rooms. Other jobs were in offices of physicians or dentists who perform outpatient surgery and in outpatient care centers, including ambulatory surgical centers. A few technologists, known as private scrubs or first assistants, are employed directly by surgeons.

### JOB OUTLOOK

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Employment is expected to grow much faster than average. Job opportunities will be best for technologists who are certified and for those who are willing to relocate. Employment of surgical technologists is expected to grow 25 percent between 2008 and 2018, much faster than the average for all occupations, as the volume of surgeries increases. The number of surgical procedures is expected to continue to rise as the population grows and ages. In addition, technological advances, such as fiber optics, robotics, and laser technology, have permitted an increasing number of new surgical procedures to be performed and also have allowed surgical technologists to assist with a greater number of procedures.

### EARNINGS

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Median annual wages of wage-and-salary surgical technologists were \$39,920 in May 2010. The lowest 10 percent earned less than \$28,100, and the highest 10 percent earned more than \$57,330.

Median annual wages in the industries employing the largest number of surgical technologists in May 2010 were:

- Outpatient care centers

- Offices of physicians
- General medical and surgical hospitals; state, local and private
- Offices of dentists

**Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)**

## LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Surgical Technology will:

- Be competent in the general areas of communications, math, and professional relations.
- Be competent as skilled surgical technologists, qualified by didactic and clinical training, to provide services in the operating room.
- Be prepared to function in association with nurses and surgeons to help provide the best possible care for the surgical patient.
- Function as part of the operating room team responsible for the cleanliness, safety, and efficiency of the operating room.
- Demonstrate the knowledge and experience with surgical aseptic techniques necessary to prepare materials for use at the operating table and to assist in the use of these materials.
- Demonstrate an ability to relate to people, an orientation towards service to people, and a capacity for calm and reasoned judgment in meeting emergencies.
- Adhere to the legal and ethical guidelines of the profession.
- Demonstrate the necessary knowledge to successfully complete the certification examination for surgical technologists.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

Surgical technology is a career with different paths; however, an accredited educational program has the responsibility to ensure that every student is technically competent in the procedures and tasks that are essential to the functioning of a technician in a clinical setting. To this end, the Surgical Technology faculty has developed the following list of essential functions that students are able to perform, with or without reasonable accommodation, at the time of admission to the Surgical Technology program.

Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently:

- Be physically capable of handling equipment and objects that weigh up to 50 pounds.
- Move, reach, manipulate, and operate equipment and controls.
- Access supply and storage areas.
- Move between holding facilities, treatment areas, and surgical suites without physical impairment.
- Spend prolonged periods of time standing, sitting, crouching, and bending.
- Reach, push, or pull objects or equipment in confined areas.

Students must be able to demonstrate the following abilities:

- Normal natural or corrected visual and auditory acuity.
- Tolerance of high volume areas.



- Recognition of signals, alarms, emergency signals, and voices while in care or treatment facilities and while wearing protective garb.
- Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.

Students must possess the following skills:

- Critical thinking and problem solving skills.
- The ability to perform multiple tasks simultaneously.
- Reading and writing skills.
- Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Personal initiative to work independently and with small groups of people.
- Stress management skills to handle stressful situations related to pain, injury, death, and dying.
- Initiative and self-motivation to continue life-long learning.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Background check (Approximately \$50 per required check)
- Certification and memberships (Approximately \$250)
- Drug Screen (Approximately \$40 per required screen)
- Immunizations
  - Hepatitis B series (Approximately \$265)
  - Tuberculosis (Approximately \$40 for two-step series)
- Instruction fee (\$50 per term)
- Malpractice insurance (\$11 per year)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$250)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,500 for the associate degree program and \$900 for the diploma program)
- Uniforms (Approximately \$175)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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This program uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program. The program admits students once per year at the beginning of Spring Semester. Prospective students may gain admission to the college initially as Healthcare Assistant or Healthcare Science program students/applicants to Surgical Technology in order to complete any learning support classes and required general core and health core courses.

Applicants must submit all required documentation to the Admissions Office by July 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the program. Applicants must submit:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Scores from the Health Occupations Basic Entrance Test V (HOBET V) (see Selective Admission Examinations).
- Completed and signed Intent form. Blank forms are available on the college website.

Applicants must take the HOBET V examination no later than June in order to receive consideration in the selection process. Applicants must also attend a mandatory pre-admission orientation session if invited. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program. Students must complete all general core and health core courses prior to enrolling in Surgical Technology (SURG) classes. Students must have the following documents on file in the Surgical Technology Office prior to entering SURG 2110:

- Basic cardiac life support certification.
- Verification of accident and malpractice insurance (see Malpractice Insurance).
- Record of physical exam with a physician's statement that the student is in satisfactory health.
- PPD and/or chest x-ray results, hepatitis screen results and documentation of immunity to rubella, measles, and tetanus.
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from participating in clinical activities and/or taking the certification exam to become surgical technologists and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicum, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available from the program chair and the college website.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Surgical Technology program.

## SURGICAL TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: ST12)

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**Credit Required for Graduation: 60 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (9 Credits)

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

\* Students must pass above courses with a grade of C or higher.

#### Health Core (10 Credits)

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

\* Students must pass above courses with a grade of C or higher.

#### Surgical Technology Major (41 Credits)

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

\* Students must pass all Health Core and Surgical Technology courses with a grade of C or higher.

## SURGICAL TECHNOLOGY ASSOCIATE DEGREE PROGRAM (MAJOR CODE: ST13)

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**Credit Required for Graduation: 73 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (12 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101	Composition and Rhetoric
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##### Area II: Social and Behavioral Sciences (3 Credits)

Students may choose from one of the following courses:

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

##### Area III: Mathematics and Natural Sciences (3 Credits)

Students may choose from one of the following courses:

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

#### **Area IV: Humanities and Fine Arts (3 Credits)**

Students may choose from one of the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

#### **General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab

#### **Health Core (17 Credits)**

ALHS 1090	Medical Terminology for Allied Health Sciences
BIOL 2113	Anatomy and Physiology I
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
BIOL 2117L	Introductory Microbiology Lab
COMP 1000	Introduction to Computers

#### **Surgical Technology Major (41 Credits)**

SURG 1010	Introduction to Surgical Technology
SURG 1020	Principles of Surgical Technology
SURG 1080	Surgical Microbiology
SURG 1100	Surgical Pharmacology
SURG 2030	Surgical Procedures I
SURG 2040	Surgical Procedures II

SURG 2110	Surgical Technology Clinical I
SURG 2120	Surgical Technology Clinical II
SURG 2130	Surgical Technology Clinical III
SURG 2140	Surgical Technology Clinical IV
SURG 2240	Seminar in Surgical Technology

\* Students must pass all Health Core and Surgical Technology courses with a grade of C or higher.

## Veterinary Technology

### ACCREDITATION

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The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA) 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173, as a program for educating veterinary technicians.

### MISSION STATEMENT

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The veterinary technology program prepares students to become entry-level veterinary technicians in positions that may include any area in the full spectrum of veterinary medicine (small, large, exotic or laboratory animal nursing). Students receive a solid foundation in general education and basic science courses as well as technical courses and laboratories relevant to veterinary technology.

### NATURE OF THE WORK

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Owners of pets and other animals today expect superior veterinary care. To provide this service, veterinarians use the skills of veterinary technicians, who perform many of the same duties for a veterinarian that a nurse would for a physician.

Veterinary technicians typically conduct clinical work in a private practice under the supervision of a licensed veterinarian. For example, they may perform laboratory tests such as urinalysis and blood counts, assist with dental care, prepare tissue samples, take blood samples, and assist veterinarians in a variety of other diagnostic tests. Some veterinary technicians record patients' case histories, expose and develop radiographs, and provide specialized nursing care. In addition, experienced veterinary technicians may discuss a pet's condition with its owners and train new clinic personnel. Veterinary technicians usually care for small pets, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish, and frogs.

Besides working in private clinics and animal hospitals, some veterinary technicians work in research facilities under the guidance of veterinarians or physicians. In this role, they may administer medications, prepare samples for laboratory examinations, or record information on an animal's genealogy, diet, weight, medications, food intake, and clinical signs of pain and distress. Some may sterilize laboratory and surgical equipment and provide routine postoperative care. Occasionally, veterinary technicians may have to euthanize seriously ill, severely injured, or unwanted animals.

### WORK ENVIRONMENT

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While people who love animals get satisfaction from helping them, some of the work may be unpleasant, physically and emotionally demanding, and sometimes dangerous. Data from the U.S. Bureau of Labor Statistics show that full-time veterinary technicians experienced a work-related injury and illness rate that was much higher than the national average. At times, veterinary technicians must clean cages and lift, hold, or restrain animals, risking exposure to bites or scratches. These workers must take precautions when treating animals with germicides or insecticides. The work setting can be noisy. In some animal hospitals, research facilities, and animal shelters, a veterinary technician is on duty 24 hours a day, which means that some work night shifts. Most full-time veterinary technicians work about 40 hours a week, although some work 50 or more hours a week.

### EMPLOYMENT

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Employment of veterinary technicians is expected to grow 36 percent nationally over the 2008-2018 projection period.

### EARNINGS

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Median annual wages nationally of veterinary technologists and technicians were \$29,710 in May 2010. The bottom 10 percent earned less than \$20,500, and the top 10 percent earned more than \$44,030.

Veterinary technologists and technicians working in research positions often earn more than those in other fields.

**Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)**

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree program in Veterinary Technology will:

- Compare favorably in their knowledge of the core technical duty areas evaluated on the Veterinary Technician National Examination with those students completing a similar program nationally.
- Be technically proficient at the entry level.
- Demonstrate the use of critical thinking skills to identify and solve problems in discipline-specific situations.
- Adopt the appearance, attitudes, and conduct that represent the professionalism needed for success in the field of veterinary technology.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Veterinary Technician Assistant will be able to complete the following tasks:

- Perform basic veterinary recordkeeping procedures.
- Collect specimens and perform basic laboratory procedures.
- Provide basic animal nursing care.
- Assist the veterinarian or veterinary technician in diagnostic, medical, and surgical procedures.
- Assist the veterinarian or veterinary technician in diagnostic imaging procedures.
- Demonstrate basic client communication skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of an Essential Functions List is to allow students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

Veterinary Technology is a career with many different paths; however, an accredited educational program has the responsibility to ensure that every student is technically competent in the procedures and tasks that are essential to the functioning of a technician in a clinical setting. To this end, the Veterinary Technology faculty members have developed the following list of essential functions/technical skills that students should be able to perform, with or without reasonable accommodation, at the time of admission to the Veterinary Technology program.

Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently:

- Be physically capable of handling equipment and animals that weigh up to 50 pounds.
- Move, reach, manipulate, and operate equipment and controls.
- Access supply and storage areas.
- Enter, maneuver in, and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling, and/or climbing).
- Move between animal holding facilities, treatment areas, and surgical suites without physical impairment.
- Spend prolonged periods of time walking, standing, sitting, crawling, and bending.
- Reach, push, or pull animals or equipment in confined areas.

Students must be able to demonstrate the following abilities:

- Normal natural or corrected visual and auditory acuity to allow for patient assessment at a distance.
- Tolerance of high volume areas such as dog kennels and swine facilities.

- Recognition of signals, alarms, emergency signals, and voices while in animal care or treatment facilities and while wearing protective garb.
- Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.

Students must possess the following skills:

- Critical thinking and problem solving skills to assess patient status and response to therapy.
- The ability to perform multiple tasks simultaneously.
- Reading and writing skills that enable them to assess medical records and treatment plans, make legally binding notes on patient status and care, and accurately complete logbooks.
- Computer skills that enable them to input, access, and assess client and patient information, as well as perform hospital management tasks.
- Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Personal initiative to work independently and with small groups of people.
- Stress management skills to handle stressful situations related to pain, injury, death, and dying.
- Initiative and self-motivation to continue life-long learning.

## PROGRAM EXPENSES

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The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Dosimetry badge fee (\$50 when enrolled in VETT 1070 and VETT 2300)
- Georgia Veterinary Technician registration application fee (\$50)
- GVTAA student membership (\$10 per year/optional)
- Immunizations
  - Rabies vaccine series (Approximately \$600)
  - Tetanus (Approximately \$30)
  - Tuberculosis test (Approximately \$40)
- Instructional fee (\$50 per term)
- Laboratory supply fee (Varies - See course descriptions for exact costs)
- Malpractice insurance (\$15 annually)
- Parking fee (\$15 per term)
- Physical examination (Approximately \$150)
- Registration fee (\$39 per term)
- SCNAVTA/NAVTA student membership (\$15 per year/optional)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,625 for entire program)
- Uniforms and related supplies (Approximately \$300)
- Veterinary Technician National Examination (\$300)



These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## VETERINARY TECHNOLOGY TECHNICAL NATIONAL EXAMINATION RESULTS FOR PROGRAM GRADUATES

	July 1, 2012 to June 30, 2013	July 1, 2011 to June 30, 2012	July 1, 2010 to June 30, 2011
Number of eligible first-time candidates	10	7	10
Number of first-time candidates that have taken the VTNE	10	6	9
Number of first-time candidates that passed the VTNE	10	6	9
Three-year pass rate for first-time test takers on the VTNE based on a July 1 to June 30 reporting year (2010-2013)	100%	100%	100%

## ADMISSION REQUIREMENTS

The Veterinary Technology program uses a competitive admission process to select students. The Veterinary Technology program admits students once per year to begin program-specific (VETT) courses at the beginning of Fall Semester. Applicants must submit all required documentation for admission at the associate-degree level to the Admissions Office by June 1 to receive consideration in the selection process. Prospective students may gain admission to the college initially as Healthcare Science students/applicants to Veterinary Technology in order to complete any learning support classes and required general education and health core courses. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the Veterinary Technology program.

Program faculty members recommend that applicants to the Veterinary Technology program have volunteer or paid practical experience in a veterinary hospital or an animal care facility prior to seeking admission to the program. This experience should be under the supervision of a registered veterinary technician or licensed doctor of veterinary medicine. While there is no specific requirement for the number of hours of experience, it is important that applicants be fully aware of the profession and job requirements prior to enrolling in the program.

The number of students accepted into the program is limited. To receive consideration for admission to the Veterinary Technology program, applicants must submit the following information to the Admissions Office by the June 1 deadline:

- Completed and signed application for admission to the college and the required \$20 nonrefundable application fee.
- Provide proof of legal presence in the United States.
- Official transcripts from every college attended demonstrating that they have earned a minimum cumulative grade point average of 2.0 on a 4.0 scale on all college coursework attempted previously. The admissions committee will consider high school grade point averages (2.0 on a 4.0 scale) if applicants have not attended college in the past.
- Documentation of completion of college algebra (MATH 1111), biology (BIOL 1111 and BIOL 1111L), chemistry (CHEM 1211 and CHEM 1211L), and introduction to computers (COMP 1000) or equivalent courses with final course grades of C or better. Applicants transferring from other colleges must confirm the transferability of equivalent coursework with the college's director of registration and records before the June 1 application deadline.
- Completed Veterinary Technology Program Intent Form. Blank forms are available on the college website.

- Valid SAT test scores. Test scores must be less than five years old on the application deadline date (see Selective Admission Examinations).
- A personal statement essay attached to and addressing the questions listed on the Veterinary Technology: Personal Statement Guidelines and Signature Form. Blank forms are available on the college website.
- A photocopy of applicant's official birth certificate, passport, driver's license, or state-issued photo identification card to document that they are at least 18 years old.
- The signature form included in the Veterinary Technology Program Policies and Procedures Manual confirming they have reviewed and understood the material included in the manual. The manual and signature form are available on the college website.
- A signed document acknowledging that the commission of a felony may prevent graduates from becoming registered veterinary technicians in the State of Georgia and acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available on the college website.

Applicants who are on academic probation or are academically dismissed from the college as of the June 1 application deadline will not be considered for admission. Because performance in math and science has proven to be an excellent predictor of success in the Veterinary Technology program, and because communications skills (reading and writing) and personal experiences contribute greatly to achieving that success, candidates will be ranked using the following criteria:

- Prerequisite course grade point average (BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, COMP 1000, MATH 1111).
- SAT scores (math, critical reading).
- Faculty evaluations of the applicant's personal statement.

Although applicants must have a minimum grade of C in the prerequisite courses, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in health and life science programs, so grades of C are typically not competitive.

Applicants invited to join the program at the end of the selection process will be required to attend a scheduled, mandatory New Veterinary Technology Student Orientation prior to the beginning of the Fall Semester for which they have been accepted (typically in July; failure to attend or, in the event of a catastrophic event, to make alternate arrangements to obtain the information presented will result in the forfeiture of admission to the program).

At the beginning of the Fall Semester when students begin VETT courses, they must submit the following documents to the Veterinary Technology program chair:

- A completed Veterinary Technology Physical Examination Form with the results of a recent medical examination with a qualified healthcare provider indicating that the student is in satisfactory health to work with animals. Physical Examination Forms will be distributed by the program chair at the mandatory New Veterinary Technology Student Orientation and/or through the United States Postal Service.
- Verification of malpractice insurance (see Malpractice Insurance).
- By September 30 of their first semester of enrollment, students will be required to submit official immunization records proving they have received vaccines against rabies, tetanus, and measles/mumps/rubella.

## READMISSION POLICY

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If students withdraw from the program for any reason, they must follow the steps detailed under Re-entry into Selective Admission Programs of Study. Students seeking re-entry into Veterinary Technology will be required to complete all conditions of a program-specific individualized program of study plan. In addition, students seeking readmission will abide by all college and program based policies and procedures in place at the time of their request for readmission.

## RESIDENCY POLICY

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Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Veterinary Technology program.

## VETERINARY TECHNOLOGY AAS (MAJOR CODE: VT23)

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**Credit Required for Graduation: 80 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (20 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (3 Credits)**

Students may choose from one of the following courses:

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

##### **Area III: Mathematics and Natural Science (11 Credits)**

BIOL 1111     Biology I  
BIOL 1111L     Biology I Lab  
CHEM 1211     Chemistry I  
CHEM 1211L     Chemistry I Lab  
MATH 1111     College Algebra

Students must pass BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, and MATH 1111 with a grade of C or higher.

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students may choose from one of the following courses:

ARTS 1101     Art Appreciation  
ENGL 2130     American Literature  
ENGL 2310     English Literature from the  
                    Beginnings to 1700  
HUMN 1101     Introduction to Humanities  
MUSC 1101     Music Appreciation  
MUSC 2040     History of Popular Music

##### **Veterinary Technology Core (3 Credits)**

COMP 1000     Introduction to Computers

Students must pass COMP 1000 with a grade of C or higher.

##### **Veterinary Technology Major (57 Credits)**

VETT 1000     Veterinary Medical Terminology  
VETT 1010     Introduction to Veterinary  
                    Technology  
VETT 1020     Veterinary Clinical Pathology I  
VETT 1030     Veterinary Clinical Procedures I  
VETT 1060     Animal Anatomy and Physiology  
VETT 1070     Veterinary Diagnostic Imaging  
VETT 1110     Veterinary Pathology and Diseases  
VETT 2120     Veterinary Clinical Pathology II  
VETT 2130     Veterinary Clinical Procedures II

VETT 2160	Pharmacology for Veterinary Technicians
VETT 2210	Laboratory and Exotic Animals for Veterinary Technicians
VETT 2220	Veterinary Practice Management
VETT 2230	Veterinary Anesthesiology and Surgical Procedures
VETT 2300	Veterinary Technology Clinical Internship

Students must pass all VETT courses with a grade of C or higher.

## VETERINARY TECHNICIAN ASSISTANT CERTIFICATE (MAJOR CODE: VA11)

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**Credit Required for Graduation: 28 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (28 Credits)

The technical certificate in Veterinary Technician Assistant is an embedded program in the associate degree program in Veterinary Technology. Students cannot enroll in the technical certificate unless they have been accepted to the associate degree program. Certificates will be awarded when students successfully complete the coursework.

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
CHEM 1211	Chemistry I
CHEM 1211L	Chemistry I Lab
MATH 1111	College Algebra
VETT 1000	Veterinary Medical Terminology
VETT 1010	Introduction to Veterinary Technology
VETT 1020	Veterinary Clinical Pathology I
VETT 1030	Veterinary Clinical Procedures I
VETT 1060	Animal Anatomy and Physiology
VETT 1070	Veterinary Diagnostic Imaging

Students must pass all courses with a grade of C or higher.

## TECHNICAL AND INDUSTRIAL PROGRAMS

### Air Conditioning Technology

#### MISSION STATEMENT

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The mission of the Air Conditioning Technology program is to prepare students for successful careers in heating, air conditioning, and refrigeration through traditional lecture; web based interactive instruction, and extensive hands-on shop instruction on actual equipment.

#### WORK ENVIRONMENT

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Heating, air conditioning, and refrigeration mechanics and installers work in homes, retail establishments, hospitals, office buildings, and factories-anywhere there is climate-control equipment that needs to be installed, repaired, or serviced. Technicians may work outside in cold or hot weather, or in buildings that are uncomfortable because the air conditioning or heating equipment is broken. In addition, technicians might work in awkward or cramped positions, and sometimes they are required to work in high places. Hazards include electrical shock, burns, muscle strains, and other injuries from handling heavy equipment. Appropriate safety equipment is necessary when handling refrigerants because contact can cause skin damage, frostbite, or blindness. When working in tight spaces, inhalation of refrigerant is a possible hazard.

#### NATURE OF THE WORK

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Heating and air conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. By providing a climate controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items. Heating, air conditioning, and refrigeration mechanics and installers — also called technicians — install, maintain, and repair such systems.

Heating, air conditioning, and refrigeration systems consist of many mechanical, electrical, and electronic components, such as motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. In central forced air heating systems, for example, a furnace heats air, which is then distributed through a system of metal or fiberglass ducts. Technicians maintain, diagnose, and correct problems throughout the entire system. To do this, they adjust system controls to recommended settings and test the performance of the system using special tools and test equipment.

Technicians follow blueprints or other specifications to install oil, gas, electric, solid-fuel, and multiple-fuel heating systems and air conditioning systems. After putting the equipment in place, they install fuel and water supply lines, air ducts and vents, pumps, and other components. They may connect electrical wiring and controls and check the unit for proper operation. To ensure the proper functioning of the system, furnace installers often use combustion test equipment, such as carbon dioxide testers, carbon monoxide testers, combustion analyzers, and oxygen testers. These tests ensure that the system will operate safely and at peak efficiency.

Refrigeration mechanics install, service, and repair industrial and commercial refrigerating systems and a variety of refrigeration equipment. They follow blueprints, design specifications, and manufacturers' instructions to install motors, compressors, condensing units, evaporators, piping, and other components. They connect this equipment to the duct work, refrigerant lines, and electrical power source. After making the connections, refrigerator mechanics charge the system with refrigerant, check it for proper operation and leaks, and program control systems.

Heating, air conditioning, and refrigeration mechanics and installers are adept at using a variety of tools to work with refrigerant lines and air ducts, including hammers, wrenches, metal snips, electric drills, pipe cutters and benders, measurement gauges, and acetylene torches. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components.

High school students interested in some initial training for this industry should take courses in shop math, mechanical drawing, applied physics and chemistry, electronics, blueprint reading, and computer applications. Some knowledge of plumbing or electrical work and a basic understanding of electronics are beneficial for an HVACR technician. Secondary and postsecondary students studying HVACR learn about theory of temperature control, equipment design and construction, and electronics. They also learn the basics of installation, maintenance, and repair.

## EMPLOYMENT

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Heating, air conditioning, and refrigeration mechanics and installers work for plumbing, heating, and air conditioning contractors, as well as in a variety of industries throughout the country, reflecting a widespread dependence on climate-control systems. Some work for refrigeration and air conditioning service and repair shops, schools, and stores that sell heating and air conditioning systems. Local governments, the federal government, hospitals, office buildings, and other organizations that operate large air conditioning, refrigeration, or heating systems also employ these workers. Many technicians are self-employed. Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to increase 28 percent nationally during the 2008-2018 decade, much faster than the average for all occupations.

## EARNINGS

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Median hourly wages nationally of heating, air conditioning, and refrigeration mechanics and installers were \$42,530 in May 2010. The lowest 10 percent earned less than \$26,490 and the top 10 percent earned more than \$66,930. Median annual wages in the industries employing the largest numbers of heating, air conditioning, and refrigeration mechanics and installers were:

- Hardware and plumbing and heating equipment and supplies merchant wholesalers - \$46,540
- Direct selling establishments — \$44,210
- Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance — \$43,460
- Building equipment contractors — \$40,630

Heating, air conditioning, and refrigeration mechanics and installers generally receive a variety of employer-sponsored benefits. In addition to typical benefits such as health insurance and pension plans, some employers pay for work-related training and provide uniforms, company vans, and tools.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Air Conditioning Technology will be able to complete the following tasks:

- Competently inspect and maintain air conditioning and refrigeration systems.
- Competently install an air conditioning system to operate to manufacturer's specifications.
- Competently diagnose and counter measure air conditioning system problems.
- Demonstrate the personal and professional work ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Air Conditioning Electrical Technician will be able to complete the following tasks:

- Take electrical measurements on air conditioning systems.
- Inspect and repair electrical components and control systems.
- Diagnose and countermeasure air conditioning system problems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Air Conditioning System Maintenance Technician will be able to complete the following tasks:

- Apply refrigeration principles and practices to air conditioning systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their

field of study after graduation. For students to be successful in the Air Conditioning Technology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to read information on unit data plates, identify symbols in wiring diagrams, read information on unit service panels, and read instructions in installation and service manuals.
  - **Hearing:** Ability to understand a normal speaking voice when communicating with students, teachers, and customers; ability to differentiate mechanical noises made by operating air conditioning equipment.
  - **Smell:** Ability to evaluate possible dangers involved in working with flammable gasses, toxic solvents, and harmful cleaning agents.
  - **Tactile:** Feel heat/cold or pain and evaluate the possible danger from hot surfaces and hot or cold work environments.
- Motor Ability.
  - Physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
  - Ability to work while in hot/humid and/or cold conditions.
  - Ability to have manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers of electricity, refrigerants, and mechanical devices.
  - Ability to wear necessary safety gear, including safety glasses, gloves, closed-toe shoes and proper shop clothing.
  - Ability to maintain safe environment at all times.
- Ability to Communicate.
  - Skills to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Skills to write and perform routine mathematical calculations clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, and analyzing.
  - Intellectual and conceptual ability for prioritizing daily functions in the lab and work environment.
  - Intellectual and conceptual ability to deduce the operating sequence of a system from a schematic diagram.
  - Intellectual and conceptual ability to use a logical sequence to identify system components that are not operating properly.
  - Ability to work in fast-paced environments with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work environment.
- Ability to Perform Practical Outcomes.
  - Ability to function under the practical guidelines of equipment manufacturers' specifications.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$850 for Air Conditioning Technology, \$200 for Air Conditioning Electrical Technician, and \$350 for Air Conditioning Systems Maintenance Technician)
- Tools (Approximately \$800 for Air Conditioning Technology, \$300 for Air Conditioning Electrical Technician, and \$500 for Air Conditioning Systems Maintenance Technician)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## AIR CONDITIONING TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: ACT2)

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**Credit Required for Graduation: 51 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Air Conditioning Technology Major Courses (43 Credits)

AIRC 1005	Refrigeration Fundamentals
AIRC 1010	Refrigeration Principles and Practices
AIRC 1020	Refrigeration Systems Components
AIRC 1030	HVACR Electrical Fundamentals



AIRC 1040	HVACR Electrical Motors
AIRC 1050	HVACR Electrical Components and Controls
AIRC 1060	Air Conditioning Systems Application and Installation
AIRC 1070	Gas Heat
AIRC 1080	Heat Pumps and Related Systems
AIRC 1090	Troubleshooting Air Conditioning Systems
COMP 1000	Introduction to Computers

### **AIR CONDITIONING ELECTRICAL TECHNICIAN CERTIFICATE (MAJOR CODE: ACK1)**

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

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

### **AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN CERTIFICATE (MAJOR CODE: AZ21)**

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**Credit Required for Graduation: 12 semester credit hours**

#### **CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

AIRC 1005	Refrigeration Fundamentals
AIRC 1010	Refrigeration Principles and Practices
AIRC 1030	HVACR Electrical Fundamentals

## Applied Technical Management

### PROGRAM DESCRIPTION

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The associate of applied science degree program in Applied Technical Management allows students to complete a diploma program and then continue their education at the associate degree level. In addition to the knowledge obtained in the diploma program of study, students will obtain degree-level general education knowledge and business-related skills and knowledge that could help them to establish and operate their own small business.

### MISSION STATEMENT

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The mission of the Applied Technical Management program is to provide students who have completed a diploma program in a technical field the opportunity to gain business-related skills while earning the Associate Degree. During the program, students receive instruction in the fields of accounting, management, and marketing, and, upon completion, are equipped with the skills and knowledge to establish and operate their own business.

### STUDENT LEARNING OUTCOMES

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Graduates of the associate degree program in Applied Technical Management will be able to complete the following activities in addition to those gained through the completion of their chosen technical diploma program:

- Think critically and demonstrate the ability to integrate complex concepts and draw conclusions based on thorough reading and exploration of legitimate evidence and reasoning.
- Problem solve by recognizing problem situations, reviewing relevant information, developing plausible solutions, and evaluating results.
- Demonstrate basic computer skills necessary to function in a technological world.
- Use technology to gather, analyze, disseminate, and present information related to a field of specialization and to aid in making informed decisions.
- Communicate in oral and written form.
- Locate, critically evaluate, and integrate research into written documents and presentations.
- Apply mathematical and quantitative skills.
- Demonstrate creativity and innovation in order to work successfully in a continuously changing business environment.
- Demonstrate knowledge of the basic principles of management, including planning, organizing, leading, and controlling expenses.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

### PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)

- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$900)

## ADMISSION REQUIREMENTS

---

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## APPLIED TECHNICAL MANAGEMENT AAS (MAJOR CODE: AS33)

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**Credit Required for Graduation: 68 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101    Composition and Rhetoric

##### Area II: Social and Behavioral Sciences (3 Credits)

Students must choose from the following courses:

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

##### Area III: Mathematics and Natural Sciences (3 Credits)

Students must choose from the following courses:

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

##### Area IV: Humanities and Fine Arts (3 Credits)

Students must choose from the following courses:

ARTS 1101    Art Appreciation  
ENGL 2130    American Literature  
ENGL 2310    English Literature from the  
                  Beginnings to 1700  
HUMN 1101    Introduction to Humanities  
MUSC 1101    Music Appreciation  
MUSC 2040    History of Popular Music

##### General Education Electives (3 Credits)

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111    Biology I

	AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

**Completion of Diploma Program (37 Credits)**

**Applied Technical Management Major (16 Credits)**

ACCT 1100	Financial Accounting I
ACCT 2140	Legal Environment of Business
	OR
MKTG 1130	Business Regulations and Compliance
MGMT 1100	Principles of Management
MGMT 1105	Organizational Behavior
MGMT 2125	Performance Management

## Automotive Collision Repair

### MISSION STATEMENT

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The mission of the Automotive Collision & Repair program is to provide quality education and training in minor and major collision repair and automotive refinishing with opportunities to specialize in either Paint and Refinishing or Major Collision Repair.

### WORK ENVIRONMENT

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Repairers work indoors in body shops where noise from the clatter of hammers against metal and the whine of power tools is prevalent. Most shops are well ventilated to disperse dust and paint fumes. Body repairers may also be required to work in awkward or cramped positions, and much of their work can be physically challenging. Hazards include cuts from sharp metal edges, burns from torches and heated metal, and injuries from power tools. However, serious accidents usually are avoided when the shop is kept clean and orderly and safety practices are observed. Most automotive body repairers work a standard 40-hour week. More than 40 hours a week may be required when there is a backlog of repair work to be completed. This may include working on weekends.

### NATURE OF THE WORK

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Automotive body and related repairers, often called collision repair technicians, straighten bent bodies, remove dents, and replace crumpled parts that are beyond repair. They repair all types of vehicles. Each damaged vehicle presents different challenges for repairers. Using their broad knowledge of automotive construction and repair techniques, automotive body repairers must decide how to handle each job based on what the vehicle is made of and what needs to be repaired. They must first determine the extent of the damage and decide which parts are repairable and which parts they will need to replace.

For heavily damaged cars, an automotive body repairer might start by measuring the vehicle's frame to determine if there has been structural damage. The technician would then attach or clamp the vehicle to a structural repair machine that uses hydraulic pressure to align damaged components. They must restore "unibody" vehicles (designs built without detachable frames) as well as "full frame" vehicles (designs built with a detachable frame under the body), to precise factory specifications for the vehicle to operate correctly.

Once they align the vehicle properly, repairers begin to fix or replace other damaged body parts. If the vehicle or part is made of metal, body repairers use a pneumatic metal-cutting gun or a plasma cutter to remove badly damaged sections of welded body panels and then weld or otherwise attach replacement sections. Mechanically attached panels are removed with pneumatic and hand tools. Panels with less serious damage are repaired with stud welders, various hand tools, and fillers to restore panel shape. If a repairable part is plastic or composite, industry approved techniques and materials are used.

Refinish technicians prepare the vehicle for refinishing by applying corrosion protection materials and various body repair materials. The body repair materials require power and hand tools to sand and shape the damaged panels for preparation of topcoats. The repairer then uses vehicle-specific colors mixed at their shop or by a local vendor. These colors are used with special techniques to ensure the color matches the existing finish. Usually the final top coat will be a protective clear finish to protect the color and optimize appearance. Technicians use paint spray guns to apply primers and topcoats in a ventilated paint booth. The technicians use hand tools and electric buffers to remove any minor surface imperfections such as dust nibs after the spraying process is completed. Technicians then clean and reassemble the vehicle for delivery back to the customer.

### EMPLOYMENT

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Automotive body and related repairers held about 185,900 jobs nationally in 2008; about 10 percent specialized in automotive glass installation and repair. Around 62 percent of repairers worked for automotive repair and maintenance shops, while 17 percent worked for automobile dealers. A small number worked for wholesalers of motor vehicles, parts, and supplies. About 12 percent of automotive body repairers were self-employed.

Employment of automotive body repairers nationally is expected to grow steadily over the 2008-2018 decade. The number of vehicles on the road is expected to continue increasing over the next decade. This will lead to overall growth in the demand for collision repair services. The increasing role of technology in vehicles also will mean new opportunities for workers with expertise or training in repairing particular makes and models of cars or working with specific materials.

## EARNINGS

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Median annual wages nationally of automotive body and related repairers, including incentive pay, were \$38,130 in May 2010. The lowest 10 percent earned less than \$22,990, and the highest 10 percent earned more than \$64,320 annually.

Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the Major Collision Repair specialization of the diploma program in Automotive Collision Repair will be able to complete the following tasks:

- Diagnose and estimate damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- Display the ability to use measurement equipment to diagnose the structural and suspension damage to a vehicle.
- Display the ability to repair the damage with current frame repair and panel replacement equipment.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the Refinishing specialization of the diploma program in Automotive Collision Repair will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- Display the ability to refinish a vehicle in compliance with current refinishing standards.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Collision Repair Assistant I will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary mechanical tasks, welding, and bolt-on part replacement to prepare a vehicle for refinishing.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Collision Repair Assistant II will be able to complete the following tasks:

- Diagnose and estimate damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary mechanical tasks, welding, and bolt-on part replacement to prepare a vehicle for refinishing.
- Display competence in the necessary structural repairs to a vehicle in a collision repair shop.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Collision Specialist will be able to complete the following tasks:

- Diagnose and estimate damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- Display the ability to use measurement equipment to diagnose the structural and suspension damage to a vehicle.
- Display the ability to repair the damage with current frame repair and panel replacement equipment.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Refinishing Assistant I will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary minor body repair tasks to prepare a vehicle for refinishing.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Refinishing Assistant II will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary minor body repair tasks to prepare a vehicle for refinishing.
- Display competence in vehicle refinishing tasks.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Refinishing Specialist will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Display the ability to understand and use technical information during the repair process.
- Display the ability to perform the necessary minor body repair tasks to prepare a vehicle for refinishing.
- Display the ability to refinish a vehicle in compliance with current refinishing standards
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Automotive Collision Repair programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to identify different problems, small and large, on vehicle body and mechanical parts, as well as read fine print on equipment service manuals.

- **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
- **Smell:** Ability to evaluate possible dangers involved in working with automotive paint products, refinishing equipment, and welding equipment.
- **Tactile:** Ability to feel heat/cold or pain and evaluate the possible danger of extreme temperatures and the ability to differentiate different contours and shapes.
- Motor Ability.
  - Physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
  - Ability to work while in hot/humid and/or cold conditions.
  - Ability to have manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers while working with automobiles and automotive equipment.
  - Ability to wear necessary safety gear, i.e., safety glasses, gloves, head covering, etc.
  - Ability to maintain a safe environment at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly within the automotive collision industry standards.
  - Basic proficiency in technology (computers and peripheral components) as industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's automotive collision industry.
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on a customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work and shop or lab environment.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)



- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$650 for the diploma program and \$254 for the Automotive Collision Repair Assistant I, Automotive Collision Repair Assistant II, Automotive Refinishing Assistant I, and Automotive Refinishing Assistant II technical certificates)
- Tools (Approximately \$1,200 for the diploma program, \$800 for the Automotive Collision Repair and Automotive Collision Repair Assistant II technical certificates, and \$500 for the Automotive Refinishing Assistant I and Automotive Refinishing Assistant II technical certificates)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## **GAINFUL EMPLOYMENT**

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website. Automotive Collision Repair Assistant is also found on the college website.

## **ADMISSION REQUIREMENTS**

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## **AUTOMOTIVE COLLISION REPAIR DIPLOMA PROGRAM (MAJOR CODE: ACR2)**

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**Credit Required for Graduation: 45 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Core (8 Credits)**

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

#### **Automotive Collision Repair Core (24 Credits)**

ACRP 1000	Introduction to Auto Collision Repair
ACRP 1005	Automobile Component Repair and Replacement
ACRP 1010	Foundations of Collision Repair
ACRP 1015	Fundamentals of Automotive Welding
ACRP 1018	Mechanical and Electrical Systems
COMP 1000	Introduction to Computers

#### **Automotive Collision Repair Major (13 Credits)**

(Students must choose one of the following options)

#### **Paint and Refinishing Specialization**

ACRP 2000	Introduction to Refinishing
ACRP 2005	Fundamentals of Refinishing I
ACRP 2008	Fundamentals of Refinishing II
ACRP 2009	Refinishing Internship

**Major Collision Repair Specialization**

ACRP 2010	Major Collision Repair
ACRP 2015	Major Collision Replacements
ACRP 2019	Major Collision Repair Internship

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**AUTOMOTIVE COLLISION REPAIR ASSISTANT I CERTIFICATE (MAJOR CODE: AB51)**

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**Credit Required for Graduation: 16 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (16 Credits)**

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

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**AUTOMOTIVE COLLISION REPAIR ASSISTANT II CERTIFICATE (MAJOR CODE: AZ51)**

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**Credit Required for Graduation: 15 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (15 Credits)**

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

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**AUTOMOTIVE REFINISHING ASSISTANT I CERTIFICATE (MAJOR CODE: ARA1)**

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**Credit Required for Graduation: 13 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (13 Credits)**

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

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**AUTOMOTIVE REFINISHING ASSISTANT II CERTIFICATE (MAJOR CODE: AP71)**

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**Credit Required for Graduation: 10 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (10 Credits)**

ACRP 2000	Introduction to Refinishing
ACRP 2005	Fundamentals of Refinishing I

## AUTOMOTIVE COLLISION SPECIALIST CERTIFICATE (MAJOR CODE: AC61)

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**Credit Required for Graduation: 31 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (31 Credits)**

ACRP 1000	Introduction to Auto Collision Repair
ACRP 1005	Automobile Component Repair and Replacement
ACRP 1010	Foundations of Collision Repair
ACRP 1015	Fundamentals of Automotive Welding
ACRP 1018	Mechanical and Electrical Systems
ACRP 2010	Major Collision Repair
ACRP 2015	Major Collision Replacements

## AUTOMOTIVE REFINISHING SPECIALIST CERTIFICATE (MAJOR CODE: AR21)

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**Credit Required for Graduation: 26 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (26 Credits)**

ACRP 1000	Introduction to Auto Collision Repair
ACRP 1005	Automobile Component Repair and Replacement
ACRP 1010	Foundations of Collision Repair
ACRP 2000	Introduction to Refinishing
ACRP 2005	Fundamentals of Refinishing I
ACRP 2008	Fundamentals of Refinishing II

## Automotive Technology Repair

### CERTIFICATION

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Founded in 1983 as an independent, non-profit organization the mission of the National Automotive Technicians Education Foundation (NATEF) is to improve the quality of automotive technician training programs nationwide at secondary and post-secondary, public and proprietary schools. To accomplish this mission NATEF examines the structure, resources and quality of training programs and evaluates them against standards established by the industry. These standards reflect the skills that students must master to be successful in the industry.

NATEF also works with students to increase career awareness opportunities in the automotive repair industry.

### MISSION STATEMENT

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The mission of the Automotive Technology program is to provide classroom instruction and hands-on training in the eight Automotive Service Excellence (ASE) subject areas, thus preparing students to pass the nationally recognized ASE certification exams and obtain employment as automotive technicians.

### WORK ENVIRONMENT

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Most automotive service technicians worked a standard 40-hour week; 24 percent worked longer hours. Some may work evenings and weekends to satisfy customer service needs. Generally, service technicians work indoors in well-ventilated and well-lighted repair shops. However, some shops are drafty and noisy. Although many problems can be fixed with simple computerized adjustments, technicians frequently work with dirty and greasy parts and in awkward positions. They often lift heavy parts and tools. As a result, minor workplace injuries are not uncommon, but technicians usually can avoid serious accidents if safe practices are observed.

### NATURE OF THE WORK

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Automotive service technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels such as ethanol. They perform basic care maintenance, diagnose problems, and plan and execute vehicle repairs. The responsibilities of automotive service technicians and mechanics have evolved from simple mechanical repairs to high-level technology-related work. Today, integrated electronic systems and complex computers regulate vehicles and their performance while on the road. This increasing sophistication of automobiles requires workers to use computerized shop equipment and work with electronic components while maintaining their skills with traditional hand tools. Technicians must have a broad knowledge of how vehicles' complex components work and interact. They also must be able to work with electronic diagnostic equipment and digital manuals and reference materials.

To locate problems, technicians use a diagnostic approach. They first test to see whether components and systems are secure and working properly. They then isolate the components or systems that might be the cause of the problems. Service technicians use a variety of tools in their work. They use pneumatic wrenches and other power tools to remove bolts quickly, machine tools like lathes and grinding machines to rebuild brakes, welding and flame-cutting equipment to remove and repair exhaust systems, and jacks and hoists to lift cars and engines. They also use screwdrivers, pliers, and wrenches and other common hand tools to work on small parts and in hard-to-reach places. Technicians usually provide their own hand tools, and many experienced workers have thousands of dollars invested in them. Employers furnish expensive power tools, engine analyzers, and other diagnostic equipment.

### EMPLOYMENT

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Automotive service technicians and mechanics held about 763,700 jobs nationally in 2008. Automotive repair and maintenance shops and automobile dealers employed the majority of these workers, with 31 percent working in shops and 28 percent employed by dealers. In addition, automotive parts, accessories, and tire stores employed 7 percent of automotive service technicians. Others worked in gasoline stations; automotive equipment rental and leasing companies; federal, state, and local governments; and other organizations. About 16 percent of service technicians were self-employed, compared with 7 percent of all installation, maintenance, and repair occupations.

Employment of automotive service technicians and mechanics is expected to increase by 5 percent nationally between 2008 and 2018. Continued growth in the number of vehicles in use in the United States will lead to new jobs for workers performing basic car maintenance and repair.

## EARNINGS

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Median annual wages nationally of automotive service technicians and mechanics were \$35,790. The lowest 10 percent earned less than \$20,200, and the highest 10 percent earned more than \$59,590 annually.

Many experienced technicians employed by automobile dealers and independent repair shops receive a commission related to the labor cost charged to the customer. Under this system, weekly earnings depend on the amount of work completed.

Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Automotive Fundamentals will be able to complete the following tasks:

- Demonstrate the ability to verify and identify customer complaints with engine, electrical, brake, and drivetrain systems.
- Demonstrate how the components of different systems function.
- Diagnose failure in engine, electrical, brake, and drivetrain systems.
- Repair or replace faulty components of automotive systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Chassis Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints related to steering, suspension, and brakes.
- Identify individual components.
- Diagnose and repair components on the automotive chassis.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Climate Control Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints with climate control systems.
- Identify climate control components.
- Diagnose and repair climate control malfunctions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Electrical/Electronic Systems Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints with electrical systems
- Identify electrical components.
- Diagnose and repair electrical malfunctions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Engine Performance Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints with engine performance systems.
- Identify engine performance components in the fuel, ignition, and emission systems.
- Diagnose and repair engine performance malfunctions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Engine Repair Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints with engine-related systems
- Identify engine components.
- Diagnose and repair engine malfunctions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Automotive Transmission/Transaxle Technician will be able to complete the following tasks:

- Demonstrate the ability to verify customer complaints with automotive transmission systems.
- Identify drive train components.
- Diagnose and repair drive train malfunctions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Automotive Technology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - Visual: Acuity to identify numbers on tools, read fine print on equipment, or read service manuals.
  - Hearing: Ability to hear sounds and emergency signals (with auditory aids or full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - Tactile: Ability to feel heat/cold or pain and evaluate the possible danger of extreme temperatures.
- Motor Ability.
  - Physical ability to walk on concrete and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
  - Ability to work while in hot/humid and/or cold conditions.
  - Ability to have manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers while working with automobiles and automotive equipment.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
  - Ability to maintain safe environment at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as the automotive industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's automotive shop.

- Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
- Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and shop/work environment.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$141.25 for the two textbooks used in the diploma program and the technical certificate programs)
- Tools (Approximately \$1,000 for all tools, which are used in the diploma program and the technical certificate programs)

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## AUTOMOTIVE FUNDAMENTALS DIPLOMA PROGRAM (MAJOR CODE: AF12)

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**Credit Required for Graduation: 44 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

**Automotive Technology Major (32 Credits)**

AUTT 1010	Automotive Technology Introduction
AUTT 1020	Automotive Electrical Systems
AUTT 1030	Automotive Brake Systems
AUTT 1040	Automotive Engine Performance
AUTT 1050	Automotive Suspension and Steering Systems
AUTT 1060	Automotive Climate Control Systems
COMP 1000	Introduction to Computers

**Automotive Technology Elective (4 Credits)**

Students must choose from the following courses:

AUTT 1070	Automotive Technology Internship
AUTT 2010	Automotive Engine Repair
AUTT 2020	Automotive Manual Drivetrain and Axles
AUTT 2030	Automatic Transmissions and Transaxles

**AUTOMOTIVE CLIMATE CONTROL TECHNICIAN CERTIFICATE (MAJOR CODE: AH21)**

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**Credit Required for Graduation: 14 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

AUTT 1010	Automotive Technology Introduction
AUTT 1020	Automotive Electrical Systems
AUTT 1060	Automotive Climate Control Systems

**AUTOMOTIVE CHASSIS TECHNICIAN CERTIFICATE (MAJOR CODE: ASG1)**

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**Credit Required for Graduation: 17 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (17 Credits)**

AUTT 1010	Automotive Technology Introduction
AUTT 1020	Automotive Electrical Systems
AUTT 1030	Automotive Brake Systems
AUTT 1050	Automotive Suspension and Steering Systems

**AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN CERTIFICATE (MAJOR CODE: AE41)**

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**Credit Required for Graduation: 9 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (9 Credits)**

AUTT 1010	Automotive Technology Introduction
AUTT 1020	Automotive Electrical Systems



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## AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN CERTIFICATE (MAJOR CODE: AE51)

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**Credit Required for Graduation: 16 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (16 Credits)**

- AUTT 1010 Automotive Technology Introduction
- AUTT 1020 Automotive Electrical Systems
- AUTT 1040 Automotive Engine Performance

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## AUTOMOTIVE ENGINE REPAIR CERTIFICATE (MAJOR CODE: AE61)

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**Credit Required for Graduation: 15 semester credit hours**

### **AUTOMOTIVE ENGINE REPAIR TECHNICIAN CURRICULUM OUTLINE**

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#### **Technical Certificate (15 Credits)**

- AUTT 1010 Automotive Technology Introduction
- AUTT 1020 Automotive Electrical Systems
- AUTT 2010 Automotive Engine Repair

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## AUTOMOTIVE TRANSMISSION/TRANSAXLE TECHNICIAN CERTIFICATE (MAJOR CODE: AA71)

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**Credit Required for Graduation: 18 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (18 Credits)**

- AUTT 1010 Automotive Technology Introduction
- AUTT 1020 Automotive Electrical Systems
- AUTT 2020 Automotive Manual Drivetrain and Axles
- AUTT 2030 Automatic Transmissions and Transaxles

## Commercial Truck Driving

### MISSION STATEMENT

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The mission of the Commercial Truck Driving program is to prepare students to pass the Class A Commercial Truck Driving licensure exam through a combination of classroom instruction and range and street/road driving totaling 220 hours.

### WORK ENVIRONMENT

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Despite new technologies such as power steering, driving a truck is still a physically demanding job. Driving for many hours at a stretch, loading and unloading cargo, and making many deliveries can be tiring. Making the decision to work as a long-haul driver is a major lifestyle choice—drivers may be away from home for days or weeks at a time, and they often spend a great deal of time alone. Local truck drivers usually return home in the evening.

The U.S. Department of Transportation regulates work hours and other working conditions of truck drivers engaged in interstate commerce. A long-distance driver may drive for no more than 11 hours per day, and work a total of no more than 14 hours—including driving and non-driving duties. Between working periods, a driver must have at least 10 hours off duty. Drivers also cannot work more than 60 hours in a week without being off-duty for at least 34 hours straight. Drivers are required to document their time in a log, which shows working hours and mileage by day. Many drivers, particularly on long runs, work close to the maximum time permitted because they are usually compensated according to the number of miles they drive. Drivers on long runs face boredom, loneliness, and fatigue. Drivers often travel nights, holidays, and weekends.

### NATURE OF THE WORK

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Almost every product sold in the United States spends at least some time in a truck. While planes, trains, and ships are also used to transport goods, no other form of transportation has the same level of flexibility as a truck. As a result, trucks are used to transport everything from canned foods to automobiles. Truck drivers and driver/sales workers operate these vehicles. Drivers are responsible for picking up and delivering freight from one place to another. This may be from a manufacturer to a distribution center, from a distribution center to a customer, or between distribution centers. In addition, drivers may be responsible for loading and unloading their cargo. They are also responsible for following applicable laws, keeping logs of their activities, and making sure that their equipment is in good working condition.

### EMPLOYMENT

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Truck drivers and driver/sales workers held about 3.2 million jobs nationally in 2008. Of these workers, 56 percent were heavy truck and tractor-trailer drivers; 31 percent were light or delivery services truck drivers; and 13 percent were driver/sales workers. Most truck drivers find employment in large metropolitan areas or along major interstate roadways where trucking, retail, and wholesale companies tend to have their distribution outlets. Some drivers work in rural areas, providing specialized services such as delivering newspapers to customers.

The truck transportation industry employed 27 percent of all truck drivers and driver/sales workers in the United States. Another 26 percent worked for companies engaged in wholesale or retail trade. The remaining truck drivers and driver/sales workers were distributed across many industries, including construction and manufacturing.

Around 8 percent of all truck drivers and driver/sales workers were self-employed. Of these, a significant number were owner-operators who either served a variety of businesses independently or leased their services and trucks to a trucking company. Overall employment of commercial truck drivers is expected to grow 9 percent nationally over the 2008-2018 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008-2018 period.

### EARNINGS

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Median annual wages nationally of heavy truck and tractor-trailer drivers were \$37,770 in May 2010. The lowest 10 percent earned less than \$24,730, and the highest 10 percent earned more than \$57,480 annually.

Drivers of heavy trucks and tractor-trailers are usually paid by how many miles they have driven, plus bonuses. The per-mile rate varies from employer to employer and may depend on the type of cargo.

The Federal Motor Carrier Safety Administration regulates the hours that long-haul truck driver may work.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition <http://www.bls.gov/oco/>*

## STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in Commercial Truck Driving will be able to complete the following tasks:

- Obtain load and trip information as required.
- Perform a vehicle and load inspection for each trip.
- Use resources effectively to plan a route and estimate expenses for any trip.
- Drive a tractor trailer competently on all types of roads and deliver a load safely and efficiently.
- Pass the written knowledge test.
- Pass the driving skills test.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Commercial Truck Driving program, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to identify, read, and understand directions and gauges on equipment and other documents required in the operation of a commercial vehicle
  - **Hearing:** Ability to hear sounds and warning signals which could lead to an emergency situation requiring some type of proactive or reactive response
  - **Smell:** Ability to detect possible dangers involved in driving a commercial vehicle
  - **Tactile:** Feel vibrations or some unusual shaking indicating that a possible danger exists in the operation of a commercial vehicle.
- Motor Ability.
  - Physical ability to drive for long distances and periods of time; to lift, move, and transfer cargo of at least 50 pounds; and to maneuver in limited space
  - Ability to perform physical activities that require considerable use of arms and legs and moving your whole body, including climbing, lifting, balancing, walking, stooping, and handling of goods and materials
  - Ability to manually load and unload cargo efficiently and safely while wearing essential safety equipment as necessary
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers in the driving of commercial vehicles and highway safety.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc. as necessary.
  - Ability to maintain safe environment at all times, on and off the road.
  - Ability to drive defensively at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly.

- Basic proficiency in technology (computers and peripheral components) as industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's driving, shipping, and cargo handling environments
  - Ability to work in a fast-paced environment without jeopardizing safety
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or in response to customer's needs
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing laws, rules, and regulations governing highway and road safety and in consideration of interactions with people and situations.
  - Ability to maintain composure and professionalism at all times, including in the classroom, on the range, and in the commercial vehicle work environment.
- Ability to Perform Practical Outcomes.
  - Ability to function under the practical guidelines of federal and state regulation regarding the use of a commercial vehicle and federal and state laws governing road and highway safety.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Department of Transportation Physical (Approximately \$65)
- Fuel Surcharge (\$185)
- Instruction fee (\$50 per term)
- Learner Driving Permit (\$35)
- NIDA-5 Drug Screen (Approximately \$50)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Seven-year motor vehicle report (\$8)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$150 for entire program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Athens Technical College offers this program at its Elbert County Campus and Walton County Campus. Applicants to this program should contact the admissions staff at the Elbert County Campus or the Walton County campus to obtain an admissions application packet. The telephone number for the Elbert County Campus is (706) 213-2100 and the telephone number for the Walton County Campus is (770) 207-4080. Applicants must be at least 18 years old, and they must submit the following information to the Student Affairs Office at the Elbert County Campus or the Walton County Campus:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.
- Completed and signed Acknowledgment of Understanding forms, which cover the age and DUI restrictions acknowledgments.
- An official seven-year motor vehicle report.

The Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test prior to the issuance of a commercial driver's license (CDL) or learner permit. Students must have a learner permit to begin the on-road driving component of this program. Prior to enrolling in the first class, students must provide documentation of having passed a DOT physical examination within two years of the anticipated date of enrollment in the program and a NIDA 5 Drug Screen within 10 business days of the first day of class. FMCSA regulations also stipulate that students must complete random drug tests while enrolled in this program. Students are responsible for the cost of all drug screenings.

Applicants should note that the seven-year motor vehicle report must contain no more than eight current points, no more than five points in a previous single year, and no more than four moving violations on the Georgia Violator Scale. Applicants cannot have any DUI, open container, or controlled substance or drug violations within the past five years of the anticipated date of enrollment in the program. Program applicants must submit signed forms indicating that they understand the employment limitations associated with DUI, open container, or controlled substance or drug violations. Furthermore, applicants are responsible for the cost of the seven-year vehicle report.

## LICENSURE REQUIREMENTS

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Drivers who operate trucks with a gross vehicle weight of 26,001 pounds, or who operate a vehicle carrying hazardous materials or oversized loads, need a commercial driver's license (CDL). To qualify for a CDL, applicants must have clean driving records, pass written tests on rules and regulations, and demonstrate that they can operate commercial trucks safely. A national database permanently records all driving violations committed by those with a CDL, and issuing authorities reject applicants who have suspended or revoked licenses in other states. Although many states allow 18-year-olds to drive trucks within their borders, a driver must be at least 21 years of age to cross state lines or get special endorsements. Regulations also require drivers to pass a physical examination every 2 years. Physical qualifications include good hearing, at least 20/40 vision with glasses or corrective lenses, and a 70-degree field of vision in each eye. They must also be able to distinguish between colors on traffic lights. Drivers must also have normal use of arms and legs and normal blood pressure. People with epilepsy or diabetes controlled by insulin are not permitted to be interstate truck drivers.

Federal regulations require employers to test their drivers for alcohol and drug use as a condition of employment and require periodic random tests of the drivers while they are on duty. Drivers may not use any controlled substances, unless prescribed by a licensed physician. A driver must not have been convicted of a felony involving the use of a motor vehicle or a crime involving drugs, driving under the influence of drugs or alcohol, refusing to submit to an alcohol test required by a state or its implied consent laws or regulations, leaving the scene of a crime, or causing a fatality through negligent operation of a motor vehicle. All drivers must be able to read and speak English well enough to read road signs, prepare reports, and communicate with law enforcement officers and the public.

## COMMERCIAL TRUCK DRIVING CERTIFICATE (MAJOR CODE: CT61)

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**Credit Required for Graduation: 9 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (9 Credits)

CTDL 1010	Fundamentals of Commercial Driving
CTDL 1020	Combination Vehicle Basic Operation and Range Work

CTDL 1030	Combination Vehicle Advanced Operations
	OR
CTDL 1040	Commercial Driving Internship

## Cosmetology

### MISSION STATEMENT

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The mission of the Cosmetology program is to provide theory and practical lab work to prepare students to pass the Georgia State Board of Cosmetology licensure examination and thus qualify for entry-level positions in full service salons/spas.

### WORK ENVIRONMENT

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Many full-time cosmetologists put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. Many workers, especially those who are self-employed, determine their own schedules. In 2008, about 29 percent of cosmetologists worked part time and 14 percent had variable schedules.

Cosmetologists usually work in clean, pleasant surroundings with good lighting and ventilation. Most work in a salon, although some may work in a spa, hotel, or resort. Good health and stamina are important because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

### NATURE OF THE WORK

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Cosmetologists focus on providing hair care services to enhance the appearance of customers. Other personal appearance workers, such as manicurists and pedicurists, shampooers, and skin care specialists, provide specialized beauty services that help clients look and feel their best. They may advise clients on how to care for their hair at home.

A number of workers offer specialized services. Manicurists and pedicurists, called nail technicians in some states, work exclusively on nails and provide manicures, pedicures, polishing, and nail extensions to clients. Another group of specialists is skin care specialists, or estheticians, who cleanse and beautify the skin by giving facials, full-body treatments, and head and neck massages, as well as apply makeup. They also may remove hair through waxing or, if properly trained, with laser treatments. Finally, in larger salons, shampoo technicians specialize in shampooing and conditioning hair.

In addition to working with clients, personal appearance workers may keep records of hair color or skin care regimens used by their regular clients. A growing number actively sell hair, skin, and nail care products. Barbers, cosmetologists, and other personal appearance workers who operate their own salons have managerial duties that may include hiring and supervising workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

### EMPLOYMENT

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Cosmetologists and other personal appearance workers held about 821,900 jobs nationally in 2008. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicurists 76,000, skin care specialists 38,800, and shampooers 22,900. Overall employment of cosmetologists and other personal appearance workers is projected to grow much faster than the average for all occupations. Personal appearance workers will grow by 20 percent nationally from 2008 to 2018, which is much faster than the average for all occupations.

### EARNINGS

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Median hourly wages in May 2010 for hairdressers, hairstylists, and cosmetologists were \$10.82. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less.

Median hours wages for occupational specialities in May 2010 were:

- \$11.45 for barbers
- \$10.94 for hairdressers, hairstylists, and cosmetologists
- \$8.78 for shampooers

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Cosmetology will be able to complete the following tasks:

- Perform all related skills associated with the profession of a licensed master cosmetologist, including scalp treatments, styling, haircuts, chemical texture services, chemical color services, nail services, and skin care services.
- Perform daily duties associated with salon management.
- Practice infection control measures that follow state policy and procedures as outlined by the Georgia State Board of Cosmetology.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate an appreciation of the art of esthetics.
- Perform traditional facial treatments, as well as non-traditional facials with machines.
- Perform makeup applications.
- Perform hair removal techniques on the face and body.
- Perform spa treatments.
- Perform daily duties associated with salon management.
- Practice infection control measures which follow state policy and procedures as outlined by the Georgia State Board of Cosmetology.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Perform basic shampooing techniques.
- Practice infection control measures which follow state policy and procedures as outlined by the Georgia State Board of Cosmetology.
- Use effective interpersonal skills and demonstrate product knowledge.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Cosmetology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to identify client's natural color level, accurately measure length of hair, and read fine print on instructions and manufacturers' manuals.
  - **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - **Smell:** Ability to evaluate possible dangers involved in working with chemicals such as permanent waves, relaxers, and color.
  - **Tactile:** Feel heat/cold or pain and evaluate the possible danger of skin irritations.
- Motor Ability.
  - Physical ability to stand for long periods of time, to position clients in shampoo chairs and styling chairs, to perform minor lifting, and finger dexterity.
  - Ability to multi task.



- Ability to have manual dexterity to efficiently and safely use equipment, electrical tools and implements, and maneuver other salon equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of spills and other potential dangers in the salon/spa, MSDS sheets, and infection control in the salon/spa.
  - Ability to wear necessary safety gear such as safety glasses, gloves, head covering, and lab jackets.
  - Ability to maintain a safe environment at all times as required by the Georgia State Board of Cosmetology.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team, instructors, and lab floor clients.
  - Ability to write and perform routine mathematical calculations used in formulations and processing times clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as the Cosmetology industry requires.
  - Perform client consultations in a professional manner.
  - Demonstrate interpersonal skills for relationships with clients.
  - Interpret photos of hairstyles to clients' desires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's salons and spas.
  - Ability to work in fast paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as directed by the instructor(s) during lab or shop instruction or based on customer's needs.
  - Ability to handle client discrepancies.
- Ability to Maintain Emotional Stability.
  - Function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Maintain composure and professionalism at all times in labs and work environment.
- Ability to Perform Practical Outcomes.
  - Function under the practical guidelines of the Georgia State Board of Cosmetology.
  - Perform all salon management duties such as receptionist, dispensary, shop manager, and hair care, skin care, and nail care duties.
  - Demonstrate time management when performing class assignments, completing appointment books, and performing lab duties.
  - Show flexibility with changes in the salon industry.
  - Market salon services.
  - Attend seminars for continuing education within the salon/spa industry.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)

- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program kits (approximately \$750 for the Cosmetology program, \$290 for the Esthetician program, and \$100 for the Shampoo Technician program)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- State Board Exam (\$109 for the Cosmetology and Esthetician programs)
- State Board License Application (\$30 for the Cosmetology and Esthetician programs)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$300 for the Cosmetology program, \$250 for the Esthetician program, and \$250 for the Shampooing Technician program)
- Uniforms (Approximately \$100 for the Cosmetology program and \$50 for the Esthetician and Shampooing Technician programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website. Esthetician is also found on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

Students gain admission to Cosmetology during the Fall and Spring Semesters on the Athens Campus and during the Fall Semester on the Elbert County Campus, Greene County Campus, and Walton County Campus. Students gain admission to the evening program in Cosmetology during the Spring Semester. Students who declare Cosmetology as their program of study gain admission on a first come, first served basis upon completion of their general core courses. Students gain admission to the Esthetician and Shampoo Technician technical certificate during Fall Semester. The Shampoo Technician technical certificate is specifically for dual enrollment students.

## COSMETOLOGY DIPLOMA PROGRAM (MAJOR CODE: C012)

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**Credit Required for Graduation: 54 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

**Cosmetology Major (46 Credits)**

COMP 1000	Introduction to Computers
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
COSM 1080	Cosmetology Practicum I
COSM 1090	Cosmetology Practicum II
COSM 1100	Cosmetology Practicum III
COSM 1110	Cosmetology Practicum IV
COSM 1120	Salon Management

**ESTHETICIAN CERTIFICATE (MAJOR CODE: CE11)**

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**Credit Required for Graduation: 33 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (33 Credits)**

COSM 1120	Salon Management
ESTH 1000	Introduction to Esthetics
ESTH 1010	Anatomy and Physiology of the Skin
ESTH 1020	Skin Care Procedures
ESTH 1030	Electricity and Facial Treatments with Machines
ESTH 1040	Advanced Skin Care
ESTH 1050	Color Theory and Makeup
ESTH 1060	Esthetics Practicum I
ESTH 1070	Esthetics Practicum II

**SHAMPOO TECHNICIAN CERTIFICATE (MAJOR CODE: ST11)**

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**Credit Required for Graduation: 12 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (12 Credits)**

COSM 1000	Introduction to Cosmetology Theory
COSM 1020	Hair Care and Treatment
COSM 1040	Styling
COSM 1120	Salon Management

## Diesel Equipment Technology

### MISSION STATEMENT

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The mission of the Diesel Technology program is to provide hands-on education and training that conforms to Automotive Service Excellence (ASE) industry standards and provides students with the knowledge and skills necessary to enter the medium/heavy duty diesel truck or construction equipment service and repair field.

### WORK ENVIRONMENT

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Technicians normally work in well-lighted and ventilated areas. However, some shops are drafty and noisy. Many employers provide lockers and shower facilities. Diesel technicians usually work indoors, although they occasionally repair vehicles on the road or at the job site. Diesel technicians may lift heavy parts and tools, handle greasy and dirty parts, and stand or lie in awkward positions while making repairs. Most service technicians work a standard 40-hour week, although some work longer hours, particularly if they are self-employed. A growing number of shops have expanded their hours to speed repairs and offer more convenience to customers. Some truck and bus firms provide maintenance and repair service around the clock and on weekends.

### NATURE OF THE WORK

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Diesel-powered engines are more efficient and durable than their gasoline-burning counterparts. These powerful engines are standard in trucks, locomotives, and buses and are becoming more prevalent in light vehicles, including passenger vehicles, pickups, and other work trucks.

Diesel service technicians and mechanics repair and maintain the diesel engines that power transportation equipment. Other diesel technicians and mechanics work on other heavy vehicles and mobile equipment, including bulldozers, cranes, road graders, farm tractors, and combines. Others repair diesel-powered passenger automobiles, light trucks, or boats.

Increasingly, diesel technicians must be versatile enough to adapt to customers' needs and to new technologies. It is common for technicians to handle all kinds of repairs, working on a vehicle's electrical system one day and doing major engine repairs the next. Diesel maintenance is becoming increasingly complex as more electronic components are used to control the operation of an engine. For example, microprocessors now regulate and manage fuel injection and engine timing thus increasing the engine's efficiency. Also, new emissions standards may require mechanics to retrofit engines with emissions control systems, such as emission filters and catalysts, to comply with pollution regulations. In modern shops, diesel service technicians use hand-held or laptop computers to diagnose problems and adjust engine functions.

Diesel service technicians use a variety of tools in their work, including power tools such as pneumatic wrenches that remove bolts quickly; machine tools such as lathes and grinding machines to rebuild brakes; welding and flame-cutting equipment to remove and repair exhaust systems; and jacks and hoists to lift and move large parts. Common hand tools-screwdrivers, pliers, and wrenches-are used to work on small parts and get at hard-to-reach places. Diesel service technicians and mechanics also use a variety of computerized testing equipment to pinpoint and analyze malfunctions in electrical systems and engines. Employers typically furnish expensive power tools, computerized engine analyzers, and other diagnostic equipment, but workers usually accumulate their own hand tools over time.

### EMPLOYMENT

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Diesel service technicians and mechanics held about 263,100 jobs nationally in 2008. These workers were employed in almost every industry, particularly those that use trucks, buses, and equipment to haul, deliver, and transport materials, goods, and people. The largest employer, the truck transportation industry, employed about 17 percent of diesel service technicians and mechanics. About 8 percent were employed by automotive repair and maintenance facilities. The rest were employed throughout the economy, including construction, manufacturing, retail and wholesale trade, and automotive leasing. About 6 percent were self-employed. Employment of diesel service technicians and mechanics is expected to grow by 6 percent from 2008 to 2018.

### EARNINGS

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Median annual wage of diesel service technicians and mechanics was \$40,850 in May 2010. The lowest 10 percent earned less than \$26,550. The top 10 percent earned more than \$60,830.

Many diesel mechanics, especially those employed by truck fleet dealers and repair shops, receive a commission in addition to their base salary.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Diesel Equipment Technology will be able to complete the following tasks:

- Follow a methodical diagnostic process while performing all repairs.
- Display competence in performing basic maintenance procedures for all diesel vehicles, engines, and equipment serviced.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the ability to perform entry level troubleshooting and repair skills in the following areas: engine repair, driveline, hydraulic and air brakes, electrical systems, and steering and suspension systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Diesel Electrical/Electronic Systems Technician will be able to complete the following tasks:

- Follow a methodical diagnostic process while performing all repairs.
- Display competence in performing basic electrical and electronic systems maintenance procedures for all diesel vehicles, engines, and equipment.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the ability to perform entry level troubleshooting and repair skills on electrical and electronic systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Diesel Engine Service Technician will be able to complete the following tasks:

- Follow a methodical diagnostic process while performing all repairs.
- Display competence in performing basic maintenance procedures for all diesel vehicle engines.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the ability to perform entry level troubleshooting and repair skills on diesel engines.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Diesel Truck Maintenance Technician will be able to complete the following tasks:

- Follow a methodical diagnostic process while performing all repairs.
- Display competence in performing basic maintenance procedures for all diesel vehicles.
- Communicate knowledgeably and professionally with peers and customers regarding all repairs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Heavy Diesel Service Technician will be able to complete the following tasks:

- Follow a methodical diagnostic process while performing all repairs in a service shop.
- Perform basic maintenance procedures for all diesel vehicles, engines, and equipment services in the shop.
- Seek and use technical information to diagnose problems.
- Communicate knowledgeably and professional with peers and customers regarding all repairs and display appropriate industry work ethics.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Diesel Equipment Technology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to identify correct operating procedures and to read fine print on equipment or other documents required in the operation of equipment in a diesel environment.
  - **Hearing:** The ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - **Smell:** The ability to evaluate possible dangers involved in working with hazardous materials in a diesel working environment.
  - **Tactile:** The ability to feel heat, cold, or pain.
- Motor Ability.
  - Physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; to maneuver in limited and confined spaces.
  - Ability to work while in hot/humid and/or cold conditions.
  - Manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear in a diesel environment.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers within the diesel repair field.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
  - Ability to maintain a safe environment at all times in a diesel working environment.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructors.
  - Ability to write and perform routine mathematical calculations clearly and correctly as necessary.
  - Basic proficiency in technology (computers) as the diesel industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's diesel repair shops.
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work and lab/shop environment.
- Ability to Perform Practical Outcomes.
  - Ability to function under the practical guidelines of the National Institute for Automotive Service Excellence (ASE) and of the National Automotive Technicians Education Foundation (NATEF).

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$700)
- Tools (Approximately \$1,000)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## DIESEL EQUIPMENT TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: DET4)

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**Credit Required for Graduation: 50 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Diesel Equipment Technology Major (46 Credits)

COMP 1000	Introduction to Computers
DIET 1000	Introduction to Diesel Technology, Tools, and Safety
DIET 1010	Diesel Electrical and Electronic Systems
DIET 1020	Preventive Maintenance

DIET 1030	Diesel Engines
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems
DIET 1050	Diesel Equipment Technology Internship
DIET 2000	Truck Steering and Suspension Systems
DIET 2010	Truck Brake Systems
DIET 2020	Truck Drivetrains

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**DIESEL ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN CERTIFICATE (MAJOR CODE: DE11)**

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**Credit Required for Graduation: 10 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (10 Credits)**

DIET 1000	Introduction to Diesel Technology, Tools, and Safety
DIET 1010	Diesel Electrical and Electronic Systems

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**DIESEL ENGINE SERVICE TECHNICIAN CERTIFICATE (MAJOR CODE: DE21)**

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**Credit Required for Graduation: 17 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (17 Credits)**

DIET 1000	Introduction to Diesel Technology, Tools, and Safety
DIET 1010	Diesel Electrical and Electronic Systems
DIET 1030	Diesel Engines

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**DIESEL TRUCK MAINTENANCE TECHNICIAN CERTIFICATE (MAJOR CODE: DTM1)**

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**Credit Required for Graduation: 25 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (25 Credits)**

DIET 1000	Introduction to Diesel Technology, Tools, and Safety
DIET 1010	Diesel Electrical and Electronic Systems
DIET 1020	Preventive Maintenance
DIET 2010	Truck Brake Systems
DIET 2020	Truck Drivetrains



## HEAVY DIESEL SERVICE TECHNICIAN CERTIFICATE (MAJOR CODE: HD31)

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**Credit Required for Graduation: 32 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (32 Credits)**

DIET 1000	Introduction to Diesel Technology, Tools, and Safety
DIET 1010	Diesel Electrical and Electronic Systems
DIET 1030	Diesel Engines
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems
	OR
DIET 1050	Diesel Equipment Technology Internship
DIET 2001	Heavy Equipment Hydraulics
DIET 2011	Off Road Drivelines

## Drafting Technology

### MISSION STATEMENT

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The mission of the Drafting Technology program is to prepare students to enter the drafting field with a wide range of skills in computer-aided design (CAD) applicable to architectural, mechanical, and landscape design settings.

### WORK ENVIRONMENT

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Drafters usually work in comfortable offices. Because they spend long periods in front of computers doing detailed work, drafters may be susceptible to eyestrain, back discomfort, and hand and wrist problems. Most drafters work a standard 40-hour week; only a small number work part time.

### NATURE OF THE WORK

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Drafters' drawings provide visual guidelines and show how to construct a product or structure. Drawings include technical details and specify dimensions, materials, and procedures. Drafters fill in technical details using drawings, rough sketches, specifications, and calculations made by engineers, surveyors, architects, or scientists. For example, many drafters use their knowledge of standardized building techniques to draw in the details of structures. Some use their understanding of engineering and manufacturing theory and standards to draw the parts of a machine; they determine design elements, such as the numbers and kinds of fasteners needed to assemble the machine. Drafters use technical handbooks, tables, calculators, and computers to complete their work.

Most drafters use Computer Aided Design and Drafting (CAD) systems to prepare drawings. Consequently, some drafters may be referred to as CAD operators. With CAD systems, drafters can create and store drawings electronically so that they can be viewed, printed, or programmed directly into automated manufacturing systems. CAD systems also permit drafters to quickly prepare variations of a design. Although drafters use CAD extensively, they still need knowledge of traditional drafting techniques in order to fully understand and explain concepts.

Architectural drafters draw architectural and structural features of buildings for new construction projects. These workers may specialize in a type of building, such as residential or commercial, or in a kind of material used, such as reinforced concrete, masonry, steel, or timber. Mechanical drafters prepare drawings showing the detail and method of assembly of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods, and other requirements.

### EMPLOYMENT

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Drafters held about 251,900 jobs nationally in 2008. Architectural and civil drafters held 47 percent of these jobs, mechanical drafters held about 31 percent, and electrical and electronics drafters held about 13 percent. About 52 percent of all jobs for drafters were in architectural, engineering, and related services firms that design construction projects or do other engineering work on a contract basis for other industries. Another 24 percent of jobs were in manufacturing industries such as machinery, fabricated metal products, computer and electronic products, and transportation-equipment manufacturing. Approximately 3 percent of drafters were self-employed in 2008. Employment of drafters is expected to grow by 4 percent between 2008 and 2018. Architectural drafting is expected to be the fastest growing specialty, increasing by 9 percent.

### EARNINGS

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The median annual wage of drafters in May 2010 was \$47,880. The lowest 10 percent earned less than \$30,950. The top 10 percent earned more than \$74,820.

Median wages for detailed drafting occupations in May 2010 were:

- \$53,020 for architectural and civil drafters
- \$48,810 for mechanical drafters
- \$46,430 for electrical and electronics drafters
- \$45,100 for drafters, all other

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Drafting Technology will be able to complete the following tasks:

- Explain and demonstrate the proper use of AutoCAD in the profession by performing all necessary commands to create 2-D and 3-D drawings.
- Use the most current CAD programs to prepare mechanical drawings from sketches and projects with minimal supervision.
- Use the most current CAD programs to prepare architectural drawings from sketches and projects with minimal supervision.
- Create complete sets of working drawings using critical thinking skills related to problem solving and manipulation of complex technical data related to mechanical and architectural designs.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Advanced CAD Technician will be able to complete the following tasks:

- Competently conduct site surveys.
- Assist in preparing architectural drawings using appropriate software or assist in preparing mechanical drawings using appropriate software.
- Assist maintaining documentation of drawings.
- Communicate professionally and effectively with co-workers, supervisors, and clients.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Drafter's Assistant will be able to complete the following tasks:

- Assist in site surveys.
- Assist in maintaining documentation of drawings.
- Communicate professionally and effectively with coworkers, supervisors, and clients.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Landscape Design will be able to complete the following tasks:

- Understand and interpret the environment.
- Consider the social aspects of space.
- Understand ethical considerations in landscape design.
- Perceive and interpret the landscape.
- Consider landscapes as reflected in the arts, cartography, and photography.
- Prepare digital media for presentation.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Drafting Technology programs, they must be able to perform the following essential functions:

- Essential Functions Required for Student Performance.
  - Prepare assembly/working drawings for visual guidelines that show how to construct a product or structure.
  - Provide all technical details and specify dimensions, materials, and procedures.

- Utilize technical handbooks, tables, calculators, and computers to create working drawings.
- Prepare orthographic, section, and auxiliary sketches and drawings.
- Create presentation drawings in 2-D or 3-D formats using AutoCAD, Revit, or Inventor software.
- Understand standard office procedures for CAD management.
- Utilize precision measuring instruments and scales to read prints or objects.
- Create bill of materials or parts list.
- Comply by standard county and/or state building codes when preparing architectural drawings.
- Ability to Use Senses.
  - **Visual:** Normal vision with or without corrective lenses.
  - **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - **Finger Dexterity:** Manual dexterity sufficient to work with fingers.
- Motor Ability.
  - Physical ability to lift 25 pounds Ability to work in an office environment sitting for long periods.
  - Manual dexterity to efficiently use a computer to create CAD drawings.
- Ability to Understand Need for a Safe Work Environment.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
  - Ability to maintain a safe environment at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to managers, clients, customers, and the general public.
  - Ability to write and perform routine mathematical calculations clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as the industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, researching, and prioritizing daily functions.
  - Ability to work in a fast-paced environment with a sense of urgency to meet deadlines.
  - Ability to react and adjust as instructed by the manager(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work environment.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)

- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,000 for the associate degree program, \$1,000 for the diploma program, and \$500 for the technical certificates)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

---

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## DRAFTING TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: DT12)

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**Credit Required for Graduation: 50 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (11 Credits)

DFTG 1015	Practical Geometry and Trigonometry for Drafting Technology
	OR
MATH 1015	Geometry and Trigonometry
EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1013	Algebraic Concepts

#### Drafting Technology Core (11 Credits)

COMP 1000	Introduction to Computers
DFTG 1101	CAD Fundamentals
DFTG 1103	Multiview/Basic Dimensioning

#### Drafting Technology Specialization (28 Credits)

(Students must choose from one of the following specializations)

#### Mechanical Drafting Specialization (19 Credits)

DFTG 1105	3-D Mechanical Modeling
DFTG 1107	Advanced Dimensioning / Sectional Views
DFTG 1109	Auxiliary Views / Surface Development
DFTG 1111	Fasteners

DFTG 1113 Assembly Drawings

### **Mechanical Drafting Specialization Electives (9 Credits)**

Students must choose from the following courses:

DFTG 2010 Engineering Graphics  
 DFTG 2020 Visualization and Graphics  
 DFTG 2030 Advanced 3-D Modeling  
                   Architectural  
 DFTG 2040 Advanced 3-D Modeling  
 DFTG 2110 Blueprint Reading for Technical  
                   Drawing I  
 DFTG 2120 Print Reading for Architecture  
 DFTG 2210 Blueprint Reading for Technical  
                   Drawing II  
 DFTG 2300 Drafting Technology  
                   Practicum/Internship III  
 DFTG 2400 Drafting Technology  
                   Practicum/Internship IV  
 DFTG 2500 Drafting Technology Exit Review  
 DFTG 2600 Drafting Technology  
                   Practicum/Internship VI

### **Architectural Drafting Specialization (20 Credits)**

DFTG 1125 Architectural Fundamentals  
 DFTG 1127 Architectural 3-D Modeling  
 DFTG 1129 Residential Drawing I  
 DFTG 1131 Residential Drawing II  
 DFTG 1133 Commercial Drawing I

### **Architectural Drafting Specialization Electives (8 Credits)**

Students must choose from the following courses:

DFTG 2010 Engineering Graphics  
 DFTG 2020 Visualization and Graphics  
 DFTG 2030 Advanced 3-D Modeling  
                   Architectural  
 DFTG 2040 Advanced 3-D Modeling  
 DFTG 2110 Blueprint Reading for Technical  
                   Drawing I  
 DFTG 2120 Print Reading for Architecture  
 DFTG 2210 Blueprint Reading for Technical  
                   Drawing II  
 DFTG 2300 Drafting Technology  
                   Practicum/Internship III  
 DFTG 2400 Drafting Technology  
                   Practicum/Internship IV  
 DFTG 2500 Drafting Technology Exit Review  
 DFTG 2600 Drafting Technology  
                   Practicum/Internship VI

## DRAFTING TECHNOLOGY AAS (MAJOR CODE: DT13)

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**Credit Required for Graduation: 60 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

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

##### **Area III: Mathematics and Natural Sciences (6 Credits)**

MATH 1111     College Algebra

**Students must also choose one of the following courses:**

MATH 1112     College Trigonometry  
MATH 1113     Precalculus

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101     Art Appreciation  
ENGL 2130     American Literature  
ENGL 2310     English Literature from the  
                    Beginnings to 1700  
HUMN 1101     Introduction to Humanities  
MUSC 1101     Music Appreciation  
MUSC 2040     History of Popular Music

#### **Drafting Technology Core (11 Credits)**

COMP 1000     Introduction to Computers  
DFTG 1101     CAD Fundamentals  
DFTG 1103     Multiview/Basic Dimensioning

#### **Drafting Technology Specialization (34 Credits)**

(Students must choose from one of the following specializations)

##### **Mechanical Drafting Specialization (19 Credits)**

DFTG 1105     3-D Mechanical Modeling  
DFTG 1107     Advanced Dimensioning / Sectional  
                    Views  
DFTG 1109     Auxiliary Views / Surface  
                    Development  
DFTG 1111     Fasteners  
DFTG 1113     Assembly Drawings

##### **Mechanical Drafting Specialization Electives (15 Credits)**

Students must choose from the following courses:

DFTG 2010     Engineering Graphics

DFTG 2020	Visualization and Graphics
DFTG 2030	Advanced 3-D Modeling Architectural
DFTG 2040	Advanced 3-D Modeling
DFTG 2110	Blueprint Reading for Technical Drawing I
DFTG 2120	Print Reading for Architecture
DFTG 2210	Blueprint Reading for Technical Drawing II
DFTG 2300	Drafting Technology Practicum/Internship III
DFTG 2400	Drafting Technology Practicum/Internship IV
DFTG 2500	Drafting Technology Exit Review
DFTG 2600	Drafting Technology Practicum/Internship VI

**Architectural Drafting Specialization (20 Credits)**

DFTG 1125	Architectural Fundamentals
DFTG 1127	Architectural 3-D Modeling
DFTG 1129	Residential Drawing I
DFTG 1131	Residential Drawing II
DFTG 1133	Commercial Drawing I

**Architectural Drafting Specialization Electives (14 Credits)**

Students must choose from the following courses:

DFTG 2010	Engineering Graphics
DFTG 2020	Visualization and Graphics
DFTG 2030	Advanced 3-D Modeling Architectural
DFTG 2040	Advanced 3-D Modeling
DFTG 2110	Blueprint Reading for Technical Drawing I
DFTG 2120	Print Reading for Architecture
DFTG 2210	Blueprint Reading for Technical Drawing II
DFTG 2300	Drafting Technology Practicum/Internship III
DFTG 2400	Drafting Technology Practicum/Internship IV
DFTG 2500	Drafting Technology Exit Review
DFTG 2600	Drafting Technology Practicum/Internship VI

**ADVANCED CAD TECHNICIAN CERTIFICATE (MAJOR CODE: AC51)**

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**Credit Required for Graduation: 33 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (14 Credits)**

(Students must choose from one of the following specializations)

COMP 1000	Introduction to Computers
DFTG 1101	CAD Fundamentals
DFTG 1103	Multiview/Basic Dimensioning



MATH 1013 Algebraic Concepts  
OR

MATH 1111 College Algebra

**Mechanical Drafting Specialization (19 Credits)**

DFTG 1105 3-D Mechanical Modeling

DFTG 1107 Advanced Dimensioning / Sectional  
Views

DFTG 1109 Auxiliary Views / Surface  
Development

DFTG 1111 Fasteners

DFTG 1113 Assembly Drawings  
OR

**Architectural Drafting Specialization (20 Credits)**

DFTG 1125 Architectural Fundamentals

DFTG 1127 Architectural 3-D Modeling

DFTG 1129 Residential Drawing I

DFTG 1131 Residential Drawing II

DFTG 1133 Commercial Drawing I

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**DRAFTER'S ASSISTANT CERTIFICATE (MAJOR CODE: DA31)**

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**Credit Required for Graduation: 11 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (11 Credits)**

COMP 1000 Introduction to Computers

DFTG 1101 CAD Fundamentals

DFTG 1103 Multiview/Basic Dimensioning

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**LANDSCAPE DESIGN CERTIFICATE (MAJOR CODE: LD21)**

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**Credit Required for Graduation: 35 semester credit hours**

**CURRICULUM OUTLINE**

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**General Education (19 Credits)**

**Area I: Language Arts and Communications (3 Credits)**

ENGL 1101 Composition and Rhetoric

**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

POLS 1101 American Government

PSYC 1101 Introductory Psychology

SOCI 1101 Introduction to Sociology

**Area III: Mathematics and Natural Science (10 Credits)**

BIOL 1111 Biology I

BIOL 1111L Biology I Lab

GEOG 1113 Introduction to Landforms

MATH 1101 Mathematical Modeling

OR

MATH 1113 Precalculus

OR

MATH 1127 Introduction to Statistics

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101 Art Appreciation

HIST 2112 U.S. History II

SPCH 1101 Public Speaking

**Landscape Design Major (16 Credits)**

DFTG 1101 CAD Fundamentals

DFTG 1103 Multiview/Basic Dimensioning

DFTG 2250 Portfolio Development

EDSN 1500 Design and the Environment

EDSN 1600 Reading the Landscape

## Electrical Systems Technology

### MISSION STATEMENT

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The mission of the Electrical Systems Technology program is to prepare students for careers involving the inspection, installation, maintenance, and repair of electrical and solar-powered systems in residential, commercial, and industrial industries.

### WORK ENVIRONMENT

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Electricians work indoors and out, at construction sites, in homes, and in businesses or factories. The work may be strenuous at times and may include bending conduit, lifting heavy objects, and standing, stooping, and kneeling for long periods.

Electricians risk injury from electrical shock, falls, and cuts, and must follow strict safety procedures to avoid injuries. When working outdoors, they may be subject to inclement weather. Some electricians may have to travel long distances to job sites.

Most electricians work a standard 40-hour week, although overtime may be required. Those who do maintenance work may work nights or weekends and be on call to go to the work site when needed. Electricians in industrial settings may have periodic extended overtime during scheduled maintenance or retooling periods. Companies that operate 24 hours a day may employ three shifts of electricians.

### NATURE OF THE WORK

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Electricians install and maintain all of the electrical and power systems for our homes, businesses, and factories. They install and maintain the wiring and control equipment through which electricity flows. They also install and maintain electrical equipment and machines in factories and a wide range of other businesses.

Electricians generally focus on either construction or maintenance, although many do both. Electricians specializing in construction primarily install wiring systems into factories, businesses, and new homes. Electricians specializing in maintenance repair and upgrade existing electrical systems and electrical equipment. All electricians must follow State and local building codes and the National Electrical Code when performing their work.

Electricians usually start their work by reading blueprints-technical diagrams that show the locations of circuits, outlets, load centers, panel boards, and other equipment. After determining where all the wires and components will go, electricians install and connect the wires to circuit breakers, transformers, outlets, or other components and systems.

When installing wiring, electricians use hand tools such as conduit benders, screwdrivers, pliers, knives, hacksaws, and wire strippers, as well as power tools such as drills and saws. Later, they use ammeters, ohmmeters, voltmeters, harmonics testers, and other equipment to test connections and ensure the compatibility and safety of components.

### EMPLOYMENT

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Electricians held about 694,900 jobs nationally in 2008. About 65 percent of wage and salary workers were employed by electrical contracting firms, and the remainder worked as electricians in a variety of other industries. In addition, about 9 percent of electricians were self-employed. Employment of electricians should increase 12 percent between 2008 and 2018. Efforts to boost conservation of energy in public buildings and in new construction will boost demand for electricians because electricians are key to installing some of the latest energy savers, such as solar panels and motion sensors for turning on lights.

### EARNINGS

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The median annual wage of electricians was \$48,250 in May 2010. The lowest 10 percent earned less than \$29,400. The top 10 percent earned more than \$80,890.

The starting pay for apprentices usually is between 30 percent and 50 percent of what full trained electricians make, receiving pay increases as the gain more skill.

**Source:** *U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition* (<http://www.bls.gov/oco/>)

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma program in Electrical Systems Technology will be able to complete the following tasks:

- Comprehend basic DC and AC theory.
- Demonstrate the ability to read interpret, and estimate from a blueprint.
- Wire a residential and commercial structure.
- Wire an industrial structure.
- Inspect, maintain, and repair motors.
- Inspect, maintain, and repair controls.
- Diagnostically troubleshoot electrical components and systems.
- Inspect and maintain industrial PLCs.
- Understand and apply the National Electric Code.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Electrician's Assistant will be able to complete the following tasks:

- Adhere to safe work practices.
- Comprehend basic DC and AC theory.
- Understand and apply the National Electric Code to a residential structure
- Wire a residential structure.
- Demonstrate the ability to read, interpret, and estimate from a residential blueprint.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Photovoltaic Systems Installation and Repair Technician will be able to complete the following tasks:

- Create a safe construction environment.
- Comprehend basic DC and AC theory.
- Demonstrate the ability to read, interpret, and estimate from a residential blueprint.
- Demonstrate the ability to install, inspect, service, maintain, and repair photovoltaic systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Electric Systems Technology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
- **Visual:** Acuity to identify wire color and to read fine print on equipment or other documents required in the operation or maintenance of equipment.
- **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
- **Smell:** Ability to evaluate malfunctioning electrical equipment by distinguishing a burning smell.

- **Tactile:** Feel heat/cold, vibration, or pain and evaluate the possible danger of equipment malfunction or electrical shock.
- Motor Ability.
- Ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; to maneuver in limited space; and to climb and balance.
- Ability to work while in hot/humid and/or cold conditions.
- Ability to work at a height.
- Manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses, gloves, and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
- Practical awareness of potential hazards and the required safety procedures.
- Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
- Ability to maintain a safe working environment at all times.
- Ability to Communicate.
- Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
- Ability to write and perform routine mathematical calculations clearly and correctly.
- Basic proficiency in technology (computers and peripheral components) as industry requires.
- Ability to Problem Solve.
- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in electrical construction and maintenance.
- Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
- Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
- Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
- Ability to maintain composure and professionalism at all times in labs and work environment.
- Ability to Perform Practical Outcomes.
- Ability to function under the practical guidelines of National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA).

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)

- Textbooks (Approximately \$1,590 for the Electrical Systems Technology program, \$920 for the Electrician's Assistant program, and \$630 for the Photovoltaic Systems Installation and Repair program)
- Tools (Approximately \$2,200 for the Electrical Systems Technology program, \$400 for the Electrician's Assistant program, and \$800 for the Photovoltaic Systems Installation and Repair program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: ES12)

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**Credit Required for Graduation: 44 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Electrical Systems Technology Major (36 Credits)

COMP 1000	Introduction to Computers
ELTR 1020	Electrical Systems Basics I
ELTR 1060	Electrical Prints, Schematics, and Symbols
ELTR 1080	Commercial Wiring I
ELTR 1090	Commercial Wiring II
ELTR 1180	Electrical Controls
ELTR 1205	Residential Wiring I
ELTR 1210	Residential Wiring II
ELTR 1525	Photovoltaic Systems
IDFC 1007	Industrial Safety Procedures
IDFC 1011	Direct Current I

## ELECTRICAL SYSTEMS TECHNOLOGY AAS (MAJOR CODE: EST3)

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**Credit Required for Graduation: 60 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

#### Area I: Language Arts and Communications (3 Credits)

ENGL 1101	Composition and Rhetoric
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**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

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

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

**General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I
	AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab

SPCH 1101 Public Speaking

**Electrical Systems Technology Major (45 Credits)**

COMP 1000 Introduction to Computers  
 ELTR 1020 Electrical Systems Basics I  
 ELTR 1060 Electrical Prints, Schematics, and Symbols  
 ELTR 1080 Commercial Wiring I  
 ELTR 1090 Commercial Wiring II  
 ELTR 1110 Electric Motors  
 ELTR 1150 Interpreting the National Electrical Code  
 ELTR 1180 Electrical Controls  
 ELTR 1205 Residential Wiring I  
 ELTR 1210 Residential Wiring II  
 ELTR 1525 Photovoltaic Systems  
 IDFC 1007 Industrial Safety Procedures  
 IDFC 1011 Direct Current I

**ELECTRICIAN'S ASSISTANT CERTIFICATE (MAJOR CODE: EA41)**

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**Credit Required for Graduation: 16 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (16 Credits)**

ELTR 1060 Electrical Prints, Schematics, and Symbols  
 ELTR 1205 Residential Wiring I  
 ELTR 1210 Residential Wiring II  
 IDFC 1007 Industrial Safety Procedures  
 IDFC 1011 Direct Current I  
 MATH 1012 Foundations of Mathematics

**PHOTOVOLTAIC SYSTEMS INSTALLATION AND REPAIR TECHNICIAN CERTIFICATE (MAJOR CODE: PS11)**

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**Credit Required for Graduation: 16 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (16 Credits)**

ELTR 1020 Electrical Systems Basics I  
 ELTR 1060 Electrical Prints, Schematics, and Symbols  
 ELTR 1525 Photovoltaic Systems  
 IDFC 1007 Industrial Safety Procedures  
 IDFC 1011 Direct Current I



## Electronics Technology

### MISSION STATEMENT

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The mission of the Electronics Technology program is to prepare students for careers in electronics manufacturing and repair, equipment service, and electronic instrument development design.

### WORK ENVIRONMENT

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Many electrical and electronics installers and repairers work on factory floors, where they are subject to noise, dirt, vibration, and heat. Bench technicians primarily work in repair shops, where the surroundings are reasonably quiet, comfortable, and well lighted. Installers and repairers may have to do heavy lifting and work in a variety of positions. They must follow safety guidelines and often wear protective goggles and hard hats. When working on ladders or on elevated equipment, repairers must wear harnesses to avoid falls. Before repairing a piece of machinery, these workers must follow procedures to ensure that others cannot start the equipment during the repair process. They also must take precautions against electric shock by locking off power to the unit under repair.

### NATURE OF THE WORK

---

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Electric power companies use electronic equipment to operate and control generating plants, substations, and monitoring equipment. The federal government uses radar and missile control systems to provide for the national defense and to direct commercial air traffic. Electrical and electronics installers and repairers install, maintain, and repair these complex pieces of electronic equipment.

Installers and repairers, known as field technicians, often travel to factories or other locations to repair equipment. These workers usually have assigned areas in which they perform preventive maintenance on a regular basis. When equipment breaks down, field technicians go to a customer's site to repair the equipment. Bench technicians work in repair shops located in factories and service centers, fixing components that cannot be repaired on the factory floor. Electrical and electronic equipment are two distinct types of industrial equipment, although a great deal of equipment contains both electrical and electronic components. In general, electrical parts provide the power for the equipment, whereas electronic components control the device.

Field technicians use software programs and testing equipment to diagnose malfunctions. Among their diagnostic tools are multimeters, which measure voltage, current, and resistance, and advanced multimeters, which measure capacitance, inductance, and current gain of transistors. Repairers also use signal generators, which provide test signals, and oscilloscopes, which display signals graphically. Finally, repairers use hand tools such as pliers, screwdrivers, soldering irons, and wrenches to replace faulty parts and adjust equipment.

### EMPLOYMENT

---

Electrical and electronics installers and repairers held about 160,900 jobs nationally in 2008. Overall employment of electrical and electronics installers and repairers is expected to grow by 5 percent through the year 2018. Job opportunities should be best for applicants with an associate degree in electronics, certification, and related experience.

### EARNINGS

---

Median annual wage of electrical and electronics installers and repairers was \$49,170 in May 2010. The lowest 10 percent earned less than \$26,480. The top 10 percent earned more than \$73,420.

Nearly all electrical and electronics installers and repairers work full time.

**Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)**

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Electronics Fundamentals and the associate degree program in Electronics Technology will be able to complete the following tasks:

- Explain and demonstrate the fundamental concepts of DC circuit laws in electronics circuits.
- Explain and demonstrate the fundamental concepts of AC circuit laws in electronics circuits.
- Demonstrate problem-solving, independent thinking, and troubleshooting of DC/AC, solid-state, digital, and linear integrated electronic circuits.
- Perform solid soldering techniques.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Alternative Energy Fundamentals will be able to complete the following tasks:

- Apply algebraic concepts to solve problems.
- Explain and demonstrate direct current theory and practical applications.
- Demonstrate problem-solving, independent thinking, and troubleshooting of photovoltaic systems, alternative energy systems, and power electronics.
- Perform soldering tasks.
- Troubleshoot solid state devices.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Basic Electronic Assembler will have:

- Apply algebraic concepts to solve problems.
- Explain and demonstrate direct current theory and practical applications.
- Perform soldering tasks.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Electronics Technology programs, they must be able to perform the following essential functions:

- Essential Functions Required for Student Performance.
- Ability to understand and troubleshoot DC circuits and circuit laws: Kirchoff's law, Ohm's law, Power law, voltage-divider circuits, series/parallel resistor circuits, and resistor color code chart.
- Ability to understand and troubleshoot AC circuits and circuit laws: sine waves, instantaneous voltages and currents, series/parallel AC circuits, Kirchoff's law, Ohm's law, Power law, voltage-divider law, capacitors, inductors, and passive filters.
- Ability to understand and troubleshoot solid state devices and circuits using transistors, diodes for biasing circuits using amplifiers, cascaded amplifiers, filters, decibels, power supplies, and regulation and filtering.
- Ability to understand and troubleshoot digital systems electronic devices using Boolean logic, truth tables, logic gates, TTL devices, Karnaugh mapping, combinational logic circuits, sequential logic using counters, adders, multiplexers, demultiplexers, memory, microprocessors, and programmable logic arrays.
- Ability to understand and troubleshoot linear electronics circuits with active amplifiers and filters, frequency analysis, feedback systems, oscillators, and timers.

- Ability to Use Senses.
- **Visual:** Acuity to identify symbols on schematics or electronics prints and to read fine print on equipment or other documents required in the operation of oscilloscopes, signal generators, DVM, and electronics test equipment.
- **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
- **Tactile:** Ability to work with small electronics devices and use connections for the testing of electronics circuits and devices.
- Motor Ability.
- Physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
- Ability to work while in hot/humid and/or cold conditions.
- Manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses, gloves, and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
- Practical awareness of laboratory environment in electronics
- Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
- Ability to maintain safe environment at all times
- Ability to Communicate.
- Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
- Ability to write and perform routine mathematical calculations clearly and correctly.
- Basic proficiency in technology (computers and peripheral components) as industry requires.
- Ability to Problem Solve.
- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's electronics technician's jobs.
- Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
- Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
- Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
- Ability to maintain composure and professionalism at all times in labs and work environment.
- Ability to Perform Practical Outcomes.
- Ability to function under the practical guidelines of the electronics laboratory and procedures.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Calculator (\$80)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)

- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,200 for the Electronics Fundamentals program, \$2,800 for the Electronics Technology program, \$800 for the Alternative Energy Fundamentals program, and \$500 for the Basic Electronics Assembler program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## ELECTRONICS FUNDAMENTALS DIPLOMA PROGRAM (MAJOR CODE: EF12)

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**Credit Required for Graduation: 40 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (11 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1013	Algebraic Concepts
MATH 1015	Geometry and Trigonometry
	OR
MATH 1017	Trigonometry

#### Electronics Fundamentals Major (29 Credits)

COMP 1000	Introduction to Computers
ELCR 1005	Soldering Technology
ELCR 1010	Direct Current Circuits
ELCR 1020	Alternating Current Circuits
ELCR 1030	Solid State Devices
ELCR 1040	Digital and Microprocessor Fundamentals
ELCR 1060	Linear Integrated Circuits

## ELECTRONICS TECHNOLOGY AAS (MAJOR CODE: ET13)

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**Credit Required for Graduation: 60 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

ECON 2105     Macroeconomics

ECON 2106     Microeconomics

HIST 1111     World History I

HIST 1112     World History II

HIST 2111     U.S. History I

HIST 2112     U.S. History II

POLS 1101     American Government

PSYC 1101     Introductory Psychology

SOCI 1101     Introduction to Sociology

##### **Area III: Mathematics and Natural Sciences (6 Credits)**

MATH 1111     College Algebra

MATH 1112     College Trigonometry

OR

MATH 1113     Precalculus

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101     Art Appreciation

ENGL 2130     American Literature

ENGL 2310     English Literature from the  
                         Beginnings to 1700

HUMN 1101     Introduction to Humanities

MUSC 1101     Music Appreciation

MUSC 2040     History of Popular Music

##### **Electronics Technology Core (32 Credits)**

COMP 1000     Introduction to Computers

ELCR 1005     Soldering Technology

ELCR 1010     Direct Current Circuits

ELCR 1020     Alternating Current Circuits

ELCR 1030     Solid State Devices

ELCR 1040     Digital and Microprocessor  
                         Fundamentals

ELCR 1060     Linear Integrated Circuits

##### **Electronics Technology Specialization (17 Credits)**

CIST 1001     Computer Concepts

CIST 1122     Hardware Installation and  
                         Maintenance

CIST 1401     Computer Networking Fundamentals

PHYS 1110     Conceptual Physics

PHYS 1110L     Conceptual Physics Lab

**ALTERNATIVE ENERGY FUNDAMENTALS CERTIFICATE (MAJOR CODE: AE21)**

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**Credit Required for Graduation: 23 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (23 Credits)**

ALET 1390	Alternative Energy and Green Technology Systems
ELCR 1010	Direct Current Circuits
ELCR 1020	Alternating Current Circuits
ELCR 1030	Solid State Devices
MATH 1013	Algebraic Concepts

**BASIC ELECTRONIC ASSEMBLER CERTIFICATE (MAJOR CODE: BE41)**

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**Credit Required for Graduation: 9 semester credit hours****CURRICULUM OUTLINE**

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**Technical Certificate (9 Credits)**

ELCR 1005	Soldering Technology
ELCR 1010	Direct Current Circuits
MATH 1013	Algebraic Concepts

## Engineering Technology

### PROGRAM DESCRIPTION

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The mission of the Engineering Technology Program is to prepare students for careers as engineering technicians in industrial and academic organizations through classroom instruction, hands-on training, and industry interaction.

### WORK ENVIRONMENT

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Engineering technicians work primarily in manufacturing, utilities, and research and development environments. They help with manufacturing processes on the shop floor or with development phases in research and development labs before manufacturing takes place. They may assist in quality control, and assure that machines and equipment are up to code.

Some engineering technicians work outdoors while surveying and gathering samples, and assessing structures and the surrounding landscape. They also work indoors, in laboratories analyzing samples, or in offices, and often have regular working hours. However, they must sometimes work irregular hours to monitor operations or during emergencies.

### NATURE OF THE WORK

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**Electromechanical Engineering Technicians** - Electromechanical technicians combine knowledge of mechanical technology with knowledge of electrical and electronic circuits. They install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems, such as robotic assembly machines.

**Environmental Engineering Technicians** - Environmental engineering technicians carry out the plans that environmental engineers develop. They test, operate, and, if necessary, modify equipment for preventing or cleaning up environmental pollution. They may collect samples for testing, or they may work to mitigate sources of environmental pollution. They also work closely with industry to implement safety procedures and green practices.

**Mechanical Engineering Technicians** - Mechanical engineering technicians help mechanical engineers design, develop, test, and manufacture industrial machinery, consumer products, and other equipment. They may make sketches and rough layouts, record and analyze data, make calculations and estimates, and report their findings. Mechanical engineering technicians also estimate labor costs, equipment life, and plant space. Some test, inspect, and repair equipment or work with engineers to eliminate production problems.

**Nanotechnology Technicians** - Nanomaterial technicians use special instruments and techniques to help chemists and chemical engineers in researching, developing, and producing chemical products and processes.

### EMPLOYMENT

### EARNINGS

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**Mechanical Engineers** - The median annual wage in May 2010 was \$78,160. The lowest 10 percent earned less than \$50,550. The top 10 percent earned more than \$119,480.

**Environmental Engineering Technicians** - The median annual wage in May 2010 was \$43,390. The lowest 10 percent earned less than \$28,000. The top 10 percent earned more than \$72,020.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

### STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in Engineering Technology Basics will be able to complete the following tasks:

- Maintain a clean and safe work environment
- Record results in a laboratory notebook or operations log
- Compile and interpret results of tests and analysis

- Create complete sets of working drawings using critical thinking skills related to problem solving and manipulation of complex technical data related to engineering technology designs
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

For students to be successful in the Engineering Technology programs, they must be able to perform the following essential functions:

- *Ability to Use Senses*
  - **Visual:** Normal vision with or without corrective lenses
  - **Hearing:** Ability to hear sounds and emergency signals
  - **Smell:** Ability to evaluate possible dangers involved in working in an engineering environment
  - **Tactile:** Feel heat/cold or pain
- *Motor Ability*
  - Manual dexterity to efficiently and safely use equipment, power tools, hand tools, and other small and large equipment while wearing essential personal protective equipment
  - Physical ability to walk moderate distances and stand for moderate periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space
  - Ability to work while in hot/humid and/or cold conditions
- *Ability to Understand Need for a Safe Work Environment*
  - Practical awareness of potential electrical and mechanical dangers in an engineering environment
  - Ability to wear necessary safety gear, i.e., safety glasses, gloves, head coverings, etc.
  - Ability to maintain safe environment at all times following lab safety sheet and accepted engineering practices
- *Ability to Communicate*
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor
  - Ability to write and perform routine mathematical calculations clearly and correctly
  - Basic proficiency in technology (computers and peripheral components) as industry requires
- *Ability to Problem Solve*
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's engineering environment
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs
- *Ability to Maintain Emotional Stability*
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations
  - Ability to maintain composure and professionalism at all times in labs and engineering work environments
- *Ability to Perform Practical Outcomes*
  - Ability to function under the practical guidelines of accepted engineering practices



## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Accidental insurance fee (\$4 per term)
- Instructional fee (\$50 per term)
- Technology fee (\$105 per term)
- Program supply fee (Varies - see course descriptions for exact amounts)
- Textbooks (Approximately \$600 for the Engineering Technology Basics program)
- Tools (approximately \$145 for the Engineering Technology Basics program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements)
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination)
- Provide proof of legal presence in the United States

## ENGINEERING TECHNOLOGY BASICS (MAJOR CODE: EBT1)

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**Credit Required for Graduation: 20 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (16 credits)

ENGL 1101	Composition and Rhetoric
ENGT 1000	Introduction to Engineering Technology
MATH 1111	College Algebra
MATH 1113	Precalculus
DFTG 1101	CAD Fundamentals
	OR
DFTG 2010	Engineering Graphics

#### Engineering Options (4 credits)

*Students must select one of the following options:*

##### Biology Cluster

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab

##### Chemistry Cluster

CHEM 1211	Chemistry I
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CHEM 1211L      Chemistry I Lab

**Circuits Option**

ECET 1101      Circuit Analysis

**Geographic Information Systems Option**

GIFS 1101      Introduction to Geographic  
Information Systems

**Physics Cluster**

PHYS 1111      Introductory Physics I

PHYS 1111L    Introductory Physics I Lab

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## ENVIRONMENTAL ASSESSMENT TECHNICIAN (MAJOR CODE: EAT1)

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**Credits Required for Graduation: 30 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (30-31 credits)**

CHEM 1211      Chemistry I

CHEM 1211L    Chemistry I Lab

ENGL 1105      Technical Communications

ESCI 1060      Survey of Environmental Law

ESCI 1100      Introduction to Environmental  
Engineering and Science

ESCI 1200      Fundamentals of Ecology

ESCI 2000      Watershed Hydrology

GIFS 1101      Introduction to Geographic  
Information Systems

MATH 1113      Precalculus

**Elective Option**

ESCI 2140      Environmental Impact Analysis  
OR

CHEM 2300      Quantitative Analysis

CHEM 2300L    Quantitative Analysis Lab

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## NANOTECHNOLOGY TECHNICIAN (MAJOR CODE: NT51)

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**Credits Required for Graduation: 30 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (30 credits)**

CHEM 1211      Chemistry I

CHEM 1211L    Chemistry I Lab

ENGL 1105      Technical Communications

ENGT 1100      Engineering Biology

MATH 1111      College Algebra

MATH 1127      Introduction to Statistics

NANO 1100      Introduction to Nanotechnology

NANO 2020      Material Science

NANO 2250      Advanced Microscopy

PHYS 1111     Introductory Physics I  
PHYS 1111L   Introductory Physics I Lab

## **STORMWATER AND EROSION CONTROL TECHNICIAN (MAJOR CODE: SAE1)**

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**Credits Required for Graduation: 29 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (29 credits)**

DFTG 1101     CAD Fundamentals  
                  OR  
DFTG 2010     Engineering Graphics  
DRFT 2050     Surveying I  
ENGL 1105     Technical Communications  
ESCI 1110     Soil Mechanics  
ESCI 2000     Watershed Hydrology  
ESCI 2050     Construction Plans, Estimates, and  
                  Records  
ESCI 2150     Stormwater and Erosion Control  
GIFS 1101     Introduction to Geographic  
                  Information Systems  
MATH 1113     Precalculus

## **ENGINEERING SCIENCE TECHNOLOGY AAS (MAJOR CODE: ES13)**

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**Credit Required for Graduation: 71 credit hours**

### **CURRICULUM OUTLINE**

---

#### **General Education (15 Credits)**

##### **Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

##### **Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

ECON 2105     Macroeconomics  
ECON 2106     Microeconomics

##### **Area III: Mathematics and Natural Sciences (6 Credits)**

MATH 1111     College Algebra  
MATH 1113     Precalculus

##### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101     Art Appreciation  
ENGL 2130     American Literature  
ENGL 2310     English Literature from the  
                  Beginnings to 1700  
HUMN 1101     Introduction to Humanities  
MUSC 1101     Music Appreciation  
MUSC 2040     History of Popular Music

#### **Engineering Technology Core (24 credits)**

COMP 1000     Introduction to Computers  
DFTG 1101     CAD Fundamentals  
                  OR  
DFTG 2010     Engineering Graphics

ENGL 1105	Technical Communications
ENGT 1000	Introduction to Engineering Technology
MEGT 2030	Statics
MEGT 2080	Strength of Materials
PHYS 1111	Introductory Physics I
PHYS 1111L	Introductory Physics I Lab

**Environmental Engineering Specialization (32 credits)**

CHEM 1211	Chemistry I
CHEM 1211L	Chemistry I Lab
DRFT 2050	Surveying I
ENGT 2500	Engineering Internship
ESCI 1060	Survey of Environmental Law
ESCI 1100	Introduction to Environmental Engineering and Science
ESCI 1110	Soil Mechanics
ESCI 2000	Watershed Hydrology
GIFS 1101	Introduction to Geographic Information Systems

**Environmental Electives**

Select a minimum of 7 credit hours

CETC 1121	Hydraulics and Fluid Dynamics
CHEM 1212	Chemistry II
CHEM 1212L	Chemistry II Lab
CHEM 2300	Quantitative Analysis
CHEM 2300L	Quantitative Analysis Lab
ESCI 1160	Introduction to Wastewater Treatment
ESCI 1200	Fundamentals of Ecology
ESCI 2050	Construction Plans, Estimates, and Records
ESCI 2140	Environmental Impact Analysis
ESCI 2150	Stormwater and Erosion Control

**NANOTECHNOLOGY AAS (MAJOR CODE: NA13)**


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**Credit Required for Graduation: 68 credit hours**

**CURRICULUM OUTLINE****General Education (15 Credits)****Area I: Language Arts and Communications (3 Credits)**

ENGL 1101	Composition and Rhetoric
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**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

ECON 2105	Macroeconomics
ECON 2106	Microeconomics

**Area III: Mathematics and Natural Sciences (6 Credits)**

MATH 1111	College Algebra
MATH 1113	Precalculus

#### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

#### **Nanotechnology Major (53 credits)**

COMP 1000	Introduction to Computers
CHEM 1211	Chemistry I
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
CHEM 1212L	Chemistry II Lab
DFTG 1101	CAD Fundamentals OR
DFTG 2010	Engineering Graphics
ENGL 1105	Technical Communications
ENGT 1000	Introduction to Engineering Technology
ENGT 2500	Engineering Internship
MATH 1127	Introduction to Statistics
METR 1101	Introduction to Quality Standards and ISO 9000
NANO 1100	Introduction to Nanotechnology
NANO 2020	Material Science
NANO 2250	Advanced Microscopy
PHYS 1111	Introductory Physics I
PHYS 1111L	Introductory Physics I Lab

#### **Nanotechnology Electives**

Select a minimum of 9 credit hours

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
BIOL 1112L	Biology II Lab
ENGT 1100	Engineering Biology
ENGT 1250	Physical Metrology
MATH 1131	Calculus I

## Industrial Systems Technology

### MISSION STATEMENT

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The mission of the Industrial Systems Technology program is to prepare students for careers as industrial electricians, electrical engineering technicians, powerhouse electricians, industrial mechanics, multi-craft technicians, Mechatronics technicians, automation technicians, or industrial robotic technicians.

### WORK ENVIRONMENT

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Many industrial systems technicians work on factory floors, where they are subject to noise, dirt, vibration, and heat. Installers and repairers may have to do heavy lifting and work in a variety of positions. They must follow safety guidelines and often wear protective goggles and hard hats. When working on ladders or on elevated equipment, repairers must wear harnesses to avoid falls. Before repairing a piece of machinery, these workers must follow procedures to ensure that others cannot start the equipment during the repair process. They also must take precautions against electrical shock by locking off power to the unit under repair.

#### Nature of the Work

Industrial systems technicians maintain and repair the various machines used in industry. Their job title may be industrial electrician or industrial mechanic, but more often it is automation technician. To keep automated machines and robots in good working order, these workers must be able to detect minor problems and correct them before they become larger problems. Industrial systems technicians use technical manuals, their understanding of the equipment, and careful observation to discover the cause of the problem.

Automated electronic control systems are becoming increasingly complex, making diagnosis more challenging. With these systems, repairers use software programs and testing equipment to diagnose malfunctions. Among their diagnostic tools are multi-meters, which measure voltage, current, and resistance. After diagnosing the problem, the technician may disassemble the equipment to repair or replace the necessary parts. Increasingly, industrial systems technicians must have the electrical, electronics, and computer programming skills to repair sophisticated equipment on their own. Once they make a repair, they must perform tests to ensure that the machine is running smoothly. Primary responsibilities also include preventive maintenance. For example, they adjust and calibrate automated manufacturing equipment such as industrial robots.

### EMPLOYMENT

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Industrial electricians held 160,900 jobs nationally and industrial machinery mechanics held about 287,700 jobs nationally in 2008. Many worked in the manufacturing sector in industries such as food processing and chemical processing, fabricated metal products, electrical power companies and power generating plants, machinery, and motor vehicle and parts manufacturing. Manufacturers often rely on these employees to make complex repairs to specific machines. Employment in this field is expected to grow from 5 to 7 percent nationally from 2008 to 2018.

### EARNINGS

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Industrial systems technicians maintain and repair the various machines used in industry. Their job title may be industrial electrician or industrial mechanic, but most often it is automation technician.

The median wage of industrial machinery mechanics was \$45,420 in May 2010. The lowest 10 percent earned less than \$29,880. The top 10 percent earned more than \$68,130.

The median annual wage of machinery maintenance workers was \$38,460 in May 2010. The lowest 10 percent earned less than \$23,440. The top 10 percent earned more than \$59,640.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

### STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Industrial Systems Technology will be able to complete the following tasks:

- Solve basic DC, AC, and circuitry problems.
- Inspect, maintain, troubleshoot, and repair industrial mechanical systems.
- Inspect, maintain, troubleshoot, and repair fluid power and piping systems.
- Inspect, maintain, troubleshoot, and repair industrial motor control systems.
- Inspect, maintain, troubleshoot, and diagnose basic and advanced PLC systems.
- Inspect, maintain, troubleshoot, and repair industrial wiring.
- Inspect, maintain, troubleshoot, and diagnose industrial instrumentation systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Industrial Fluid Power Technician will be able to complete the following tasks:

- Demonstrate safe working practices.
- Explain basic mechanical laws and principles.
- Inspect, maintain, service, repair, and replace industrial mechanical systems and their component parts.
- Inspect, maintain, service, repair, and replace fluid power and piping systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Industrial Motor Control Technician will be able to complete the following tasks:

- Understand and apply the fundamental principles of industrial motor controls.
- Understand and apply the principles of magnetic starters and braking.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Programmable Control Technician I will be able to complete the following tasks:

- Inspect, service, maintain, and repair industrial motor controls.
- Inspect, service, maintain, and remove and replace industrial PLCs.
- Work safely in an industrial environment.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Industrial Systems Technology programs, they must be able to perform the following essential functions:

- *Ability to Use Senses.*
  - **Visual:** Normal vision with or without corrective lenses.
  - **Hearing:** Ability to hear sounds and emergency signals.
  - **Smell:** Ability to evaluate possible dangers involved in working in an industrial environment.
  - **Tactile:** Feel heat/cold or pain.
- *Motor Ability.*
  - Manual dexterity to efficiently and safely use equipment, power tools, hand tools, and other small and large equipment while wearing essential personal protective equipment.

- Physical ability to walk moderate distances and stand for moderate periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
- Ability to work while in hot/humid and/or cold conditions.
- *Ability to Understand Need for a Safe Work Environment.*
  - Practical awareness of potential electrical and mechanical dangers in an industrial environment.
  - Ability to wear necessary safety gear, i.e., safety glasses, gloves, head covering, etc.
  - Ability to maintain safe environment at all times following lab safety sheet and accepted industrial practices.
- *Ability to Communicate.*
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as industry requires.
- *Ability to Problem Solve.*
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's industrial environment.
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- *Ability to Maintain Emotional Stability.*
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and industrial work environments.
- *Ability to Perform Practical Outcomes.*
  - Ability to function under the practical guidelines of accepted industrial practices.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$1,800 for the Industrial Systems Technology program, \$355 for the Industrial Fluid Power Technician program, \$365 for the Industrial Motor Control Technician, and \$285 for the Programmable Control Technician I program)
- Tools (Approximately \$450 for the Industrial Systems Technology program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.



## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: IST4)

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**Credit Required for Graduation: 60 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

EMPL 1000	Interpersonal Relations and Professional Development
ENGL 1010	Fundamentals of English I
MATH 1012	Foundations of Mathematics
	OR
MATH 1013	Algebraic Concepts

#### Industrial Systems Technology Major (52 Credits)

COMP 1000	Introduction to Computers
IDSY 1100	Basic Circuit Analysis
IDSY 1110	Industrial Motor Controls I
IDSY 1120	Basic Industrial PLCs
IDSY 1130	Industrial Wiring
IDSY 1170	Industrial Mechanics
IDSY 1190	Fluid Power and Piping Systems
IDSY 1210	Industrial Motor Controls II
IDSY 1220	Intermediate Industrial PLCs
IDSY 1230	Industrial Instrumentation

## INDUSTRIAL SYSTEMS TECHNOLOGY ASSOCIATE DEGREE PROGRAM (MAJOR CODE: IS13)

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**Credit Required for Graduation: 67 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (15 Credits)

##### Area I: Language Arts and Communications (3 Credits)

ENGL 1101	Composition and Rhetoric
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##### Area II: Social and Behavioral Sciences (3 Credits)

Students must choose from the following courses:

ECON 2105	Macroeconomics
ECON 2106	Microeconomics

HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II
POLS 1101	American Government
PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology

### **Area III: Mathematics and Natural Sciences (3 Credits)**

Students must choose from the following courses:

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

### **Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101	Art Appreciation
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HUMN 1101	Introduction to Humanities
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music

### **General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111	Biology I
	AND
BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1151	Survey of Inorganic Chemistry
	AND
CHEM 1151L	Survey of Inorganic Chemistry Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

### **Industrial Systems Technology Major (52 Credits)**

COMP 1000	Introduction to Computers
IDSY 1100	Basic Circuit Analysis

IDSY 1110	Industrial Motor Controls I
IDSY 1120	Basic Industrial PLCs
IDSY 1130	Industrial Wiring
IDSY 1170	Industrial Mechanics
IDSY 1190	Fluid Power and Piping Systems
IDSY 1210	Industrial Motor Controls II
IDSY 1220	Intermediate Industrial PLCs
IDSY 1230	Industrial Instrumentation

## **INDUSTRIAL FLUID POWER TECHNICIAN CERTIFICATE (MAJOR CODE: IF11)**

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**Credit Required for Graduation: 12 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (12 Credits)**

IDSY 1170	Industrial Mechanics
IDSY 1190	Fluid Power and Piping Systems

## **INDUSTRIAL MOTOR CONTROL TECHNICIAN CERTIFICATE (MAJOR CODE: IM41)**

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**Credit Required for Graduation: 10 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (10 Credits)**

IDSY 1110	Industrial Motor Controls I
IDSY 1210	Industrial Motor Controls II

## **MECHATRONICS TECHNICIAN (MAJOR CODE: MT21)**

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### **CURRICULUM OUTLINE**

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#### **Technical Certificate (18 credits)**

IDSY 1005	Introduction to Mechatronics
IDSY 1170	Industrial Mechanics
IDSY 1190	Fluid Power and Piping Systems

**Credit Required for Graduation: 18 semester credit hours**

## **PROGRAMMABLE CONTROL TECHNICIAN I CERTIFICATE (MAJOR CODE: PC81)**

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**Credit Required for Graduation: 17 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (17 Credits)**

IDSY 1110	Industrial Motor Controls I
IDSY 1120	Basic Industrial PLCs
IDSY 1220	Intermediate Industrial PLCs

## Interior Design

### MISSION STATEMENT

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The mission of the Interior Design program is to provide students with the technical and design skills necessary to work as interior designers in either residential or commercial settings.

### WORK ENVIRONMENT

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Working conditions and places of employment vary. Interior designers employed by large corporations or design firms generally work regular hours in well-lighted and comfortable settings. Designers in smaller design consulting firms or those who freelance generally work on a contract, or job, basis. They frequently adjust their workday to suit their clients' schedules and deadlines, meeting with clients during evening or weekend hours when necessary. Consultants and self-employed designers tend to work longer hours and in smaller, more congested environments.

Designers may work in their own offices or studios or in clients' homes or offices. They also may travel to other locations, such as showrooms, design centers, clients' exhibit sites, and manufacturing facilities. With the increased speed and sophistication of computers and advanced communications networks, designers may form international design teams, serve a more geographically dispersed clientele, research design alternatives by using information on the Internet, and purchase supplies electronically.

### NATURE OF THE WORK

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Interior designers draw upon many disciplines to enhance the function, safety, and aesthetics of interior spaces. Their main concerns are with how different colors, textures, furniture, lighting, and space work together to meet the needs of a building's occupants. Designers plan interior spaces of almost every type of building, including offices, airport terminals, theaters, shopping malls, restaurants, hotels, schools, hospitals, and private residences. Good design can boost office productivity, increase sales, attract a more affluent clientele, provide a more relaxing hospital stay, or increase a building's market value.

Traditionally, most interior designers focused on decorating—choosing a style and color palette and then selecting appropriate furniture, floor and window coverings, artwork, and lighting. However, an increasing number of designers are becoming involved in architectural detailing, such as crown molding and built-in bookshelves, and in planning layouts of buildings undergoing renovation, including helping to determine the location of windows, stairways, escalators, and walkways.

Interior designers must be able to read blueprints, understand building and fire codes, and know how to make space accessible to people who are disabled. Designers frequently collaborate with architects, electricians, and building contractors to ensure that designs are safe and meet construction requirements. Depending on the complexity of the project, the designer also might submit drawings for approval by a construction inspector to ensure that the design meets building codes. If a project requires structural work, the designer works with an architect or engineer for that part of the project. Most designs also require the hiring of contractors to do technical work, such as lighting, plumbing, and electrical wiring. Often designers choose contractors and write work contracts.

Although most interior designers do many kinds of projects, some specialize in one area of interior design. Some specialize in the type of building space—usually residential or commercial—while others specialize in a certain design element or type of client, such as healthcare facilities. The most common specialties of this kind are lighting, kitchen and bath, and closet designs. However, designers can specialize in almost any area of design, including acoustics and noise abatement, security, electronics and home theaters, home spas, and indoor gardens.

Three areas of design that are becoming increasingly popular are ergonomic design, elder design, and environmental-or green-design. Ergonomic design involves designing work spaces and furniture that emphasize good posture and minimize muscle strain on the body. Elder design involves planning interior space to aid in the movement of people who are elderly and disabled. Green design involves selecting furniture and carpets that are free of chemicals and hypoallergenic and selecting construction materials that are energy-efficient or are made from renewable resources.

### EMPLOYMENT

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Interior designers held about 56,500 jobs nationally in 2010. About 30 percent of interior designers worked in specialized design services. Additionally, 14 percent of interior designers provided design services in architectural and landscape architectural services and 9 percent worked in furniture and home-furnishing stores. Many interior designers also performed

freelance work in addition to holding a salaried job in interior design or another occupation. Employment of interior designers is expected to grow 19 percent from 2010 to 2020.

## EARNINGS

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Median annual wages nationally for interior designers were \$46,280 in May 2010. The middle 50 percent earned between \$34,620 and \$61,880. The lowest 10 percent earned less than \$26,380, and the highest 10 percent earned more than \$84,900. Interior design salaries vary widely with the specialty, type of employer, number of years of experience, and reputation of the individuals. Among salaried interior designers, those in large specialized design and architectural firms tend to earn higher and more stable salaries. Interior designers working in retail stores usually earn a commission, which can be irregular.

For residential design projects, self-employed interior designers and those working in smaller firms usually earn a per-hour consulting fee, plus a percentage of the total cost of furniture, lighting, artwork, and other design elements. For commercial projects, they might charge a per-hour consulting fee, charge by the square footage, or charge a flat fee for the whole project. In addition, designers who use specialty contractors usually earn a percentage of the contractor's earnings on the project in return for hiring the contractor. Self-employed designers must provide their own benefits.

*Source: U.S. Department of Labor Occupational Outlook Handbook, (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the associate degree and diploma programs in Interior Design will be able to complete the following tasks:

- Apply the principles and elements of design within the parameters of ecological, socioeconomic, and cultural contexts.
- Apply creative and critical thinking skills to solve problems and issues in the interiors environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for interior spaces.
- Demonstrate knowledge of the history of interiors and architecture.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Kitchen and Bath Designer will be able to complete the following tasks:

- Apply the principles and elements of design within the parameters of ecological, socioeconomic, and cultural contexts.
- Apply critical thinking and the design process to creative problem solving within the kitchen and bath environment.
- Produce kitchen and bath drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for kitchen and bath spaces.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Interior Design programs, they must be able to perform the following essential functions:

- **Ability to Use Senses.**
  - **Visual:** Acuity to read fine print on equipment and/or other documents as required by the industry.
  - **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - **Manual Dexterity:** Ability to work with fingers.

- Motor Ability.
  - Physical ability to walk and stand for possible long periods of time and ability to lift, move, and transfer weight of at least 25 pounds when utilizing samples for client demonstrations.
  - Ability to work while in hot/humid and/or cold conditions.
  - Ability to efficiently use computer to create CAD drawings.
- Ability to Understand Need for a Safe Work Environment.
  - Ability to wear necessary safety gear, i.e., safety glasses, gloves, head covering, etc. if necessary when working with computer equipment, especially printers and plotters.
  - Ability to maintain safe environment at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team, managers, clients, customers, the general public, and instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly as applied to the industry.
  - Basic proficiency in technology (computers and peripheral components) as required by the industry.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's interior design work environments.
  - Ability to react and adjust as instructed by the instructor(s) during lab instruction or based on the customer's needs and deadlines.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work environment.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,475 for the associate degree program and \$1,850 for the diploma program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## INTERIOR DESIGN DIPLOMA PROGRAM (MAJOR CODE: IN12)

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**Credit Required for Graduation: 59 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

#### Interior Design Major (51 Credits)

COMP 1000	Introduction to Computers
INDS 1100	Interior Design Fundamentals
INDS 1115	Technical Drawing for Interior Designers
INDS 1120	Codes and Building Systems for Interiors
INDS 1125	Lighting Technologies for Interiors
INDS 1130	Materials and Resources
INDS 1135	Textiles for Interiors
INDS 1145	CAD Fundamentals for Interior Design
INDS 1150	History of Interiors and Architecture I
INDS 1155	History of Interiors and Architecture II
INDS 1160	Interiors Seminar
INDS 2210	Design Studio I
INDS 2215	Design Studio II
INDS 2230	Design Studio III
INDS 2240	Business Practices for Design Professionals

**INTERIOR DESIGN AAS (MAJOR CODE: IN13)**

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**Credit Required for Graduation: 69 semester credit hours****CURRICULUM OUTLINE**

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**General Education (15 Credits)****Area I: Language Arts and Communications (3 Credits)**

ENGL 1101     Composition and Rhetoric

**Area II: Social and Behavioral Sciences (3 Credits)**

Students must choose from the following courses:

ECON 2105     Macroeconomics

ECON 2106     Microeconomics

HIST 1111     World History I

HIST 1112     World History II

HIST 2111     U.S. History I

HIST 2112     U.S. History II

POLS 1101     American Government

PSYC 1101     Introductory Psychology

SOC 1101     Introduction to Sociology

**Area III: Mathematics and Natural Sciences(3 Credits)**

Students must choose from the following courses:

MATH 1100     Quantitative Skills and Reasoning

MATH 1101     Mathematical Modeling

MATH 1111     College Algebra

**Area IV: Humanities and Fine Arts (3 Credits)**

Students must choose from the following courses:

ARTS 1101     Art Appreciation

ENGL 2130     American Literature

ENGL 2310     English Literature from the  
Beginnings to 1700

HUMN 1101     Introduction to Humanities

MUSC 1101     Music Appreciation

MUSC 2040     History of Popular Music

**General Education Electives (3 Credits)**

Students may choose a course from Area II, Area III, Area IV, or from the following list:

BIOL 1111     Biology I

AND

BIOL 1111L     Biology I Lab

BIOL 1112     Biology II

AND

BIOL 1112L     Biology II Lab

CHEM 1151     Survey of Inorganic Chemistry

AND

CHEM  
1151L     Survey of Inorganic Chemistry Lab

CHEM 1211     Chemistry I

AND

CHEM  
1211L     Chemistry I Lab

CHEM 1212     Chemistry II

AND



CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
PHYS 1110	Conceptual Physics AND
PHYS 1110L	Conceptual Physics Lab
SPCH 1101	Public Speaking

**Interior Design Major (54 Credits)**

COMP 1000	Introduction to Computers
INDS 1100	Interior Design Fundamentals
INDS 1115	Technical Drawing for Interior Designers
INDS 1120	Codes and Building Systems for Interiors
INDS 1125	Lighting Technologies for Interiors
INDS 1130	Materials and Resources
INDS 1135	Textiles for Interiors
INDS 1145	CAD Fundamentals for Interior Design
INDS 1150	History of Interiors and Architecture I
INDS 1155	History of Interiors and Architecture II
INDS 1160	Interiors Seminar
INDS 1170	Interiors Internship
INDS 2210	Design Studio I
INDS 2215	Design Studio II
INDS 2230	Design Studio III
INDS 2240	Business Practices for Design Professionals

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**KITCHEN AND BATH DESIGNER CERTIFICATE (MAJOR CODE: KAB1)**

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**Credit Required for Graduation: 36 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (36 Credits)**

INDS 1115	Technical Drawing for Interior Designers
INDS 1120	Codes and Building Systems for Interiors
INDS 1130	Materials and Resources
INDS 1175	Kitchen and Bath Internship
INDS 2240	Business Practices for Design Professionals
INDS 2500	Basic Residential Kitchen and Bath Design
INDS 2505	Advanced Kitchen and Bath Design
INDS 2510	Kitchen and Bath Solutions through Technology
INDS 2515	Kitchen and Bath Studio

## Machine Tool Technology

### MISSION STATEMENT

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The mission of the Machine Tool Technology program is to provide the quality education and training necessary for students to enter the field of machining.

### WORK ENVIRONMENT

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Today, many machine shops are relatively clean, well lit, and ventilated. Computer-controlled machines often are partially or totally enclosed, thus minimizing the exposure of workers to noise, debris, and the lubricants used to cool work pieces during machining. Many machinists work a 40-hour week. Evening and weekend shifts are becoming more common, as companies extend hours of operation to make better use of expensive machines. However, this trend is somewhat offset by lights-out manufacturing that uses fewer machinists and the use of machine operators for less desirable shifts. Overtime work is common during peak production periods.

### NATURE OF THE WORK

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Machinists use lathes, milling machines, grinders, and other types of machine tools to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches of one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. The parts that machinists make range from bolts to automobile pistons.

Machinists first review electronic or written blueprints or specifications for a job before they machine a part. Next, they calculate where to cut or bore into a piece of steel, aluminum, titanium, plastic, silicon, or any other material that they are shaping into a product or tool. They determine how fast to feed the work piece into the machine and how much material to remove. They then select tools and materials for the job, plan the sequence of cutting and finishing operations, and mark the work piece to show where they are to make cuts.

After this layout work is completed, machinists perform the necessary machining operations. They position the work piece on the drill press, lathe, milling machine, or other type of machine, set the controls, and make the cuts. During the machining process, they must constantly monitor the feed rate and speed of the machine. Machinists also ensure that the work piece is lubricated and cooled properly because the machining of metal products generates a significant amount of heat.

Some machinists, often called production machinists, may produce large quantities of one part, especially parts requiring the use of complex operations and great precision. Many modern machine tools are computer numerically controlled (CNC). CNC machines, following a computer program, control the cutting tool speed, change dull tools, and perform all necessary cuts to create a part. Frequently, machinists work with computer control programmers to determine how the automated equipment will cut a part. The machinist determines the cutting path, speed of the cut and the feed rate, and the programmer converts path, speed, and feed information into a set of instructions for the CNC machine tool. Many machinists must be able to use both manual and computer-controlled machinery in their job.

Because most machinists train in CNC programming, they may write basic programs themselves and often modify programs in response to problems encountered during test runs. Modifications, called offsets, not only fix problems, but they also improve efficiency by reducing manufacturing time and tool wear.

### EMPLOYMENT

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Machinists held about 421,500 jobs nationally in 2008. About 78 percent of machinists work in manufacturing industries, such as machine shops and machinery, motor vehicle and parts, aerospace products and parts, and other transportation equipment manufacturing. Job opportunities for machinists should continue to be good, as employers value the wide-ranging skills of these workers.

## EARNINGS

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Median hourly wages nationally of machinists were \$18.52 in May 2010. The lowest 10 percent earned less than \$11.59, while the top 10 percent earned more than \$27.91.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Machine Tool Technology will be able to complete the following tasks:

- Effectively read and interpret blueprints for machine tool applications.
- Determine the characteristics of metals and the appropriate heat treating processes.
- Perform surface grinding operations.
- Perform lathe operations.
- Perform mill operations.
- Apply CNC fundamentals.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Basic Grinding Operations will be able to complete the following tasks:

- Interpret blueprints, sketches, drawings, and schematics used in the machine tool industry.
- Evaluate the characteristics and properties of metals and heat treatment processes.
- Perform surface grinder operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Basic Machining Operator will be able to complete the following tasks:

- Read and interpret blueprints for machine tool applications.
- Perform surface grinding operations.
- Perform lathe operations.
- Perform mill operations.
- Perform basic and advanced algebraic, geometric, and trigonometric mathematical operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in CNC Specialist will be able to complete the following tasks:

- Perform CNC fundamental operations.
- Perform CNC manual mill programming.
- Perform CNC manual lathe programming.
- Perform CNC practical applications.
- Develop CAD/CAM programming applications.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Lathe Operator will be able to complete the following tasks:

- Read and interpret blueprints for machine tool applications.
- Perform basic lathe operations.
- Perform advanced lathe operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Mill Operator will be able to complete the following tasks:

- Perform basic and advanced milling machine calculations.
- Perform basic and advanced milling machine set up.
- Perform basic and advanced milling machine operations.
- Interpret machine tool blueprints, sketches, and drawings.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Machine Tool Technology programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Specific vision abilities, including close vision, distance vision, depth perception, and ability to adjust focus.
  - **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
  - **Tactile:** Feel heat/cold or pain and evaluate the possible danger of injury from sharp or jagged edges.
- Motor Ability.
  - Physical ability to walk long distances and stand for long periods of time; to lift, move and transfer equipment of at least 50 pounds; and to maneuver in limited space.
  - Ability to work while in hot/humid and/or cold conditions.
  - Manual dexterity to efficiently and safely use equipment, power tools, hand tools, and other small and large equipment while wearing essential safety glasses and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers of the machine shop.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
  - Ability to maintain safe environment at all times.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly.
  - Basic proficiency in technology (computers and peripheral components) as required by the industry.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's machine shop.
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on a customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.

- Ability to maintain composure and professionalism at all times in labs and work environment.
- Ability to Perform Practical Outcomes.
  - Ability to function under the practical guidelines of machine tool technology.

## PROGRAM EXPENSES

---

The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$905 for the Machine Tool Technology diploma program, \$160 for the CNC specialist program, \$255 for the Lathe Operator program, and \$250 for the Mill Operator program)
- Tools (Approximately \$675 for the Machine Tool Technology program)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## GAINFUL EMPLOYMENT

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Information on graduation rates, job placement rates, median loan debt incurred by students and other gainful employment information is available on the college website. CNC Specialist is also found on the college website.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## MACHINE TOOL TECHNOLOGY DIPLOMA PROGRAM (MAJOR CODE: MTT2)

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**Credit Required for Graduation: 42 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 Credits)

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

**Machine Tool Technology Major (37 Credits)**

AMCA 2110	CNC Fundamentals
COMP 1000	Introduction to Computers
MCHT 1011	Introduction to Machine Tool
MCHT 1012	Blueprint for Machine Tool
MCHT 1013	Machine Tool Math
	OR
MATH 1015	Geometry and Trigonometry
MCHT 1020	Heat Treatment and Surface Grinding
MCHT 1119	Lathe Operations I
MCHT 1120	Mill Operations I
MCHT 1219	Lathe Operations II
MCHT 1220	Mill Operations II

**Elective (3 Credits)**

Students must choose from the following list:

AMCA	Electives
XXXX	
DFTG	Elective
XXXX	
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MCHT	Electives
XXXX	

**BASIC GRINDER OPERATIONS CERTIFICATE (MAJOR CODE: BG01)**

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**Credit Required for Graduation: 10 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (10 Credits)**

MCHT 1011	Introduction to Machine Tool
MCHT 1012	Blueprint for Machine Tool
MCHT 1020	Heat Treatment and Surface Grinding

**BASIC MACHINING OPERATOR CERTIFICATE (MAJOR CODE: BM01)**

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**Credit Required for Graduation: 19 semester credit hours**

**CURRICULUM OUTLINE**

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**Technical Certificate (19 Credits)**

MCHT 1011	Introduction to Machine Tool
MCHT 1012	Blueprint for Machine Tool
MCHT 1013	Machine Tool Math
	OR
MATH 1015	Geometry and Trigonometry
MCHT 1020	Heat Treatment and Surface Grinding
MCHT 1119	Lathe Operations I
MCHT 1120	Mill Operations I

## CNC SPECIALIST CERTIFICATE (MAJOR CODE: CS51)

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**Credit Required for Graduation: 20 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (20 Credits)**

AMCA 2110	CNC Fundamentals
AMCA 2130	CNC Mill Manual Programming
AMCA 2150	CNC Lathe Manual Programming
AMCA 2170	CNC Practical Applications
AMCA 2190	CAD/CAM Programming

## LATHE OPERATOR CERTIFICATE (MAJOR CODE: LP11)

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**Credit Required for Graduation: 13 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (13 Credits)**

MCHT 1011	Introduction to Machine Tool
MCHT 1012	Blueprint for Machine Tool
MCHT 1119	Lathe Operations I
MCHT 1219	Lathe Operations II

## MILL OPERATOR CERTIFICATE (MAJOR CODE: MP11)

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**Credit Required for Graduation: 13 semester credit hours**

### **CURRICULUM OUTLINE**

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#### **Technical Certificate (13 Credits)**

MCHT 1011	Introduction to Machine Tool
MCHT 1012	Blueprint for Machine Tool
MCHT 1120	Mill Operations I
MCHT 1220	Mill Operations II

## Manufacturing

### PROGRAM DESCRIPTION

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The Manufacturing Operations Specialist program will prepare students to apply for entry-level positions in advanced manufacturing. The program offers the opportunity to gain entry-level knowledge and skills in electronics technology, industrial systems technology, machine tool technology, or welding technology.

### ADMISSIONS REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, OR ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

### MANUFACTURING OPERATIONS SPECIALIST (MAJOR CODE: MPS1)

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**Credit Required for Graduation: 15 semester credit hours**

### CURRICULUM OUTLINE

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#### **Technical Certificate (12 credits)**

AUMF 1580	Automated Manufacturing Skills
AUMF 1660	Representative Manufacturing Skills
IDFC 1007	Industrial Safety Procedures
MGMT 2155	Quality Management Principles

#### **Manufacturing Specialization (3-6 credits)**

*Students must select one of the following courses:*

ELCR 1010	Direct Current Circuits
IDSY 1170	Industrial Mechanics
MCHT 1011	Introduction to Machine Tool
WELD 1000	Introduction to Welding Technology



## Technical Specialist

### MISSION STATEMENT

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The mission of the Technical Specialist TCC is to provide students with occupational knowledge and skills in a technical field as well as the communication skills necessary to translate technical information to a broad range of audiences. Students in the program complete general education course work at the degree level.

### PROGRAM DESCRIPTION

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

### NATURE OF THE WORK

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Technical specialists provide technical assistance by supporting and advising customers on products or services, providing consultation services to businesses, and providing customer service by responding to customer questions, complaints, and needs. They also assess the effectiveness of processes and provide strategies for the improvement of operating practices to improve costs and efficiency.

### WORK ENVIRONMENT

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Technical specialists work in areas that are highly visible. The work performed by some technical specialist may be tiring, repetitious, and stressful as they may spend all day answering continuously ringing telephones and sometimes encounter difficult or irate callers. The work environment, however, may be very friendly and motivating for individuals who enjoy greeting customers face to face and making them feel comfortable.

### JOB OUTLOOK

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Job prospects for technical specialist should be good, especially for those with a college degree and relevant skills. Technical specialists held about 565,700 jobs nationally in 2008. Although they worked in a wide range of industries, about 18 percent were employed in the computer systems design and related services industry. Substantial numbers of technical specialists were also employed in administrative and support services companies, financial institutions, insurance companies, government agencies, educational institutions, software publishers, telecommunications organizations, and healthcare organizations.

### EARNINGS

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Median hourly wages national of technical specialists in May 2010 were as follows:

- Customer representatives — \$14.64
- Office clerks (general) — \$12.79

Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)

### STUDENT LEARNING OUTCOMES

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Graduates of the technical certificate in Technical Specialist will be able to complete the following tasks:

- Prepare reports of technical issues in a clear and concise manner.
- Provide technical information according to business/industry standards.
- Develop problem solving skills in order to assess business/industry situations and determine appropriate, plausible solutions.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Technical Specialist program, they must be able to perform the following essential functions:

- Write letters and prepare financial reports using concise, grammatically correct language.
- Speak clearly, distinctly, and effectively using tact and diplomacy with individuals or groups.
- Listen effectively to clients, supervisors, and colleagues.
- Communicate clearly and objectively the scope of work, findings, or recommendations through the preparation of written and oral reports.
- Use strong research skills and techniques to access relevant information and guidelines in order to understand and apply findings to a specific project or assignment.
- Display effective problem solving and decision-making skills, sound judgment, and innovative and creative thinking.
- Use strategic and critical approaches to decision-making in order to consider issues objectively, identify alternatives, and select and implement solutions.
- Demonstrate the ability to manage effectively a variety of multi-dimensional, multi-step projects including human, financial, property, and technical resources.
- Demonstrate a commitment to objectivity, integrity, and ethical behavior and stable work performance, as well as a commitment to the continuous acquisition of new skills and knowledge.
- Use technology tools effectively and efficiently to complete required tasks and communicate results.
- Demonstrate an ability to work effectively with individuals in a diversity of roles and with varying interests in the outcome.
- Demonstrate flexibility and a willingness to embrace change.

## PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$2,000)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## TECHNICAL SPECIALIST CERTIFICATE (MAJOR CODE: TC31)

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**Credit Required for Graduation: 45 semester credit hours**

### CURRICULUM OUTLINE

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#### General Education (18 Credits)

##### Area I: Language Arts and Communications (3 credits)

ENGL 1101      Composition and Rhetoric

##### Area II: Social and Behavioral Sciences (6 Credits)

Students must choose two courses from the following list:

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

##### Area III: Mathematics (3 Credits)

Students must choose from the following courses:

MATH 1101      Mathematical Modeling  
MATH 1111      College Algebra  
MATH 1112      College Trigonometry  
MATH 1113      Precalculus  
MATH 1127      Introduction to Statistics  
MATH 1131      Calculus I

##### Area IV: Humanities and Fine Arts (6 Credits)

Students must choose two courses from the following list:

ARTS 1101      Art Appreciation  
ENGL 2130      American Literature  
ENGL 2310      English Literature from the  
                         Beginnings to 1700  
HUMN 1101      Introduction to Humanities  
MUSC 1101      Music Appreciation  
MUSC 2040      History of Popular Music

##### General Education Electives (12 Credits)

Students may choose courses from Area II, Area III, Area IV, or from the following list:

BIOL 1111      Biology I  
                         AND

BIOL 1111L	Biology I Lab
BIOL 1112	Biology II
	AND
BIOL 1112L	Biology II Lab
CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
CHEM 1212	Chemistry II
	AND
CHEM 1212L	Chemistry II Lab
ENGL 1102	Literature and Composition
GEOG 1113	Introduction to Landforms
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab
PHYS 1111	Introductory Physics I
	AND
PHYS 1111L	Introductory Physics I Lab
SPCH 1101	Public Speaking
<b>Technical Specialist Major (15 Credits)</b>	
COMP 1000	Introduction to Computers
ENGL 1105	Technical Communications
MGMT 1100	Principles of Management
MGMT 1120	Introduction to Business
MKTG 1100	Principles of Marketing

## Welding and Joining Technology

### MISSION STATEMENT

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The mission of the Welding and Joining Technology program is to prepare students for careers in the welding industry and to take qualifications tests thus preparing students to become skilled in the main processes used in the industry along with skills welding job acquisition and retention.

### PROGRAM EXPENSES

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The Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses each semester (unless otherwise noted):

- Tuition (\$85 per credit hour)
- Accident insurance fee (\$4 per term)
- Instruction fee (\$50 per term)
- Parking fee (\$15 per term)
- Program supply fee (Varies — see course descriptions for exact amounts)
- Registration fee (\$39 per term)
- Student activity fee (\$30 per term)
- Technology fee (\$105 per term)
- Textbooks (Approximately \$175)
- Textbooks (Approximately \$250)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

### WORK ENVIRONMENT

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Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. When working outdoors, they may work on a scaffold or platform high off the ground. In addition, they may have to lift heavy objects and work in awkward positions while bending, stooping, or standing to work overhead.

### NATURE OF THE WORK

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Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join beams in the construction of buildings, bridges, and other structures and to join pipes in pipelines, power plants, and refineries.

Welders work in a wide variety of industries, from car racing to manufacturing. The work that welders do and the equipment they use vary, depending on the industry. The most common and simplest type of welding today, arc welding, uses electrical currents to create heat and bond metals together—but there are more than 100 different processes that a welder can use. The type of weld is normally determined by the types of metals being joined and the conditions under which the welding is to take place.

### EMPLOYMENT

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Employment of welders, cutters, solderers, and brazers is expected to grow 15 percent from 2010 to 2020, about as fast as the average for all occupations. Properly skilled welders with up-to-date training should have the best job prospects.

## EARNINGS

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Median annual wage of welders, cutters, solderers and brazers was \$35,450 in May 2010. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$23,940, and the top 10 percent earned more than \$53,690.

Wages for welders, cutters, solderers, and brazers vary based on experience, skill level, industry, and company size.

*Source: U.S. Department of Labor Occupational Outlook Handbook, 2012-2013 Edition (<http://www.bls.gov/oco/>)*

## STUDENT LEARNING OUTCOMES

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Graduates of the diploma program in Welding and Joining Technology will be able to complete the following tasks:

- Interpret related blueprints and drawings.
- Perform flat shielded metal arc welding.
- Perform horizontal shielded metal arc welding.
- Perform vertical shielded metal arc welding.
- Perform overhead shielded metal arc welding.
- Perform gas metal arc welding (MIG) on mild carbon steel.
- Perform gas tungsten arc welding (TIG) on mild carbon steel.
- Ability to qualify for industry certification.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Advanced Shielded Metal Arc Welding will be able to complete the following tasks:

- Perform shielded metal arc welding in the overhead position.
- Perform shielded metal arc welding in the horizontal position.
- Perform shielded metal arc welding in the vertical position.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Gas Metal Arc Welding will be able to complete the following tasks:

- Have an understanding of the nature and culture of the welding industry.
- Perform Oxy-fuel cutting techniques.
- Perform Gas Metal Arc Welding.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Gas Tungsten Arc Welding will be able to complete the following tasks:

- Have an understanding of the nature and culture of the welding industry.
- Perform oxy-fuel cutting techniques.
- Perform gas tungsten arc welding.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Flux Cored Arc Welding will be able to complete the following tasks:

- Have an understanding of the nature and culture of the welding industry.
- Perform oxy-fuel cutting techniques.
- Perform flux cored arc welding.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation. For students to be successful in the Welding and Joining Programs, they must be able to perform the following essential functions:

- Ability to Use Senses.
  - **Visual:** Acuity to identify correct operating procedures and to read fine print on equipment or other documents required in the operation of equipment in a welding environment.
  - **Hearing:** The ability to hear the sounds produced by different welding processes, emergency signals (with auditory aids or full-time interpreter for the hearing impaired), and to understand a normal speaking voice without direct access to the speaker's face.
  - **Smell:** Ability to evaluate possible dangers involved in working with hazardous materials in a welding environment. Be able to detect burning smells produced by flame and electric arc welding.
  - Tactile: Feel heat or pain and evaluate the possible danger of potential injury or danger.
- Motor Ability.
  - Physical ability to walk long distances and stand for long periods of time; to lift, move, and transfer equipment of at least 50 pounds; and to maneuver in limited space.
  - Ability to work while in hot/humid and/or cold conditions; in confined areas.
  - Ability to have manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety glasses and/or gloves, and/or other necessary required safety gear.
- Ability to Understand Need for a Safe Work Environment.
  - Practical awareness of potential dangers within the welding field.
  - Ability to wear necessary safety gear, i.e. safety glasses, gloves, head covering, etc.
  - Ability to maintain safe environment at all times in a welding environment.
- Ability to Communicate.
  - Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructor.
  - Ability to write and perform routine mathematical calculations clearly and correctly as necessary.
  - Basic proficiency in technology (computers) as welding industry requires.
- Ability to Problem Solve.
  - Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's welding industry.
  - Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
  - Ability to react and adjust as instructed by the instructor(s) during lab or shop instruction or based on customer's needs.
- Ability to Maintain Emotional Stability.
  - Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
  - Ability to maintain composure and professionalism at all times in labs and work and lab/shop environment.
- Ability to Perform Practical Outcomes.
  - Ability to function under the practical guidelines of the American Welding Society (AWS) the industry standard for testing.

## ADMISSION REQUIREMENTS

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Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements).
- Valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).
- Provide proof of legal presence in the United States.

## WELDING AND JOINING TECHNOLOGY DIPLOMA (MAJOR CODE: WAJ2)

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**Credit Required for Graduation: 51 semester credit hours**

### CURRICULUM OUTLINE

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#### General Core (8 credits)

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

#### Welding and Joining Technology Major (42 credits)

WELD 1000	Introduction to Welding Technology
WELD 1010	Oxyfuel Cutting
WELD 1030	Blueprint Reading for Welding Technology
WELD 1040	Flat Shielded Metal Arc Welding
WELD 1050	Horizontal Shielded Metal Arc Welding
WELD 1060	Vertical Shielded Metal Arc Welding
WELD 1070	Overhead Shielded Metal Arc Welding
WELD 1090	Gas Metal Arc Welding
WELD 1110	Gas Tungsten Arc Welding
WELD 1120	Preparation for Industrial Qualifications
WELD 1153	Flux Cored Arc Welding

## ADVANCED SHIELDED METAL ARC WELDER (MAJOR CODE: OSM1)

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**Credits Required for Graduation: 12 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (12 credits)

WELD 1050	Horizontal Shielded Metal Arc Welding
WELD 1060	Vertical Shielded Metal Arc Welding
WELD 1070	Overhead Shielded Metal Arc Welding



## FLUX CORED ARC WELDER (MAJOR CODE: FC61)

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**Credits Required for Graduation: 13 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (10 credits)

- WELD 1000 Introduction to Welding Technology
- WELD 1010 Oxyfuel Cutting
- WELD 1153 Flux Cored Arc Welding

#### Elective (3 credits)

Students must select one of the following courses:

- WELD 1030 Blueprint Reading for Welding Technology
- WELD 1040 Flat Shielded Metal Arc Welding
- WELD 1090 Gas Metal Arc Welding
- WELD 1110 Gas Tungsten Arc Welding

## GAS METAL ARC WELDER (MAJOR CODE: GM31)

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**Credits Required for Graduation: 13 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (10 credits)

- WELD 1000 Introduction to Welding Technology
- WELD 1010 Oxyfuel Cutting
- WELD 1090 Gas Metal Arc Welding

#### Elective (3 credits)

Students must choose one of the following courses:

- WELD 1030 Blueprint Reading for Welding Technology
- WELD 1040 Flat Shielded Metal Arc Welding
- WELD 1153 Flux Cored Arc Welding

## GAS TUNGSTEN ARC WELDER (MAJOR CODE: GTA1)

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**Credits Required for Graduation: 13 semester credit hours**

### CURRICULUM OUTLINE

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#### Technical Certificate (10 credits)

- WELD 1000 Introduction to Welding Technology
- WELD 1010 Oxyfuel Cutting
- WELD 1110 Gas Tungsten Arc Welding

#### Elective (3 credits)

Students must choose one of the following courses:

WELD 1030	Blueprint Reading for Welding Technology
WELD 1040	Flat Shielded Metal Arc Welding
WELD 1153	Flux Cored Arc Welding

## COURSES

### ACCT - Accounting

#### **ACCT 1100 - Financial Accounting I (4)**

This course introduces the basic financial accounting concepts of the complete accounting cycle and provides students 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.

Distribution: (3-2-4). Prerequisite: Diploma-level program admission. Offered: Offered every semester.

#### **ACCT 1105 - Financial Accounting II (4)**

This course introduces the intermediate financial accounting concepts that provide students 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.

Distribution: (3-2-4). Prerequisite: ACCT 1100. Offered: Offered every semester.

#### **ACCT 1110 - Managerial Accounting (3)**

This course 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.

Distribution: (2-2-3). Prerequisite: ACCT 1100. Offered: Offered every semester.

#### **ACCT 1115 - Computerized Accounting (3)**

This course emphasizes the 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.

Distribution: (1-4-3). Prerequisite: COMP 1000, ACCT 1100. Offered: Offered every semester.

#### **ACCT 1120 - Spreadsheet Applications (4)**

This course covers the knowledge and skills needed to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating, and securing data.

Distribution: (2-4-4). Prerequisite: COMP 1000. Offered: Offered every semester.

#### **ACCT 1125 - Individual Tax Accounting (3)**

This course 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.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered every semester.

#### **ACCT 1130 - Payroll Accounting (3)**

This course 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.

Distribution: (2-2-3). Prerequisite: ACCT 1100. Offered: Offered every semester.

**ACCT 2110 - Accounting Simulation (3)**

Students assume the role of a business owner where they can directly experience the impact and importance of accounting in a business. At the end of the simulation course, students will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an accounting information system software different from software used in ACCT 1115. Instructors place emphasis on providing students with real-world opportunities for the application and demonstration of accounting skills by using simulation projects. These projects will enable students to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

Distribution: (1-4-3). Prerequisite: Prerequisites/Corequisites: ACCT 1105, ACCT 1120. Offered: Offered every semester.

**ACCT 2140 - Legal Environment of Business (3)**

This course introduces law and its relationship to business. Topics include legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

Distribution: (3-0-3). Prerequisite: Associate degree-level program admission. Offered: Offered every semester.

**ACCT 2145 - Personal Finance (3)**

This course introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**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.

Distribution: (4-0-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**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.

Distribution: (2-5-4). Corequisite: ACRP 1000. Offered: Offered Fall and Spring.

**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 metallic and non-metallic auto body repair techniques. Students must pay a \$35 supply fee when registering for this course.

Distribution: (2-7-5). Corequisite: ACRP 1000, ACRP 1005. Offered: Offered Fall and Spring.

**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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-4-4). Prerequisite: Program admission. Corequisite: ACRP 1000. Offered: Offered Fall and Spring.

**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.

Distribution: (2-4-4). Prerequisite: Program admission. Corequisite: ACRP 1000. Offered: Offered Fall and Spring.

### **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. Instructors also introduce in this course the typical methods and techniques used in detailing a refinished automobile surface. Students must pay a \$45 supply fee when registering for this course.

Distribution: (1-10-5). Prerequisite: ACRP 1000, ACRP 1010. Offered: Offered Spring and Summer.

### **ACRP 2005 - Fundamentals of Refinishing I (5)**

The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Instructors will place emphasis on automotive refinishing theories and procedures. Students must pay a \$35 supply fee when registering for this course.

Distribution: (2-7-5). Prerequisite: Program admission. Corequisite: ACRP 1000, ACRP 2000. Offered: Offered Fall.

### **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. Instructors will place emphasis on blending, tinting, and matching colors.

Distribution: (1-5-3). Corequisite: ACRP 2005. Offered: Offered Fall.

### **ACRP 2009 - Refinishing Internship (3)**

This internship course 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.

Distribution: (0-9-3). Prerequisite: ACRP 1000. Corequisite: ACRP 2005, ACRP 2008. Offered: Offered every semester.

### **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. Students registering for this course must pay a \$30 supply fee.

Distribution: (3-4-5). Prerequisite: ACRP 1000, ACRP 1005. Offered: Offered Summer.

### **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. Students must pay a \$15 supply fee when registering for this course.

Distribution: (3-4-5). Prerequisite: ACRP 1000. Corequisite: ACRP 2010. Offered: Offered Summer.

### **ACRP 2019 - Major Collision Repair Internship (3)**

This internship course 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.

Distribution: (0-9-3). Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015. Offered: Offered every semester.

## **AIRC - Air Conditioning Technology**

### **AIRC 1005 - Refrigeration Fundamentals (4)**

This course 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. Students must pay a \$10 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered every semester.

#### **AIRC 1010 - Refrigeration Principles and Practices (4)**

This course introduces students 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. Students must pay a \$45 supply fee when registering for this course.

Distribution: (3-3-4). Corequisite: AIRC 1005. Offered: Offered every semester.

#### **AIRC 1020 - Refrigeration Systems Components (4)**

This course provides students with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Corequisite: AIRC 1010. Offered: Offered every semester.

#### **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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered every semester.

#### **AIRC 1040 - HVACR Electrical Motors (4)**

This course provides students 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Corequisite: AIRC 1030. Offered: Offered every semester.

#### **AIRC 1050 - HVACR Electrical Components and Controls (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Corequisite: AIRC 1030. Offered: Offered every semester.

#### **AIRC 1060 - Air Conditioning Systems Application and Installation (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: AIRC 1010, AIRC 1030. Offered: Offered every semester.

#### **AIRC 1070 - Gas Heat (4)**

This course introduces the 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: AIRC 1030. Offered: Offered every semester.

#### **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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: AIRC 1010, AIRC 1030. Offered: Offered every semester.

### **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. Student must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: AIRC 1020, AIRC 1050. Offered: Offered every semester.

## **ALET - Alternative Energy and Green Technology**

### **ALET 1390 - Alternative Energy and Green Technology Systems (3)**

This course introduces students to alternative energy and green technology systems. Topics include photovoltaics, fuel cells, wind turbines, battery storage, inverters, solar cell fundamentals, photovoltaic optimization, photovoltaic site surveys and assessment, electronic power monitoring devices, charge controllers, power control electronics, and green technologies.

Distribution: (2-2-3). Prerequisite: ELCR 1010, ELCR 1020. Corequisite: ELCR 1030. Offered: Offered Summer.

## **ALHS - Allied Health Science**

### **ALHS 1011 - Anatomy and Physiology (5)**

This course 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.

Distribution: (5-0-5). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **ALHS 1040 - Introduction to Healthcare (3)**

The course introduces a grouping of fundamental principles, practices, and issues common in the healthcare 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-3-3). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)**

This course is a study of the nutritional needs of the individual. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Distribution: (2-0-2) . Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **ALHS 1090 - Medical Terminology for Allied Health Sciences (2)**

This course introduces the elements of medical terminology. Instructors place emphasis 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.

Distribution: (2-0-2). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

## **AMCA - Advanced Machine Tool Technology**

### **AMCA 2110 - CNC Fundamentals (3)**

This course 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, and introduction to CAD/CAM. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: MCHT 1012, MCHT 1013, MCHT 1011, MCHT 1120. Offered: Offered Summer.

### **AMCA 2130 - CNC Mill Manual Programming (5)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-4-5). Corequisite: AMCA 2110. Offered: Offered Spring.

### **AMCA 2150 - CNC Lathe Manual Programming (5)**

This course provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include safety, calculations for programming, program codes and structure, program run, and editing of programs. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-4-5). Corequisite: AMCA 2110. Offered: Offered Spring.

### **AMCA 2170 - CNC Practical Applications (3)**

This course 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.

Distribution: (0-6-3). Prerequisite: AMCA 2110, AMCA 2130, AMCA 2150. Offered: Offered Fall.

### **AMCA 2190 - CAD/CAM Programming (4)**

This course emphasizes the development of skills in computer-aided design (CAD) and computer-aided manufacturing (CAM). Students 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-4-4). Corequisite: AMCA 2110. Offered: Offered Fall.

## **ARTS - Art Appreciation**

### **ARTS 1101 - Art Appreciation (3)**

This course explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

## **AUMF - Automated Manufacturing Technology**

### **AUMF 1580 - Automated Manufacturing Skills (3)**

This course provides 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.

Distribution: (3-0-3). Prerequisite: Provisional Admission. Offered: As needed.

### **AUMF 1660 - Representative Manufacturing Skills (4)**

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

Distribution: (4-0-4). Offered: As needed.



## **AUTT - Automotive Technology**

### **AUTT 1010 - Automotive Technology Introduction (2)**

This course introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include safety procedures; legal/ethical responsibilities; general service; hand tools; and shop organization, management, and work flow systems. Students must pay a \$20 supply fee and a \$142 textbook fee when registering for this course.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

### **AUTT 1020 - Automotive Electrical Systems (7)**

This course introduces automotive electricity and emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting systems, gauges, horns, wipers/washers, and accessories. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-14-7). Corequisite: AUTT 1010. Offered: Offered Fall and Spring.

### **AUTT 1030 - Automotive Brake Systems (4)**

This course 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; and test, diagnose, and service of electronic brake control systems. Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-5-4). Corequisite: AUTT 1010, AUTT 1020. Offered: Offered Fall and Spring.

### **AUTT 1040 - Automotive Engine Performance (7)**

This course introduces the basic engine performance systems that 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.

Distribution: (2-13-7). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Fall and Spring.

### **AUTT 1050 - Automotive Suspension and Steering Systems (4)**

This course introduces students to the principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment, and repair; and wheel and tire diagnosis and repair.

Distribution: (1-7-4). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Fall and Spring.

### **AUTT 1060 - Automotive Climate Control Systems (5)**

This course 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 air conditioning system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; and refrigerant recovery, recycling, and handling. Students must pay a supply fee of \$30 when registering for this course.

Distribution: (3-5-5). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Fall and Spring.

### **AUTT 1070 - Automotive Technology Internship (4)**

This elective course will provide students with opportunities to relate what they have learned in the classroom and lab to a real-world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE-certified automotive technician or their instructor, students 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 college and applying the information learned 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. Students will perform all the live work duties of service writers, parts department personnel, and technicians, including writing repair orders, ordering parts (if applicable), and repairing vehicles. Students must work a minimum of 150 hours during the semester to receive credit for this course.

Distribution: (0-12-4). Prerequisite: AUTT 1010, AUTT 1020, AUTT 1030. Offered: Offered every semester.

### **AUTT 2010 - Automotive Engine Repair (6)**

This course introduces students 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, and lubrication and cooling systems diagnosis and repair. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-10-6). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Summer.

### **AUTT 2020 - Automotive Manual Drivetrain and Axles (4)**

This course introduces the basics of rear-wheel drive, front-wheel drive, and four-wheel drive line-related operations, 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, and four-wheel drive/all-wheel drive component diagnosis and repair. The course also introduces the basics of front- and rear-wheel drive. It includes instruction on clutch operation, diagnosis, and service. Discussion topics also focus on electronic controls related to transmission/transaxles operations, clutch diagnosis and repair, and transmission/transaxles diagnosis and repair.

Distribution: (2-5-4). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Summer.

### **AUTT 2030 - Automatic Transmissions and Transaxles (5)**

This course 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 and in-vehicle and off-vehicle transmission and transaxle maintenance, adjustment, and repair. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-7-5). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020. Offered: Offered Summer.

## **BIOC - Biochemistry**

### **BIOC 2100 - Biochemistry (3)**

This course concentrates on developing a strong understanding of the structure and function of biological molecules, enzymology, and metabolism and the bioenergetics that govern overall metabolic processes. This course presents a comprehensive assessment of the theory, application, and the strategies involved in the study of biological chemistry.

Distribution: (3-0-3). Prerequisite: Permission of department. Corequisite: BIOC 2100L. Offered: Offered Spring.

### **BIOC 2100L - Biochemistry Lab (2)**

This laboratory course is designed to provide relative application of topics covered in BIOC 2100. The laboratory course introduces basic experimental techniques and concepts associated with modern experimental biochemistry. Laboratory activities provide hands-on training in these fundamental areas of biochemistry: chromatographic separation techniques used to separate and isolate various classes of biomolecules, characterization of proteins and nucleic acids by electrophoresis, spectrophotometric techniques used to calculate analytic concentrations, measuring ligand binding, and the kinetics of enzyme catalyzed reactions. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-6-2). Prerequisite: Permission of department. Corequisite: BIOC 2100. Offered: Offered Spring.

### **BIOC 2203 - Recombinant DNA Methods (2)**

This course provides a fundamental knowledge of DNA and protein structure at the molecular level. The course content includes an in-depth exploration of how molecular structure determines biological function such as basic cellular mechanisms, enzymatic activities, and DNA replication and repair, as well as gene expression. Modern molecular tools analyzing genes and genomes are also discussed in this course.

Distribution: (2-0-2). Prerequisite: Permission of department. Corequisite: BIOC 2203L. Offered: Offered Fall and Spring.

### **BIOC 2203L - Recombinant DNA Methods Lab (3)**

This recombinant DNA laboratory course provides students with fundamental molecular techniques involved in genetic engineering. Intensive bench training includes large scale plasmid isolation, restriction analysis, ligations, generation of recombinant DNA, preparation of a genomic library, southern blot analysis, and purification of a restriction enzyme.

Furthermore, students will develop and perform PCR protocols as part of a research project analyzing a selected class of genetically modified organisms. The research project must be accompanied by authoring a formal research report to be presented in class. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-9-3). Prerequisite: Permission of department. Corequisite: BIOC 2203. Offered: Offered Fall and Spring.

## **BIOL - Biology**

### **BIOL 1111 - Biology I (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Associate degree-level program admission. Corequisite: BIOL 1111L. Offered: Offered every semester.

### **BIOL 1111L - Biology I Lab (1)**

This course includes selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology. Students must pay a \$25 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: Associate degree-level program admission. Corequisite: BIOL 1111. Offered: Offered every semester.

### **BIOL 1112 - Biology II (3)**

This course provides an introduction to basic evolutionary concepts. The course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

Distribution: (3-0-3). Prerequisite: BIOL 1111 with a grade of C or higher, BIOL 1111L with a grade of C or higher. Corequisite: BIOL 1112L. Offered: Offered every semester.

### **BIOL 1112L - Biology II Lab (1)**

This course includes selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere. Students must pay a \$25 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: BIOL 1111 with a grade of C or higher, BIOL 1111L with a grade of C or higher. Corequisite: BIOL 1112. Offered: Offered every semester.

### **BIOL 2113 - Anatomy and Physiology I (3)**

This course introduces the anatomy and physiology of the human body. Instructors place emphasis 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.

Distribution: (3-0-3). Prerequisite: Associate degree-level program admission. Corequisite: BIOL 2113L. Offered: Offered every semester.

### **BIOL 2113L - Anatomy and Physiology I Lab (1)**

This course includes 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 and sensory systems. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: Associate degree-level program admission. Corequisite: BIOL 2113. Offered: Offered every semester.

**BIOL 2114 - Anatomy and Physiology II (3)**

This course continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, metabolism, fluid/PH dynamics, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Distribution: (3-0-3). Prerequisite: BIOL 2113 with a grade of C or higher, BIOL 2113L with a grade of C or higher.

Corequisite: BIOL 2114L. Offered: Offered every semester.

**BIOL 2114L - Anatomy and Physiology II Lab (1)**

This course includes 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, metabolism, fluid/PH dynamics, immune system, respiratory system, digestive system, urinary system, and reproductive system. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: BIOL 2113 with a grade of C or higher, BIOL 2113L with a grade of C or higher.

Corequisite: BIOL 2114. Offered: Offered every semester.

**BIOL 2117 - Introductory Microbiology (3)**

This course provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms, and human diseases.

Distribution: (3-0-3). Prerequisite: BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher or BIOL 1111 with a grade of C or higher and BIOL 1111L with a grade of C or higher. Corequisite: BIOL 2117L. Offered: Offered every semester.

**BIOL 2117L - Introductory Microbiology Lab (1)**

This course includes 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher or BIOL 1111 with a grade of C or higher and BIOL 1111L with a grade of C or higher.

**BTEC - Biotechnology****BTEC 1150 - Communication for Lab Sciences (3)**

This introductory-level lecture course covers basic scientific language and concepts of biology and chemistry, and the academic study skills needed to succeed in science courses. The course provides an orientation to the field of biotechnology and to professional opportunities within the field.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall, Spring, and Summer.

**BTEC 2000 - Biotechnology Seminar and Laboratory Safety (2)**

This seminar class covers topics of special interest to the biotechnology field. Topics include current events, career orientation, employability skills, laboratory specializations, and facilities tours. Former students and local technology directors present information. The course also provides an introduction to the principles of laboratory safety in biological and chemical laboratories. Topics include safe lab practices, regulatory agencies, handling, storage, disposal, protective equipment, emergency response, and mechanical, electrical, physical, chemical and biological hazards. Reading assignments and quizzes may be delivered via the web.

Distribution: (2-0-2). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**BTEC 2130 - Basic Laboratory Calculations (2)**

This course prepares students to perform laboratory math calculations required for entry-level technical positions in biotechnology companies and research laboratories. Practice problems emphasize a review of basic math concepts, units of measurement and conversions, and methods for preparing laboratory solutions. The course is primarily organized around laboratory applications.

Distribution: (2-0-2). Prerequisite: Program-admission math competency. Offered: Offered every semester.

**BTEC 2191 - Fundamental Microbial Biotechnology (2)**

This course provides students majoring in Biotechnology with an introduction to the principles and techniques of microbiology and its current applications in research and industry. The course includes a survey of different major groups of microbial organisms, cell structure and function, microbial growth and control, microbial metabolism and genetics, and human exploitation of microbes and their products, including microbial biocontrol.

Distribution: (2-0-2). Prerequisite: Permission of department. Corequisite: BTEC 2191L. Offered: Offered Spring and Summer.

**BTEC 2191L - Fundamental Microbial Biotechnology Lab (2)**

This course includes selected laboratory exercises that parallel the topics presented in BTEC 2191. Students gain laboratory proficiency in methods used in modern microbiology. The exercises focus on aseptic media preparation and culture techniques for different microbes, microscopy, and microbial isolation and identification. Further exercises include genetic techniques, including bacterial transformation and plaque assay, as well as microbial food and environmental laboratories. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-6-2). Prerequisite: Permission of department. Corequisite: BTEC 2191. Offered: Offered Spring and Summer.

**BTEC 2192 - Applied Biotechnology Methods (2)**

This course presents the background principles for the experimental concepts and fundamental laboratory skills of biotechnology associated with research, development, and production. Lectures provide students with an introduction to organisms and their macromolecular components emphasizing the purification of specific macromolecules for further molecular analysis. For this purpose, students will be taught interrelated experimental strategies necessary to conduct successful separations and analyses of macromolecules.

Distribution: (2-0-2). Prerequisite: BTEC 2191 with a grade of C or higher, BTEC 2191L with a grade of C or higher, CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: BTEC 2192L. Offered: Offered Fall and Summer.

**BTEC 2192L - Applied Biotechnology Methods Lab (3)**

The applied biotechnology methods lab introduces the basic experimental concepts of biotechnology and its associated fundamental laboratory skills. Laboratory activities provide hands-on training in three fundamental areas of modern biotechnology: media preparation and culture of bacteria, isolation and characterization of proteins, as well as preparation and analysis of recombinant plasmid DNA. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-9-3). Prerequisite: BTEC 2191 with a grade of C or higher, BTEC 2191L with a grade of C or higher, CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: BTEC 2192. Offered: Offered Fall and Summer.

**BTEC 2211 - Industrial Cell Culture and Immunology (2)**

This course teaches the skills needed to serve as a technician in an FDA-regulated biotechnology production facility. The course emphasizes the use of current Good Manufacturing Practices (cGMP), and students gain experience writing and following Standard Operating Procedures (SOPs). Upstream (fermentation, hybridoma cell growth, bioreactor preparation) and downstream (protein chromatography, tangential flow filtration, quality control assays) processes are described and correlate with laboratory activities. Essential concepts in immunology such as cell-mediated and antibody-mediated immune responses, vaccines, and monoclonal antibodies are also discussed.

Distribution: (2-0-2). Prerequisite: BTEC 2192 with a grade of C or higher, BTEC 2192L with a grade of C or higher. Corequisite: BTEC 2211L. Offered: Offered every semester.

**BTEC 2211L - Industrial Cell Culture and Immunology Lab (2)**

This laboratory course teaches the skills needed to serve as a technician in biotechnology production. Students grow and monitor bacterial, yeast, and mammalian cells on a laboratory scale that emulates the large-scale production used in industry. Students will become familiar with the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Students then recover and purify proteins produced by those cell cultures. They recover and purify proteins using centrifugation, ultrafiltration, and chromatography techniques. Protein products are subjected to a variety of quality control assays such as the LAL assay, ELISA, and immunoblotting. The course emphasizes the use of current Good Manufacturing

Processes (cGMP), and students gain experience following Standard Operation Procedures (SOPs) required to produce FDA-regulated products. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-6-2). Prerequisite: BTEC 2192 with a grade of C or higher, BTEC 2192L with a grade of C or higher.

Corequisite: BTEC 2211. Offered: Offered every semester.

### **BTEC 2221 - Regulatory Compliance in Biomanufacturing (3)**

This course explores the Food and Drug Administration (FDA) and the role of Good Manufacturing Practices (GMP) compliance in manufacturing of drugs, biologics, and medical devices. Benchmark Congressional Acts (e.g. the Food, Drug and Cosmetic Act) are studied while describing the evolution of the FDA to its present state. Students are introduced to facilities and processes used in the manufacture and packaging of drugs, biologics, and medical devices.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.

### **BTEC 2222 - Quality Assurance and Validation for Biomanufacturing (2)**

This course provides information on quality assurance and validation principles, together with their applications in the biotechnology, pharmaceutical, and medical device industries. Emphasis is placed on Food and Drug Administration (FDA) rationale, manufacturing processes, product quality, and documentation requirements.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered every semester.

### **BTEC 2223 - Patents and Technology Transfer (2)**

This course introduces the role of patents, one type of intellectual property, in advancing technological innovation and promoting economic development. The requirements for issue of a patent are described together with the legal rights that are thereby conferred to the patent holder. Discussed are preparation of a patent application and its filing with, and examination by, the United States Patent and Trademark Office (USPTO). The course explores how the patented invention may be commercialized in the process of technology transfer. Emphasis is placed on the patenting and transfer of technologies pertinent to the biotechnology, pharmaceutical, and medical device industries.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered every semester.

### **BTEC 2500 - Applied Biotechnology Internship (3)**

The Applied Biotechnology Internship requires students to work a minimum of 120 hours in an approved biotechnology laboratory environment. This experience will provide interns the opportunity to set up, operate, and maintain laboratory instruments and equipment. Interns will conduct analyses, make observations, calculate and record results, and produce appropriate technical protocols, summaries, and reports as required by supervising scientists.

Distribution: (0-9-3). Prerequisite: BIOC 2203 with a grade of C or higher, BIOC 2203L with a grade of C or higher. Offered: Offered every semester.

## **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 30 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

Distribution: (1-4-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### **BUSN 1190 - Digital Technologies in Business (2)**

This course provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Distribution: (1-2-2). Prerequisite: COMP 1000. Offered: Offered Fall and Summer.

### **BUSN 1240 - Office Procedures (3)**

This course 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.

Distribution: (2-2-3). Prerequisite: COMP 1000. Offered: Offered Fall and Spring.

### **BUSN 1300 - Introduction to Business (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

### **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, and sharing and securing content.

Distribution: (2-4-4). Prerequisite: BUSN 1100, COMP 1000. Offered: Offered Spring and Summer.

### **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.

Distribution: (2-4-4). Prerequisite: COMP 1000. Offered: Offered as needed if ACCT 1120 is no longer offered.

### **BUSN 1420 - Database Applications (4)**

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

Distribution: (2-4-4). Prerequisite: COMP 1000. Offered: Offered Fall and Summer.

### **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.

Distribution: (2-4-4). Prerequisite: COMP 1000. Offered: Offered Fall and Summer.

### **BUSN 1440 - Document Production (4)**

This course reinforces the touch system of keyboarding by placing emphasis on correct techniques, 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.

Distribution: (1-6-4). Prerequisite: BUSN 1100. Corequisite: COMP 1000. Offered: Offered every semester.

### **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. This course 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.

Distribution: (1-2-2). Prerequisite: Program admission, COMP 1000. Offered: Offered Fall .

### **BUSN 2180 - Speed and Accuracy Keying (1)**

This course further develops speed and accuracy through the analysis of keying and prescribed practice drills. Topics include building speed and accuracy and straight-copy proofreading.

Distribution: (0-2-1). Prerequisite: BUSN 1440. Offered: Offered Spring.

### **BUSN 2190 - Business Document Proofreading and Editing (3)**

This course emphasizes proper proofreading and editing for business documents. Topics include applying proofreading techniques and proofreaders' marks to business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Distribution: (1-4-3). Prerequisite: ENGL 1010 or ENGL 1101. Corequisite: BUSN 1440, COMP 1000. Offered: Offered Fall and Spring.

### **BUSN 2200 - Office Accounting (4)**

This course 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.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **BUSN 2210 - Applied Office Procedures (3)**

This course focuses on applying knowledge and skills learned in prior courses. Topics include communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. This course serves as a capstone course.

Distribution: (1-4-3). Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410 or ACCT 1120, BUSN 1440. Corequisite: BUSN 2200 or ACCT 1100 and BUSN 2190. Offered: Offered Fall and Spring.

### **BUSN 2250 - Business Administrative Assistant Internship II (6)**

This internship course provides student work experience in a professional environment. Topics include the application of classroom knowledge and skills, work environment functions, and listening and following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Distribution: (0-18-6). Prerequisite: Must be in last semester of program and receive advisor approval; may take concurrently with last semester course. Offered: Offered every semester.

## **CETC - Civil Engineering Technology**

### **CETC 1121 - Hydraulics and Fluid Dynamics (3)**

This course explores the fundamental principles and practices of hydraulics and fluid mechanics in water and wastewater systems. Topics include fluid properties, fluid statics, fluid flow parameters, fluid dynamics, and hydraulic systems and machines.

Distribution: (1-4-3). Prerequisite: PHYS 1111, PHYS 1111L. Offered: Offered as needed.

## **CHEM - Chemistry**

### **CHEM 1151 - Survey of Inorganic Chemistry (3)**

This course provides an introduction to basic chemical principles and concept 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.

Distribution: (3-0-3). Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151L. Offered: Offered.



### **CHEM 1151L - Survey of Inorganic Chemistry Lab (1)**

This course provides 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.

Distribution: (0-3-1). Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151. Offered: Offered.

### **CHEM 1211 - Chemistry I (3)**

This course provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Distribution: (3-0-3). Prerequisite: MATH 1111 with a grade of C or higher. Corequisite: CHEM 1211L. Offered: Offered every semester.

### **CHEM 1211L - Chemistry I Lab (1)**

This course includes selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry, and gas laws. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: MATH 1111 with a grade of C or higher. Corequisite: CHEM 1211. Offered: Offered every semester.

### **CHEM 1212 - Chemistry II (3)**

This course continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Distribution: (3-0-3). Prerequisite: MATH 1111 with a grade of C or higher, CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 1212L. Offered: Offered every semester.

### **CHEM 1212L - Chemistry II Lab (1)**

This course includes selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: MATH 1111 with a grade of C or higher, CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 1212. Offered: Offered every semester.

### **CHEM 2211 - Organic Chemistry I (3)**

This course is the first of a two-semester sequence of organic chemistry. Topics include structure, bonding, stereochemistry and reactions of organic molecules comprised of alkanes, cycloalkanes, alkenes, alkynes, and organohalides.

Distribution: (3-0-3). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 2211L. Offered: Offered Fall and Summer.

### **CHEM 2211L - Organic Chemistry I Lab (1)**

In this course, students perform experiments to illustrate the reactions, principles, and techniques presented in CHEM 2211. Students gain experience in synthesis and techniques relating to isolation, purification, and identification of organic compounds. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 2211. Offered: Offered Fall and Summer.

### **CHEM 2212 - Organic Chemistry II (3)**

This course is the second course in organic chemistry. Topics include spectroscopy and the reactions of organic molecules comprised of aromatic compounds, alcohols, ethers, carbonyl compounds, amines, and carbohydrates.

Distribution: (3-0-3). Prerequisite: CHEM 2211 with a grade of C or higher, CHEM 2211L with a grade of C or higher. Corequisite: CHEM 2212L. Offered: Offered Spring.

**CHEM 2212L - Organic Chemistry II Lab (1)**

In this laboratory course, students perform experiments to illustrate the reactions, principles, and techniques presented in CHEM 2212. Students gain additional experience in instrumentation, synthesis, and techniques relating to isolation and purification. They also expand their capabilities relating to the identification of organic compounds. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: CHEM 2211 with a grade of C or higher, CHEM 2211L with a grade of C or higher.

Corequisite: CHEM 2212. Offered: Offered Spring.

**CHEM 2300 - Quantitative Analysis (3)**

This course focuses on developing a strong understanding of the principles of analytical chemistry and the applications of these principles to disciplines ranging from the life sciences to environmental science. This course presents a comprehensive assessment of the theory, application, and strategies and calculations needed for proper data analysis regarding analytical chemistry. The course first focuses on the traditional techniques utilized in quantitative chemical analysis to quantify the amount of a particular analyte present in unknown samples. Other topics relate to the methods and techniques used for the separation and isolation of various classes of substrates.

Distribution: (3-0-3). Prerequisite: CHEM 1212 with a grade of C or higher, CHEM 1212L with a grade of C or higher, MATH 1111 with a grade of C or higher. Corequisite: CHEM 2300L. Offered: Offered Fall and Summer as needed.

**CHEM 2300L - Quantitative Analysis Lab (2)**

This laboratory course provides relative application of topics covered in CHEM 2300. The laboratory course introduces basic experimental analytical techniques and concepts associated with quantitative measurements. Laboratory activities provide hands-on training in three fundamental areas of analytical chemistry, including gravimetric analysis and titrations, spectrophotometric techniques used to calculate quantities of analytes in various samples, and chromatographic separation techniques used to separate and isolate various classes of substrates. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-6-2). Prerequisite: CHEM 1212 with a grade of C or higher, CHEM 1212L with a grade of C or higher, MATH 1111 with a grade of C or higher. Corequisite: CHEM 2300. Offered: Offered Fall and Summer as needed.

**CIST - Computer Information Systems****CIST 1001 - Computer Concepts (4)**

This course 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), and mobile computing.

Distribution: (2-4-4). Prerequisite: Diploma-level math competency. Offered: Offered Summer and Fall.

**CIST 1122 - Hardware Installation and Maintenance (4)**

This course provides 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. This course includes 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.

Distribution: (2-5-4). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered Fall and as scheduled by department.

**CIST 1130 - Operating Systems Concepts (3)**

This course provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). 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.

Distribution: (1-4-3). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered Fall and Spring.

#### **CIST 1220 - Structured Query Language (SQL) (4)**

This course 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, and developing and using SQL procedures.

Distribution: (2-5-4). Prerequisite: CIST 1001 with a grade of C or higher, CIST 1305 with a grade of C or higher. Offered: Offered Fall.

#### **CIST 1305 - Program Design and Development (3)**

This introductory course provides problem solving and programming concepts for those that develop user applications. Instructors place emphasis 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.

Distribution: (2-2-3). Prerequisite: Diploma-level math competency. Offered: Offered Fall and Spring.

#### **CIST 1401 - Computer Networking Fundamentals (4)**

This course 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. The course 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 a basic knowledge of networking technology, network media and topologies, network devices, network management, network tools, and network security.

Distribution: (2-4-4). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered Fall and Spring.

#### **CIST 1510 - Web Development I (3)**

This course explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphic elements, hyperlinks, tables, forms, and image maps.

Distribution: (2-2-3). Prerequisite: CIST 1305 with a grade of C or higher. Offered: Offered Fall.

#### **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.

Distribution: (2-2-3). Prerequisite: CIST 1401 with a grade of C or higher. Offered: Offered Spring.

#### **CIST 2120 - Supporting Application Software (4)**

This course provides students with knowledge in the areas of word processing, spreadsheets, and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations.

Distribution: (1-6-4). Prerequisite: COMP 1000. Offered: Offered annually.

#### **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. 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.

Distribution: (1-4-3). Prerequisite: COMP 1000. Offered: Offered Fall.

### **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.

Distribution: (1-4-3). Prerequisite: COMP 1000. Offered: Offered Fall.

### **CIST 2129 - Computer 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.

Distribution: (1-6-4). Prerequisite: COMP 1000. Offered: Offered Spring.

### **CIST 2130 - Desktop Support Concepts (3)**

This course is designed to give an overview to desktop support management. Topics include computer support service management and computer support operations.

Distribution: (1-4-3). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered Fall.

### **CIST 2311 - Visual Basic I (4)**

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed, created, and manipulated using Microsoft's visual studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists, and common dialog controls.

Distribution: (2-5-4). Prerequisite: CIST 1305 with a grade of C or higher. Offered: Offered Spring.

### **CIST 2361 - C++ Programming I (4)**

This course provides students with opportunities to gain a working knowledge of C++ programming. Students will learn to create, edit, execute, and debug C++ programs of moderate difficulty. Topics include basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, data management, and program development.

Distribution: (1-3-4). Prerequisite: Program admission. Offered: Offered: TBD.

### **CIST 2411 - Microsoft Client (4)**

This course develops students' abilities to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment. Topics include installing and upgrading Windows Client, configuring and troubleshooting post-installation system settings, configuring Windows security features, configuring network connectivity, configuring applications included with Windows Client, maintaining and optimizing systems that run Windows Client, and configuring and troubleshooting mobile computing.

Distribution: (2-4-4). Prerequisite: CIST 1130 with a grade of C or higher, CIST 1401 with a grade of C or higher. Offered: Offered annually.

### **CIST 2412 - Microsoft Server Directory (4)**

This course provides students with the knowledge and skills necessary to install, configure, manage, support, and administer Microsoft Directory Services. Topics include implementing name resolution; implementing network access; implementing file and print services; and implementing, managing, and maintaining directory services.

Distribution: (2-4-4). Prerequisite: CIST 2411 with a grade of C or higher, CIST 2414 with a grade of C or higher. Corequisite: CIST 2413 with a grade of C or higher. Offered: Offered annually.

### **CIST 2413 - Microsoft Server Infrastructure (4)**

This course provides students with the knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure. Topics include IP addressing and services, name resolution, network access, file and print services, and network infrastructure.

Distribution: (2-4-4). Prerequisite: CIST 2411 with a grade of C or higher, CIST 2414 with a grade of C or higher. Offered: Offered spring semester.

#### **CIST 2414 - Microsoft Server Administrator (4)**

This course provides students with the knowledge and skills necessary to install, configure, manage, support and administer a Windows Server. Topics include server deployment, server management, monitoring and maintaining servers, application and data provisioning, and business continuity and high availability.

Distribution: (2-4-4). Prerequisite: CIST 2411 with a grade of C or higher. Offered: Offered spring semester.

#### **CIST 2921 - IT Analysis, Design, and Project Management (4)**

This course 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.

Distribution: (2-5-4). Prerequisite: CIST 1001 with a grade of C or higher, CIST 1220 or CIST 2129 with a grade of C or higher, CIST 1305 with a grade of C or higher, COMP 1000. Offered: Offered Annually.

### **COLL - College Success Skills**

#### **COLL 0099 - College Success and Survival Skills (2)**

This course provides the tools for acquiring the necessary skills to achieve academic and professional success in a student's chosen occupational/technical program of study. Topics include getting off to a good start, learning and personality styles, time and money management, study and test taking skills, stress management and wellness, communication skills, and career exploration. Students also receive an orientation to the college, its processes, and its available services.

Distribution: (2-0-2). Offered: Offered every semester.

#### **COLL 0989 - Fast Pass for College Success (4)**

Distribution: (4-0-4).

### **COMP - Computer Literacy**

#### **COMP 1000 - Introduction to Computers (3)**

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Instructors place emphasis on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and e-mail, word processing software, spreadsheet software, database software, and presentation software.

Distribution: (1-4-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### **COSM - Cosmetology**

#### **COSM 1000 - Introduction to Cosmetology Theory (4)**

This course introduces the fundamental theory and practices of the cosmetology profession. Instructors will place emphasis on professional practices and safety and infection control. Topics include state rules and regulations, the state regulatory agency, image, bacteriology, decontamination and infection control, chemistry fundamentals, safety and infection control, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Distribution: (4-0-4). Prerequisite: Program admission. Offered: Offered Fall on all campuses and Spring on the Athens Campus only.

#### **COSM 1010 - Chemical Texture Services (3)**

This course provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, as well as the application of permanent waves and relaxers. Instructors will emphasize techniques, precautions, and special problems involved in applying permanent waves and relaxers. Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures and practices, 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Fall on all campuses and Spring and Summer on the Athens Campus only.

### **COSM 1020 - Hair Care and Treatment (2)**

This course introduces the theory, procedures, and products used in the care and treatment of the scalp and hair. Topics also include disease disorders and their treatments; the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp; and safety and infection control.

Distribution: (1-2-2). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Fall on all campuses and Spring on the Athens Campus only.

### **COSM 1030 - Haircutting (3)**

This course introduces the theory and skills necessary to apply haircutting techniques. Topics include advanced haircutting techniques; proper safety and decontamination precautions; hair design elements; cutting implements; head, hair, and body analysis; safety and infection control; and client consultation.

Distribution: (1-6-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Fall on all campuses and Spring and Summer on the Athens Campus only.

### **COSM 1040 - Styling (3)**

This course introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Students practice styling techniques on manikins during laboratory exercises. Topics include braiding and intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions and practices.

Distribution: (1-5-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Fall on all campuses and Spring on the Athens Campus only.

### **COSM 1050 - Hair Color (3)**

This course introduces the theory and application of temporary, semi-permanent, demi-permanent-deposit only, and permanent hair coloring, hair lightening, and color removal products. Topics include the principles of color theory, hair structure, color, tone, classifications of color, hair lightening, levels of color, color removal, application procedures, safety precautions and practices, client consultation, product knowledge, hair color challenges, corrective solutions, lash and brow tints, and special effects. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Spring on all campus and Summer and Fall on the Athens Campus only.

### **COSM 1060 - Fundamentals of Skin Care (3)**

This course provides a comprehensive study in the care of skin for theory and practical application. Instructors will place emphasis on client consultation, safety precautions and practices, 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.

Distribution: (1-6-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Spring on all campuses and Summer and Fall on the Athens Campus only.

### **COSM 1070 - Nail Care and Advanced Techniques (3)**

This course 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).

Distribution: (1-6-3). Prerequisite: Prerequisite/Corequisite: COSM 1000. Offered: Offered Fall on all campuses and Spring on the Athens Campus only.

### **COSM 1080 - Cosmetology Practicum I (4)**

This course provides the laboratory experiences necessary for the development of the 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, and advanced nail techniques; dispensary; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and professional conduct.

Distribution: (1-9-4). Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1070.

Corequisite: COSM 1050, COSM 1060. Offered: Offered Spring on all campuses and Summer on the Athens Campus only.

### **COSM 1090 - Cosmetology Practicum II (4)**

This course provides the laboratory experiences necessary for the development of the 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, and styling; dispensary; manicure, pedicure, and advanced nail techniques; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; product knowledge; customer service skills; client retention; State Board Rules and Regulations guidelines; State Board foundation prep; and professional conduct. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-9-4). Prerequisite: Prerequisite/Corequisite: COSM 1080. Offered: Offered Spring on all campuses and Summer and Fall on the Athens Campus only.

### **COSM 1100 - Cosmetology Practicum III (4)**

This course provides the experience necessary for professional development and completion of requirements for state licensure. Instructors will place emphasis 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, and advanced nail techniques; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and State Board foundation prep.

Distribution: (1-9-4). Prerequisite: Prerequisite/Corequisite: COSM 1090. Offered: Offered Summer on all campuses and Fall on the Athens Campus only.

### **COSM 1110 - Cosmetology Practicum IV (4)**

This course provides the experience necessary for professional development and completion of requirements for state licensure. Instructors will place emphasis 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, and advanced nail techniques; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-9-4). Prerequisite: Prerequisite/Corequisite: COSM 1100. Offered: Offered Summer on all campuses and Fall on the Athens Campus only.

### **COSM 1120 - Salon Management (3)**

This course emphasizes the steps involved in opening and operating a privately owned salon. Topics include law requirements regarding salon and spa employment, taxpayer education, federal and state responsibilities, legal requirements for owning and operating a salon business, business management practices, and public relations and career development.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: COSM 1000 or ESTH 1000. Offered: Offered Summer on all campuses and Fall on the Athens Campus only.

## **CRJU - Criminal Justice Technology**

### **CRJU 1010 - Introduction to Criminal Justice (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### **CRJU 1030 - Corrections (3)**

Distribution: (3-0-3).

### **CRJU 1040 - Principles of Law Enforcement (3)**

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include the history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.

### **CRJU 1043 - Probation and Parole (3)**

This course covers the history and philosophy of juvenile probation, adult probation, and parole, with a special emphasis on Georgia's probation and parole systems and related laws. Additional topics include the characteristics and roles of probation and parole officers and special issues and programs of probation and parole.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CRJU 1062 - Methods of Criminal Investigations (3)**

This course presents the fundamentals of criminal investigation. Instructors highlight the duties and responsibilities of the investigator, both in the field and in the courtroom. Instructors place emphasis on the techniques and procedures that investigative personnel commonly use to analyze various types of crimes in an attempt to solve them.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.

### **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 the 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.

### **CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)**

This course provides an exploration of ethics and cultural perspectives in criminal justice. In presenting ethics, instructors will examine both the individual perspective and the organizational standpoint. Students will study four areas of ethical decision-making opportunities: 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 competencies, and the development of a personal intercultural growth plan.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.

### **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 the characteristics and powers of the three branches of government and the principles governing the operation of the U.S. Constitution, the Bill of Rights, and the Fourteenth Amendment.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered every semester.



### **CRJU 2050 - Criminal Procedure (3)**

This course 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; the right to counsel; and the rights and duties of both citizens and officers. The course covers appropriate case law and court rulings that dictate criminal procedure on the state and federal level.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CRJU 2060 - Criminology (3)**

This course introduces the nature and extent of criminal behavior and explores the causes of criminal offenses. Topics include the sociological, psychological, and biological causes of crime; the effectiveness of theories in explaining crime; theory integration; and the application of theory to selected issues.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CRJU 2070 - Juvenile Justice (3)**

This course analyzes the nature, extent, and causes of juvenile delinquency and examines processes in the field of juvenile justice. Topics include a survey of juvenile law, a comparative analysis of adult and juvenile justice systems, and the prevention and treatment of juvenile delinquency.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CRJU 2090 - Criminal Justice Practicum (3)**

This course provides the experiences necessary for further professional development and exposure to related agencies in the criminal justice field. Students will pursue a professional research project supervised by the instructor. Topics include criminal justice theory and applications.

Distribution: (0-9-3). Prerequisite: Permission of department. Offered: Offered Fall and Spring.

### **CRJU 2100 - Criminal Justice Externship (3)**

This course provides the experiences necessary for further professional development and exposure to related agencies in the criminal justice field. Students will pursue an externship in a related agency supervised by the instructor. Topics include criminal justice theory and applications. This course examines the historical context of the development and functions of, and controversies in, the American court system. Topics include an examination of local, state, and federal court systems; the participants in trials; and courtroom and post-conviction processes. The course provides special emphasis on the rules and procedures relating to Georgia courts.

Distribution: (0-9-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CRJU 2201 - Criminal Courts (3)**

This course examines the historical context of the development and functions of, and controversies in, the American court system. Topics include an examination of local, state, and federal court systems; the participants in trials; and courtroom and post-conviction processes. The course provides special emphasis on the rules and procedures relating to Georgia courts.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

## **CTDL - Commercial Truck Driving**

### **CTDL 1010 - Fundamentals of Commercial Driving (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: CTDL 1020. Offered: Offered every semester.

### **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 complete 12 hours behind the wheel instructional time

in range operations, including operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling/uncoupling.

Distribution: (1-2-2). Prerequisite: Program admission. Corequisite: CTDL 1010. Offered: Offered every semester.

### **CTDL 1030 - Combination Vehicle Advanced Operations (4)**

This course 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 complete at least 12 hours of behind-the-wheel (BTW) instructional time on the road. In addition, each student must have a minimum program total of 44 hours of BTW instructional time in any combination (with CTDL 1020) of range and 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.

Distribution: (1-8-4). Prerequisite: Program admission. Corequisite: CTDL 1020. Offered: Offered every semester.

### **CTDL 1040 - Commercial Driving Internship (4)**

This course provides the opportunity for students individual to complete their training with a company. The internship takes the place of CTDL 1030. Working closely with the college, a company provides the advanced training, which focuses on developing students' driving skills. Each student must receive at least 12 hours of behind-the-wheel (BTW) instructional time on the road. In addition, each student must have a minimum program total of 44 hours of BTW instructional time in any combination (with CTDL 1020) or range and 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.

Distribution: (0-12-4). Prerequisite: Program admission. Corequisite: CTDL 1020. Offered: Offered as requested.

## **CUUL - Culinary Arts**

### **CUUL 1000 - Fundamentals of Culinary Arts (4)**

This course provides an overview of the professionalism in culinary arts, culinary career opportunities, chef history, pride, and esprit de corps. It introduces the 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; and selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work. Students must pay a \$200 supply fee when registering for this course.

Distribution: (3-2-4). Prerequisite: MATH 0097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered Fall and Spring.

### **CUUL 1110 - Culinary Safety and Sanitation (2)**

This course emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, Occupational Safety and Health Administration (OSHA) Material Safety Data Sheets (MSDSs) guidelines, sanitary procedures following SERV-SAFE guidelines, Hazard Analysis and Critical Control Points (HACCAP), safety practices, basic kitchen first aid, the operation of equipment, the cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work. Students must pay a \$150 supply fee when registering for this course.

Distribution: (1-3-2). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **CUUL 1120 - Principles of Cooking (6)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects the 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. Students must pay a \$120 supply fee when registering for this course.

Distribution: (2-10-6). Prerequisite: Prerequisites/Corequisites: CUUL 1000, CUUL 1110. Offered: Offered Fall and Spring.

### **CUUL 1129 - Fundamentals of Restaurant Operations (4)**

This course introduces the fundamentals of dining and beverage service and experience in the preparation of a wide variety of quantity foods. Course content reflects the American Culinary Federation Educational 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, beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and the production of quantity food. Laboratory practice parallels class work. Students must pay a \$120 supply fee when registering for this course.

Distribution: (2-5-4). Prerequisite: CUUL 1120. Offered: Offered every semester.

### **CUUL 1170 - Introduction to Culinary Nutrition (3)**

This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

Distribution: (3-0-3). Prerequisite: CUUL 1120. Offered: Offered Fall.

### **CUUL 1220 - Baking Principles (5)**

This course presents the fundamental terms, concepts, and methods involved in the preparation of yeast, quick breads, and baked products. Instructors place emphasis on conformance of sanitation and hygienic work habits with health laws. Course content reflects the American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with the Retail Bakery Association training program. Topics include baking principles; the science and use of baking ingredients for breads, desserts, cakes, and pastries; weights, measures, and conversions; the preparation of baked goods, baking sanitation, and hygiene; and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work. Students must pay a \$120 supply fee when registering for this course.

Distribution: (2-7-5). Prerequisite: CUUL 1120. Offered: Offered Fall and Spring.

### **CUUL 1320 - Garde Manger (4)**

This course introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects the 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 and cold sandwiches; salads, dressings, and relishes; breakfast preparation; hot and cold hors d'oeuvres; chaud froids, gelees, and molds; and pates and terrines. Laboratory practice parallels class work. Students must pay a \$170 supply fee when registering for this course.

Distribution: (1-8-4). Prerequisite: CUUL 1120. Offered: Offered Summer and Fall.

### **CUUL 1370 - Culinary Nutrition and Menu Development (3)**

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work. Students must pay a \$120 supply fee when registering for this class.

Distribution: (1-5-3). Prerequisite: CUUL 1120. Offered: Offered Spring and Summer.

### **CUUL 2130 - Culinary Practicum and Leadership (6)**

This course familiarizes students with the principles and methods of sound leadership and decision making in the hospitality industry and provides students with opportunities to gain management and 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. Topics include restaurant management, on-off premise catering, and 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, the 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.

Distribution: (1-15-6). Prerequisite: CUUL 1220, CUUL 1320. Offered: Offered every semester.

**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 and off premise catering. Laboratory demonstration and student experimentation parallel class work. Students must pay a \$120 supply fee when registering for this course.

Distribution: (1-8-4). Prerequisite: CUUL 1220, CUUL 1320. Offered: Offered every semester.

**CUUL 2250 - Advanced Baking Principles (6)**

This course provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become executive pastry chefs, working pastry chefs, and bakers. Topics include artisan breads, tarts, tortes, pastry dough, puff pastry, icing (buttercreams and meringues), filling (sauces and coulis), sugar, chocolates, and confections. Laboratory practice parallels class work. Students must pay a \$200 supply fee when registering for this course.

Distribution: (2-10-6) . Prerequisite: CUUL 1220. Offered: Offered as needed.

**DENA - Dental Assisting****DENA 1030 - Preventive Dentistry (2)**

This course 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.

Distribution: (1-2-2). Prerequisite: DENA 1080 with a grade of C or higher, DENA 1340 with a grade of C or higher. Offered: Offered Fall.

**DENA 1050 - Microbiology and Infection Control (2)**

This course 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 Centers for Disease Control (CDC) recommendations and Occupational Safety and Health Administration (OSHA) guidelines.

Distribution: (1-2-2). Prerequisite: Program admission. Offered: Offered Summer.

**DENA 1070 - Oral Pathology and Therapeutics (2)**

This course focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include identification and disease process, signs and symptoms of oral diseases and systemic diseases with oral manifestations, developmental abnormalities of oral tissues, basic principles of pharmacology, drugs prescribed by the dental profession, drugs that may contraindicate treatment, and applied pharmacology (regulations, dosage, and applications).

Distribution: (2-0-2). Prerequisite: ALHS 1011 with a grade of C or higher, DENA 1080 with a grade of C or higher. Offered: Offered Spring.

**DENA 1080 - Dental Biology (5)**

This course 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.

Distribution: (5-0-5). Prerequisite: Program admission. Offered: Offered Summer.

**DENA 1090 - Dental Assisting National Board Examination Preparation (2)**

This course 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.

Distribution: (2-0-2). Prerequisite: Permission of department. Offered: Offered Spring.

### **DENA 1340 - Dental Assisting I: General Chairside (6)**

This course introduces student to the 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.

Distribution: (3-6-6). Prerequisite: Program Admission. Corequisite: DENA 1050 with a grade of C or higher, DENA 1080 with a grade of C or higher. Offered: Offered Summer.

### **DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (7)**

This course 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 Expanded Function Dental Assistants (EFDA) certification.

Distribution: (4-6-7). Prerequisite: DENA 1340 with a grade of C or higher. Offered: Offered Fall.

### **DENA 1390 - Dental Radiology (4)**

After completion of this course, students will be able to provide radiation safety for patient and self, expose and process radiographs, 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.

Distribution: (3-2-4). Prerequisite: DENA 1080 with a grade of C or higher. Offered: Offered Fall.

### **DENA 1400 - Dental Practice Management (3)**

This course 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. Students will obtain basic skills in computer use and the utilization of these skills to perform office procedures on a microcomputer.

Distribution: (2-2-3). Prerequisite: COMP 1000 with a grade of C or higher, DENA 1340 with a grade of C or higher. Offered: Offered Spring.

### **DENA 1460 - Dental Practicum I (1)**

This 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.

Distribution: (0-3-1). Prerequisite: DENA 1050 with a grade of C or higher, DENA 1340 with a grade of C or higher. Corequisite: DENA 1350 with a grade of C or higher, DENA 1390 with a grade of C or higher. Offered: Offered Fall.

### **DENA 1470 - Dental Practicum II (1)**

This 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.

Distribution: (0-3-1). Prerequisite: Prerequisite/Corequisite: DENA 1460 with a grade of C or higher. Offered: Offered Fall.

### **DENA 1480 - Dental Practicum III (5)**

This practicum continues to focus on assisting chairside with advanced general dentistry procedures. It will emphasis 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.

Distribution: (0-15-5). Prerequisite: Prerequisites/Corequisites: DENA 1460 with a grade of C or higher, DENA 1470 with a grade of C or higher. Offered: Offered Spring.

## DFTG - Drafting Technology

### **DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology (3)**

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.

Distribution: (3-0-3) . Prerequisite: MATH 1013. Offered: Offered Summer.

### **DFTG 1101 - CAD Fundamentals (4)**

This course establishes safety practices as they relate to a drafting environment. It introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

Distribution: (2-4-4). Prerequisite: Provisional admission. Corequisite: COMP 1000. Offered: Offered Fall and Spring.

### **DFTG 1103 - Multiview/Basic Dimensioning (4)**

This course provides multi-view and pictorial sketching, orthographic drawing, and fundamental dimensioning methods necessary to develop 2-D and 3-D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

Distribution: (2-4-4). Prerequisite: DFTG 1101. Offered: Offered Fall and Spring.

### **DFTG 1105 - 3-D Mechanical Modeling (4)**

In the 3-D Mechanical Modeling course, students become acquainted with concepts of the software related to parametric modeling for mechanical drafting. Students will develop the skills necessary to create 3-D models and presentation/working drawings. Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-4-4). Corequisite: DFTG 1103. Offered: Offered Spring.

### **DFTG 1107 - Advanced Dimensioning / Sectional Views (3)**

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Distribution: (1-4-3). Prerequisite: DFTG 1103. Corequisite: DFTG 1105 or DFTG 1127. Offered: Offered Summer.

### **DFTG 1109 - Auxiliary Views / Surface Development (4)**

This course introduces the 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.

Distribution: (2-4-4). Prerequisite: DFTG 1103. Offered: Offered Fall.

### **DFTG 1111 - Fasteners (4)**

This course covers the basics of identifying fastening techniques, interpreting technical data, and creating 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.

Distribution: (2-4-4). Prerequisite: DFTG 1105. Offered: Offered Fall.

### **DFTG 1113 - Assembly Drawings (4)**

Technical Drawing V provides the knowledge and skills necessary to create working drawings for the manufacturing of machine parts. Topics include detail drawings, orthographic assembly drawings, pictorial assembly drawings, and the utilization of technical reference sources.

Distribution: (2-4-4). Corequisite: DFTG 1111. Offered: Offered Spring.

### **DFTG 1125 - Architectural Fundamentals (4)**

This course introduces architectural the fundamental principles and practices associated with architectural styles and drawing. The course will cover fundamental residential and commercial practices. Topics include specifications and materials, architectural styles, construction drawing practices and procedures, dimensioning, and scales.

Distribution: (2-4-4). Corequisite: DFTG 1103. Offered: Offered Summer.

**DFTG 1127 - Architectural 3-D Modeling (4)**

In the Architectural 3-D Modeling course, students become acquainted with concepts of the software related to parametric modeling for architectural drafting. Students will develop the skills necessary to create 3-D models and presentation/construction drawings. Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-4-4). Corequisite: DFTG 1103. Offered: Offered Spring.

**DFTG 1129 - Residential Drawing I (4)**

This course introduces the essential skills necessary for assessing the expected materials, labor requirements, and costs for given structures or products. Students will be introduced to the architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include material take-offs, footings and foundations, floor plans, exterior elevations, site plans, and construction drawing techniques and practices.

Distribution: (2-4-4). Prerequisite: DFTG 1125. Offered: Offered Fall.

**DFTG 1131 - Residential Drawing II (4)**

This course continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include material take-offs, footings and foundations, floor plans, exterior elevations, site plans, and construction drawing techniques and practices.

Distribution: (2-4-4). Prerequisite: DFTG 1129. Offered: Offered Fall.

**DFTG 1133 - Commercial Drawing I (4)**

This course introduces the 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.

Distribution: (2-4-4). Prerequisite: DFTG 1125. Offered: Offered Spring.

**DFTG 2010 - Engineering Graphics (4)**

This course covers the basics of computer terminology, input and output devices, file formatting, and file management for CAD software. It introduces students to the fundamentals of geometric construction, scale reading line relationships, and the basic history of drafting concepts. Students will also be introduced to basic and intermediate CAD commands and procedures and drafting concepts and principals.

Distribution: (1-6-4). Prerequisite: Provisional admission. Offered: Offered Fall.

**DFTG 2020 - Visualization and Graphics (3)**

This course is an introduction to engineering graphics and component visualization. Students will practice sketching, line drawing, computer-assisted drafting, solid modeling, and parametric modeling. Instructors emphasize the development of working drawings and the requirements for drawing in a manufacturing and rapid pro-type environment.

Distribution: (1-6-3). Prerequisite: Provisional admission. Offered: Offered Spring.

**DFTG 2030 - Advanced 3-D Modeling Architectural (4)**

In this course, students become acquainted with the 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (1-6-4). Prerequisite: DFTG 1127. Offered: Offered Summer.

**DFTG 2040 - Advanced 3-D Modeling (4)**

In this course, students become acquainted with the concepts of the software related to sheet metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations. Students must pay a \$25 supply fee when registering for this course.

Distribution: (1-6-4). Prerequisite: DFTG 1105. Offered: Offered Summer.

**DFTG 2110 - Blueprint Reading for Technical Drawing I (2)**

This course introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include the interpretation of blueprints and sketching.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall.

**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.

Distribution: (1-4-3). Prerequisite: Provisional admissions. Offered: Offered Fall.

**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.

Distribution: (1-2-2). Prerequisite: DFTG 2110. Offered: Offered Spring.

**DFTG 2250 - Portfolio Development (2)**

This course provides opportunities to prepare their portfolio and resume by investigating graphic design principles, as well as the use of current computer applications for design communication projects and professional stationary as they apply to landscape architecture.

Distribution: (0-4-2) . Prerequisite: DFTG 1101, EDSN 1600. Offered: Offered Summer.

**DFTG 2300 - Drafting Technology Practicum/Internship III (3)**

This practicum course provides an approved industry-like setting where students develop and sharpen their skills. Instructors place emphasis on production standards achievement and quality control.

Distribution: (0-9-3). Prerequisite: Permission of department. Offered: Offered Summer.

**DFTG 2400 - Drafting Technology Practicum/Internship IV (4)**

This practicum course provides an approved industry-like setting where students develop and sharpen their skills. Instructors place emphasis on production standards achievement and quality control.

Distribution: (0-12-4). Prerequisite: Permission of department. Offered: Offered Spring.

**DFTG 2500 - Drafting Technology Exit Review (3)**

Instructors place emphasis on students' production of portfolio-quality pieces. This course focuses on the preparation for entry into the job market.

Distribution: (0-9-3). Prerequisite: Permission of department. Offered: Offered Summer.

**DFTG 2600 - Drafting Technology Practicum/Internship VI (6)**

This practicum course provides an approved industry-like setting where students develop and sharpen their skills. Instructors place emphasis on production standards achievement and quality control.

Distribution: (0-18-6). Prerequisite: Permission of department.

**DHYG - Dental Hygiene****DHYG 1000 - Tooth Anatomy and Root Morphology (2)**

This course provides students with a thorough knowledge of the external and internal morphological characteristics of human primary and secondary dentition. It also introduces students to various tooth identification systems, classifications of occlusion, and dental anomalies. Topics include oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion, and dental anomalies.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.



### **DHYG 1010 - Oral Embryology and Histology (1)**

This course focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include cellular structure and organelles, histology of epithelium, histology of connective tissue, histology of muscle tissue, histology of nerve tissue, histology of oral mucosa and orofacial structures, embryological development of the head and neck, tooth development, and the development of tooth supporting structures.

Distribution: (1-0-1). Prerequisite: Program admission. Offered: Offered Fall.

### **DHYG 1020 - Head and Neck Anatomy (2)**

This course focuses on the anatomy of the head and neck. Instructors place emphasis on those structures directly affected by the practice of dentistry. Topics include terminology, anatomic landmarks, osteology of the skull; temporomandibular joint, muscles of mastication, muscles of facial expression, nervous system, blood supply of the head and neck, lymphatic system and immunology, endocrine and exocrine glands of the head and neck, nasal and paranasal sinuses, fascial spaces and the spread of dental infections, and anatomy concerning local anesthesia.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

### **DHYG 1030 - Dental Materials (2)**

This course focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this course is to enhance the ability of students to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

Distribution: (1-2-2). Prerequisite: Program admission. Offered: Offered Summer.

### **DHYG 1040 - Preclinical Dental Hygiene Lecture (2)**

This course provides the fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

Distribution: (2-0-2). Prerequisite: Program admission. Corequisite: DHYG 1050. Offered: Offered Fall.

### **DHYG 1050 - Preclinical Dental Hygiene Lab (2)**

This course provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion, and caries.

Distribution: (0-6-2). Prerequisite: Program admission. Corequisite: DHYG 1040. Offered: Offered Fall.

### **DHYG 1070 - Radiology Lecture (2)**

This course emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation physics principles, radiation biology, radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, legal issues of dental radiography, and digital radiography techniques and principles.

Distribution: (2-0-2). Prerequisite: DHYG 1020 with a grade of C or higher. Corequisite: DHYG 1020 with a grade of C or higher, DHYG 1090. Offered: Offered Spring.

### **DHYG 1090 - Radiology Lab (1)**

This course emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

Distribution: (0-2-1). Prerequisite: DHYG 1020 with a grade of C or higher. Corequisite: DHYG 1070. Offered: Offered Spring.

**DHYG 1110 - Clinical Dental Hygiene I (2)**

This course continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, and treatment planning.

Distribution: (2-0-2). Prerequisite: DHYG 1040 with a grade of C or higher, DHYG 1050 with a grade of C or higher. Corequisite: DHYG 1111. Offered: Offered Spring.

**DHYG 1111 - Clinical Dental Hygiene I Lab (3)**

This course continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Distribution: (0-9-3). Prerequisite: DHYG 1040 with a grade of C or higher, DHYG 1050 with a grade of C or higher. Corequisite: DHYG 1110. Offered: Offered Spring.

**DHYG 1206 - Pharmacology and Pain Control (3)**

This course introduces the principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. It emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include pharmaceutical referencing, legal and ethical considerations, drug effects, contraindications, drug-related emergencies, dental-related anesthesia, and pain control.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**DHYG 2010 - Clinical Dental Hygiene II (2)**

The course continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement, and root planning; ultrasonics and air polishing; and dietary analysis.

Distribution: (2-0-2). Prerequisite: DHYG 1070 with a grade of C or higher, DHYG 1110 with a grade of C or higher. Corequisite: DHYG 2020. Offered: Offered Summer.

**DHYG 2020 - Clinical Dental Hygiene II Lab (2)**

This course continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement, and root planing; ultrasonics and air polishing; dietary analysis; and applied techniques.

Distribution: (0-6-2). Prerequisite: DHYG 1070 with a grade of C or higher, DHYG 1090 with a grade of C or higher, DHYG 1110 with a grade of C or higher, DHYG 1111 with a grade of C or higher. Corequisite: DHYG 2010. Offered: Offered Summer.

**DHYG 2050 - Oral Pathology (3)**

This course introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis, and recognition of various pathological conditions. Instructors place emphasis on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

Distribution: (3-0-3). Prerequisite: DHYG 1010 with a grade of C or higher, DHYG 1020 with a grade of C or higher. Offered: Offered Summer.

**DHYG 2070 - Community Dental Health (3)**

This course provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological, and economic forces directing the system. It prepares students to promote oral health and prevent oral disease in a community by meeting specific dental health needs of community groups. Topics include epidemiology, community dental care assessment, community dental care provision, preventive counseling for groups, group oral health education, terminology, dental care systems, biostatistics, and concepts of dental research.

Distribution: (1-4-3). Prerequisite: DHYG 1110 with a grade of C or higher. Offered: Offered Fall.

### **DHYG 2080 - Clinical Dental Hygiene III (2)**

This course continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include treatment of patients with special needs.

Distribution: (2-0-2). Prerequisite: DHYG 2010 with a grade of C or higher, DHYG 2020 with a grade of C or higher. Corequisite: DHYG 2090. Offered: Offered Fall.

### **DHYG 2090 - Clinical Dental Hygiene III Lab (4)**

This course continues the development of student skills necessary for treatment and prevention of oral disease. Topics include special needs patients and applied techniques.

Distribution: (0-12-4). Prerequisite: DHYG 2010 with a grade of C or higher, DHYG 2020 with a grade of C or higher. Corequisite: DHYG 2080. Offered: Offered Fall.

### **DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist (2)**

This course provides a basic introduction to organic chemistry and biochemistry. It familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienists role as a nutritional educator. Topics include molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

### **DHYG 2130 - Clinical Dental Hygiene IV (2)**

This course focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include employability skills, State of Georgia Dental Practice Act, office management, expanded duties, legal aspects, ethics, dental hygiene practice settings, and dentistry and dental hygiene regulation.

Distribution: (2-0-2). Prerequisite: DHYG 2080 with a grade of C or higher, DHYG 2090 with a grade of C or higher. Corequisite: DHYG 2140. Offered: Offered Spring.

### **DHYG 2140 - Clinical Dental Hygiene IV Lab (4)**

This course continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

Distribution: (0-12-4). Prerequisite: DHYG 2080 with a grade of C or higher, DHYG 2090 with a grade of C or higher. Corequisite: DHYG 2130. Offered: Offered Spring.

### **DHYG 2200 - Periodontology (3)**

This course provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include tissues of the periodontium, periodontal pathology, periodontal diseases, assessment and treatment planning, periodontal disease therapy, and periodontal emergencies.

Distribution: (3-0-3). Prerequisite: DHYG 1010 with a grade of C or higher. Offered: Offered Spring.

## **DIET - Diesel Equipment Technology**

### **DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)**

This course introduces the basic knowledge and skills students must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel-powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences emphasize safety, precision measuring, and basic shop practices.

Distribution: (1-5-3). Prerequisite: Provisional Admission. Offered: Offered Fall and Spring.

**DIET 1010 - Diesel Electrical and Electronic Systems (7)**

This course introduces students to electrical and electronic systems used on medium and heavy duty trucks and heavy equipment. Topics include general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems. Students must pay a \$20 supply when registering for this course.

Distribution: (2-13-7). Prerequisite: Prerequisite/Corequisite: DIET 1000. Offered: Offered Fall.

**DIET 1020 - Preventive Maintenance (5)**

This course introduces preventive maintenance procedures pertaining to medium and heavy duty trucks and heavy equipment. Topics include engine systems; cab and hood; heating, ventilation, and air conditioning (HVAC); electrical and electronics; and frame and chassis.

Distribution: (3-5-5). Prerequisite: Prerequisite/Corequisite: DIET 1010. Offered: Offered Fall.

**DIET 1030 - Diesel Engines (7)**

This course introduces diesel engines used in medium and heavy duty trucks and heavy equipment. Topics include general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Instructors emphasize using and interpreting test and measuring equipment. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-13-7). Prerequisite: Prerequisite/Corequisite: DIET 1010. Offered: Offered Spring.

**DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)**

This course introduces systems used in medium and heavy duty trucks and heavy equipment. Classroom instruction emphasizes HVAC theory and operation along with local, state, and federal regulations. Topics include HVAC safety; HVAC system theory and operation; air conditioning system component diagnosis and repair; HVAC system diagnosis and repair; HVAC operating systems and related controls; and refrigeration recovery, recycling, and handling procedures. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: Prerequisite/Corequisite: DIET 1010. Offered: Offered Spring.

**DIET 1050 - Diesel Equipment Technology Internship (4)**

This internship provides the student work experience in the occupational environment. Topics include the application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student's internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

Distribution: (0-12-4). Prerequisite: DIET 1000, DIET 1010, DIET 1030. Offered: Offered Fall, Spring, Summer.

**DIET 2000 - Truck Steering and Suspension Systems (4)**

This course introduces steering and suspension systems used on medium and heavy trucks. Classroom instruction emphasizes the Federal Motor Vehicle Safety Standards (FMVSS). Topics include hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Distribution: (2-5-4). Prerequisite: Prerequisite/Corequisite: DIET 1000. Offered: Offered Spring.

**DIET 2001 - Heavy Equipment Hydraulics (6)**

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include general system operation, basic hydraulic principles, hydraulic system components, hydraulic control valves, load sensing pressure control systems, pilot operated hydraulic system operation, and hydraulic actuators.

Distribution: (2-10-6). Offered: Offered as needed.

### **DIET 2010 - Truck Brake Systems (4)**

This course introduces air and hydraulic brake systems used on medium and heavy duty trucks. Classroom instruction emphasizes brake systems theory and the Federal Motor Vehicle Safety Standards (FMVSS). Topics include an introduction to hydraulic systems and safety, air brakes air supply and system service, air brakes mechanical service, parking brakes, hydraulic brake system and service, hydraulic brakes mechanical service, hydraulic brakes power assist units, anti-lock brake systems (ABS) and automatic traction control (ATC), and wheel bearings. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-7-4). Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010. Offered: Offered Summer.

### **DIET 2011 - Off Road Drivelines (6)**

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Distribution: (2-10-6). Corequisite: DIET 1000, DIET 1010. Offered: Offered as needed.

### **DIET 2020 - Truck Drivetrains (6)**

This course introduces power train systems used on medium and heavy duty trucks. Topics include an introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

Distribution: (4-5-6). Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010. Offered: Offered Summer.

## **DRFT - Drafting**

### **DRFT 2050 - Surveying I (2)**

This course introduces fundamental plane surveying concepts, instruments, and techniques. Topics include linear measurements; instrument use; and angles, bearings, and directions.

Distribution: (1-2-2). Offered: Offered as needed.

## **DRSP - Direct Support Professional**

### **DRSP 1100 - Facilitating Access to Community Living (8)**

This course, accompanied by a companion practicum course, is designed to provide people working in direct support roles with the knowledge and tools that will enable them to support people with disabilities within a context that is inclusive, community-based, and person centered. Topics include the changing role of support, systematic instruction, the discovery process, person-centered planning, individual accomplishments, community/neighborhood exploration, representation, personal assistance, family supports, social networks/social capitation, positive behavior supports, systematic instruction in community/work places, responsibilities within the direct support role regarding the rights of individuals receiving services, and the legal implications for violating those rights. Topics also include recognizing abuse and the associated reporting requirements, recognizing nutritional and emotional health and resources for physical supports, basic life and health supports and the dangers associated with common safety and sanitation issues, appropriate medical practices relating to an individual, appropriate work habits and dealing with stress, organizational structures of learning organizations, and the purpose and function of community services.

Distribution: (8-0-8). Prerequisite: Program admission. Corequisite: DRSP 1130. Offered: Offered as required for the technical certificate in Direct Support Professional.

### **DRSP 1130 - Direct Support Professional Practicum (4)**

This practicum course accompanies DRSP 1100. It provides guided experience to people working in direct support roles to provide support and assistance to people with disabilities in a context that is inclusive, community-based, and person centered. Topics include systematic instruction; the discovery process; individual accomplishments; person-centered planning; community/neighborhood exploration; representation; personal assistance; family supports; social networks/social capital; motivation, encouragement, and challenging behavior; systematic instruction in natural environments; rights, safeguards,

confidentiality, and documentation; personal wellness; medical supports; medications; conduct and expectation; learning organizations/organizing for performance; and the Georgia services system.

Distribution: (0-12-4). Prerequisite: Program admission. Corequisite: DRSP 1100. Offered: Offered as required for the technical certificate in Direct Support Professional.

## **ECCE - Early Childhood Care and Education**

### **ECCE 1101 - Introduction to Early Childhood Care and Education (3)**

This course introduces concepts related to the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environments (including all children); cultural diversity; and licensing, accreditation, and credentialing.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ECCE 1103 - Child Growth and Development (3)**

This course introduces students 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 of children prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and an introduction to children with special needs.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ECCE 1105 - Health, Safety, and Nutrition (3)**

This course 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. Students must pay a \$40 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ECCE 1112 - Curriculum and Assessment (3)**

This course provides students 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 students 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. Students must pay a \$10 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Prerequisites/Corequisites: ECCE 1101 with a grade of C or higher, ECCE 1103 with a grade of C or higher. Offered: Offered Fall.

### **ECCE 1113 - Creative Activities for Children (3)**

This course introduces the concepts related to creativity in art, music, movement, and creative drama and facilitating children's creative expression across the curriculum. Topics include the 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. Students must pay a \$10 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ECCE 1121 - Early Childhood Care and Education Practicum (3)**

This course provides students with the opportunity to participate in a supervised experience at a practicum placement site thus allowing them to demonstrate the 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. Students must pay an \$11 malpractice fee and \$9 criminal record check fee when registering for this course.

Distribution: (1-6-3). Prerequisite: Permission of department. Offered: Offered Spring.

### **ECCE 2115 - Language and Literacy (3)**

This course develops the knowledge, skills, and abilities in supporting young children's literacy acquisition and development from birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition from 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. Students must pay a \$10 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher. Offered: Offered Spring.

### **ECCE 2116 - Math and Science (3)**

This course presents the process of introducing math and science concepts to young children. It includes planning and implementing developmentally appropriate activities and developing math and science materials, media, and methods. Topics include the inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children from birth to age 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 developing math and science materials, media, and methods. Students must pay a \$10 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Prerequisite /Corequisite: ECCE 1103 with a grade of C or higher. Offered: Offered Spring.

### **ECCE 2201 - Exceptionalities (3)**

This course provides for the development of knowledge and skills that will enable students to understand individuals with special needs and appropriately guide their development. This course places special emphasis on acquainting students 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.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher or SOCW 2020. Offered: Offered Summer.

### **ECCE 2202 - Social Issues and Family Involvement (3)**

This course enables students 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. The course introduces students to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family and 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ECCE 2203 - Guidance and Classroom Management (3)**

This course examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. It will focus on individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and intervention techniques; understanding challenging behaviors; and implementing guidance plans.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher or SOCW 2020. Offered: Offered Spring.

### **ECCE 2240 - Early Childhood Care and Education Internship (12)**

This course provides students with the opportunity to gain a supervised experience in an actual or simulated work site, thus allowing them to demonstrate the techniques they obtained from course work. Internship topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management. Students must pay an \$11 malpractice fee and a \$9 criminal record check fee if these fees have not been paid previously that academic year.

Distribution: (0-36-12). Prerequisite: Permission of department. Offered: Offered Spring.

**ECCE 2310 - Paraprofessional Methods and Materials (3)**

This course develops instructional skills that enable students to work as paraprofessionals in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment. Students must pay a \$10 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 1112 with a grade of C or higher. Offered: Offered Spring.

**ECCE 2312 - Paraprofessional Roles and Practices (3)**

This course develops skills that enable students to work as paraprofessionals 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.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher. Offered: Offered Summer.

**ECCE 2360 - Classroom Strategies for Exceptional Children (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 2201. Offered: Offered Fall.

**ECCE 2362 - Exploring Your Role in the Exceptional Environment (3)**

This course 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.

Distribution: (2-3-3). Prerequisite: Prerequisite/Corequisite: ECCE 2201. Offered: Offered Fall.

**ECET - Electrical Circuits****ECET 1101 - Circuit Analysis (4)**

This course emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, DC instruments, grounding techniques, magnetism, inductance/capacitance, and transient analysis. This course also introduces dependent sources and two-port parameters. Laboratory work parallels classwork.

Distribution: (3-1-4). Prerequisite: MATH 1111. Offered: Offered TBD.

**ECET 1110 - Digital Systems I (4)**

This course studies digital circuit fundamentals. It emphasizes digital electronics and techniques, simplification of logic circuits, sequential and combination logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels classwork using trainers and simulation software and systems.

Distribution: (3-1-4). Prerequisite: ENGT 1000. Offered: Offered TBD.

**ECET 2101 - Circuit Analysis II (4)**

This course continues the study of AC circuit analysis by emphasizing complex networks. Topics include an analysis of complex networks, networks with multiple sources, AC network include theorems, resonance transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels classwork.

Distribution: (3-1-4). Prerequisite: ECET 1101, MATH 1111. Offered: Offered TBD.

**ECET 2120 - Electronic Circuits I (4)**

This course 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; silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, the use of appropriate instruments, and troubleshooting and circuit simulation using P-SPICE.

Distribution: (3-1-4). Prerequisite: ECET 2101. Offered: Offered: TBD.

## **ECON - Economics**

### **ECON 2105 - Macroeconomics (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Degree program admission. Offered: Offered every semester.

### **ECON 2106 - Microeconomics (3)**

This course provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles; consumer choice; behavior of profit maximizing firms; modeling of perfect competition; and monopoly, oligopoly and monopolistic competition.

Distribution: (3-0-3). Prerequisite: Degree program admission. Offered: Offered every semester.

## **EDSN - Landscape Design**

### **EDSN 1500 - Design and the Environment (3)**

This course explores the built environment and its effects on natural systems. The focus of this course is on the design of the built environment as an ongoing activity integrating ecological, social, and cultural values. Topics include land use patterns and policies, development and resource management, community design issues, and strategies for improving environmental integrity and quality of life.

Distribution: (0-6-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **EDSN 1600 - Reading the Landscape (3)**

This course focuses on the approaches to perceiving and interpreting the landscape. Topics include built and natural landscapes, elements of designed landscapes, the landscape in art, visual assessment techniques, recording techniques, maps, and topography.

Distribution: (1-4-3). Prerequisite: EDSN 1500. Offered: Offered Spring.

## **ELCR - Electronics Technology**

### **ELCR 1005 - Soldering Technology (1)**

This course develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

Distribution: (0-2-1). Prerequisite: Provisional admission. Offered: Offered Summer.

### **ELCR 1010 - Direct Current Circuits (5)**

This course provides instruction in the theory and practical applications of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

Distribution: (4-2-5). Prerequisite: MATH 1111 or MATH 1013. Offered: Offered Fall and Spring.

### **ELCR 1020 - Alternating Current Circuits (7)**

This course introduces the theory and application of varying sine wave voltages and current and continues the development of alternating current (AC) concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical applications. Topics include AC wave generation; frequency and phase relationship; impedance,

admittance, and conductance power factors; reactive components; simple RLC circuits; AC circuit resonance; passive filters; and non-sinusoidal waveforms.

Distribution: (5-4-7). Prerequisite: ELCR 1010. Offered: Offered Summer and Spring.

### **ELCR 1030 - Solid State Devices (5)**

This course provides instruction in the theory and application of solid state devices in the electronics industry. It places emphasis on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

Distribution: (4-2-5). Prerequisite: ELCR 1020. Offered: Offered Summer and Fall.

### **ELCR 1040 - Digital and Microprocessor Fundamentals (5)**

This course covers digital electronics and microprocessor fundamentals. It introduces basic topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog-to-digital and digital-to-analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Distribution: (3-4-5). Prerequisite: ELCR 1020. Corequisite: ELCR 1030. Offered: Offered Fall and Spring.

### **ELCR 1060 - Linear Integrated Circuits (3)**

This course provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.

Distribution: (2-2-3). Prerequisite: ELCR 1030. Offered: Offered Fall and Spring.

## **ELTR - Electrical Systems Technology**

### **ELTR 1020 - Electrical Systems Basics I (3)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)**

This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading, and scales and measurement.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ELTR 1080 - Commercial Wiring I (5)**

This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control. Students must pay a \$30 supply fee when registering for this course.

Distribution: (4-2-5). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ELTR 1090 - Commercial Wiring II (3)**

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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-4-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **ELTR 1110 - Electric Motors (4)**

This course introduces the fundamental theories and applications of single-phase motors. Topics include motor theory and operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance,

troubleshooting and failure analysis, and NEC requirements. Students must pay a \$20 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ELTR 1120 - Variable Speed/Low Voltage Controls (2)**

This course introduces different types of electric motor controls, reduced voltage starting, and applications. Instructors will emphasize motor types, controller types, and applications. This course also includes information on wye and delta motor connections, part wind, autotransformer, adjustable frequency drives and other applications, and oscilloscopes and their operation. Topics also include reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ELTR 1150 - Interpreting the National Electrical Code (5)**

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

Distribution: (5-0-5). Offered: Spring.

### **ELTR 1180 - Electrical Controls (4)**

This course introduces line and low voltage switching circuits. It covers manual and automatic controls, devices, and circuits. Instructors will emphasize the operation and application of line and low voltage switching circuits and manual and automatic controls and devices. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices and the application and operation of controllers and controls.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ELTR 1205 - Residential Wiring I (3)**

This course introduces residential wiring practices and procedures. Topics include residential circuits; print reading; National Electrical Code; wiring materials; determining the required number and location of lights, receptacles, and small appliance circuits; wiring methods (size and type of conductors, box fill calculations, and voltage drop); switch control of luminaries; receptacle installation including bonding; GFCI and AFCI circuits; special purposes outlets (ranges, cook tops, ovens, dryers, water heaters, sump pumps); and sizing OCPDs (circuit breakers and fuses). Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ELTR 1210 - Residential Wiring II (3)**

This course provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Spring.

### **ELTR 1525 - Photovoltaic Systems (5)**

This class introduces the techniques and method used to install residential and commercial photovoltaic systems.

Distribution: (3-4-5). Prerequisite: Provisional admission. Offered: Offered Summer.

## EMPL - Employability Skills

### **EMPL 1000 - Interpersonal Relations and Professional Development (2)**

This course emphasizes human relations and professional development in today's rapidly changing world. It 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.

Distribution: (2-0-2). Prerequisite: Provisional admission. Offered: Offered every semester.

## EMSP - Emergency Medical Technician and Paramedic Technology

### **EMSP 1110 - Introduction to the EMT Profession (3)**

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients students to the pre-hospital care environment and to issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It provides foundational information upon which subsequent curriculum content is based so that successful completion of this course 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, cardiopulmonary resuscitation (CPR) for healthcare professionals (HCPs), EMS systems, research, workforce safety and wellness, documentation, EMS system communication, therapeutic communication, medical/legal and ethics, public health, the 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### **EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (3)**

This course prepares students for initial scene management and the assessment of patients, as well as management of the airway. It also provides students with an introduction to pharmacology. This course includes the 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.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### **EMSP 1130 - Medical Emergencies for the EMT (3)**

This course integrates pathophysiological principles and assessment findings to formulate a field impression and to implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include medical overview; neurology; abdominal and gastrointestinal disorders; immunology; infectious diseases; endocrine disorders; psychiatric; cardiovascular; toxicology; respiratory; hematology; genitourinary/renal; non-traumatic musculoskeletal disorders; diseases of the eyes, ears, nose, and throat; and medical assessments.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Spring.

### **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 population assessments. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Spring.

### **EMSP 1150 - Shock and Trauma for the EMT (3)**

This course is designed to prepare EMT students to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury. These mechanisms include abdominal and genitourinary trauma; orthopedic trauma; soft tissue trauma; and head, facial, neck, and spine trauma and nervous system trauma. Special considerations in trauma-related injuries will be presented, including the physiology of shock, 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.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### **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.

Distribution: (0-3-1). Prerequisite: Program admission. Offered: Offered Spring.

### **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.

Distribution: (2-2-3). Prerequisite: EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

### **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 diseases; 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 the integration of medical/trauma assessments. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

### **EMSP 1530 - Clinical Applications for the AEMT (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 AEMT. Topics include clinicals and assessment-based management.

Distribution: (0-2-1). Prerequisite: EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

### **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.

Distribution: (0-6-3). Prerequisite: EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

### **EMSP 2110 - Foundations of Paramedicine (3)**

This course introduces students to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare students 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Prerequisites/Corequisites: EMSP 2120 with a grade of C or higher, EMSP 2130 with a grade of C or higher. Offered: Offered Fall.

**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 students to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include pathophysiology.

Distribution: (3-0-3). Prerequisite: Prerequisites/Corequisites: EMSP 2110 with a grade of C or higher, EMSP 2130 with a grade of C or higher. Offered: Offered Fall.

**EMSP 2130 - Advanced Resuscitative Skills for Paramedics (3)**

This course will equip paramedicine students 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.

Distribution: (2-2-3). Prerequisite: Prerequisites/Corequisites: EMSP 2110 with a grade of C or higher, EMSP 2120 with a grade of C or higher. Offered: Offered Fall.

**EMSP 2140 - Advanced Cardiovascular Concepts (4)**

This course equips paramedicine students 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; and electrocardiographic (ECG) interpretation. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-2-4). Prerequisite: Prerequisites/Corequisites: EMSP 2310 with a grade of C or higher, EMSP 2510 with a grade of C or higher, EMSP 2520 with a grade of C or higher. Offered: Offered Spring.

**EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)**

This course will enable students 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).

Distribution: (2-2-3). Prerequisite: Prerequisites/Corequisites: EMSP 2140 with a grade of C or higher, EMSP 2510 with a grade of C or higher, EMSP 2520 with a grade of C or higher. Offered: Offered Spring.

**EMSP 2320 - Therapeutic Modalities of Medical Care (5)**

This course will enable students 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (4-2-5). Prerequisite: Prerequisites/Corequisites: EMSP 2330 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2560 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Summer.

**EMSP 2330 - Therapeutic Modalities of Trauma Care (4)**

This course will enable students to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic, cardiac arrest and peri-arrest states shock, and 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, students 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.

Distribution: (3-2-4). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2560 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Summer.

#### **EMSP 2340 - Therapeutic Modalities for Special Patient Populations (4)**

This course will enable students 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, students 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.

Distribution: (3-2-4). Prerequisite: Prerequisites/Corequisites: EMSP 2710 with a grade of C or higher, EMSP 2720 with a grade of C or higher. Offered: Offered Fall.

#### **EMSP 2510 - Clinical Applications for the Paramedic - I (2)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-6-2). Prerequisite: Prerequisites/Corequisites: EMSP 2140 with a grade of C or higher, EMSP 2310 with a grade of C or higher, EMSP 2520 with a grade of C or higher. Offered: Offered Spring.

#### **EMSP 2520 - Clinical Applications for the Paramedic - II (2)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-6-2). Prerequisite: Prerequisites/Corequisites: EMSP 2140 with a grade of C or higher, EMSP 2310 with a grade of C or higher, EMSP 2510 with a grade of C or higher. Offered: Offered Spring.

#### **EMSP 2530 - Clinical Applications for the Paramedic - III (2)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-6-2). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2560 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Spring.

#### **EMSP 2540 - Clinical Applications for the Paramedic - IV (1)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-3-1). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2560 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Spring.

#### **EMSP 2550 - Clinical Applications for the Paramedic - V (1)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-3-1). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2560 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Summer.

### **EMSP 2560 - Clinical Applications for the Paramedic - VI (1)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-3-1). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2570 with a grade of C or higher. Offered: Offered Summer.

### **EMSP 2570 - Clinical Applications for the Paramedic - VII (1)**

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course 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).

Distribution: (0-3-1). Prerequisite: Prerequisites/Corequisites: EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher, EMSP 2530 with a grade of C or higher, EMSP 2540 with a grade of C or higher, EMSP 2550 with a grade of C or higher, EMSP 2560 with a grade of C or higher. Offered: Offered Summer.

### **EMSP 2710 - Field Internship for the Paramedic (2)**

This course provides supervised field internship experience in the pre-hospital advanced life support setting. The field internship provides students the opportunity to demonstrate that they are capable of performing as an entry-level paramedic within the EMS system. The internship includes an end-of-course evaluation of the practical skills and knowledge that a paramedic must possess. Students are assigned to preceptors who evaluate the students and their skills.

Distribution: (0-6-2). Prerequisite: Prerequisites/Corequisites: EMSP 2340 with a grade of C or higher, EMSP 2720 with a grade of C or higher. Offered: Offered Fall.

### **EMSP 2720 - Practical Applications for the Paramedic (3)**

This course provides students with 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Prerequisites/Corequisites: EMSP 2340 with a grade of C or higher, EMSP 2710 with a grade of C or higher. Offered: Offered Fall.

## **ENGL - English**

### **ENGL 0097 - English II (3)**

This course emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Offered: Offered every semester.

### **ENGL 0099 - Accelerated Learning Program (ALP) English (3)**

This course provides writing and grammar instructional support for student success in English 1101. Students take this course concurrently with English 1101. Topics include academic essay writing, critical thinking, and language success. Students receive extensive support in writing analytical college essays including a review of basic grammar, mechanics, and punctuation; the rhetorical analysis of published essays; and the use of various strategies for building logical arguments.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic exam. Corequisite: ENGL 1101. Offered: Offered: Fall and Spring.



### **ENGL 0989 - English III (5)**

This course emphasizes the ability to communicate effectively through academic writing in the digital age. Topics include digital communication for college success, academic essay writing, critical thinking, and language success. Students receive extensive practice in writing analytical college essays; they also learn to communicate effectively through various digital media. The course includes a basic grammar, mechanics, and punctuation review; the rhetorical analysis of published essays; and the use of various strategies for building logical arguments. Students must pay a \$35 supply fee when registering for this course.

Distribution: (4-2-5). Prerequisite: ENGL 097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered every semester.

### **ENGL 1010 - Fundamentals of English I (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **ENGL 1101 - Composition and Rhetoric (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **ENGL 1102 - Literature and Composition (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Offered: Offered every semester.

### **ENGL 1105 - Technical Communications (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Offered: Offered Spring.

### **ENGL 2130 - American Literature (3)**

This course emphasizes American literature as a reflection of culture and ideas. This course includes a survey of important works in American literature and a variety of literary genres, including short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Offered: Offered every semester.

### **ENGL 2310 - English Literature from the Beginnings to 1700 (3)**

This course presents a survey of important works in early English literature. Course includes a variety of literary genres, including poetry, drama, fiction, and nonfiction. Writers typically include the Beowulf poet, Gawain poet, Chaucer, Spenser, Sidney, Marlowe, Donne, Jonson, Shakespeare, and Milton. The course emphasizes English literature as a reflection of culture and ideas. Competency areas include literature and culture, essential themes and ideas, literature and history, research and writing skills, and oral communication skills.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Offered: Offered Spring.

## ENGT - Engineering Technology

### ENGT 1100 - Engineering Biology (3)

This course covers biological areas that are specific to materials and engineering within current technological practices. These include anatomy, physiology, and microbiological concepts that specifically interact with drug delivery, implants, and other biomedical materials and devices. The course covers documented physiological and immunological responses of organisms to engineering materials and how these responses can be overcome to achieve desired engineered effects without causing physiological harm. The concept of biomimetics for current and new engineering technology is also covered.

Distribution: (3-0-3). Prerequisite: BIOL 1111, BIOL 1111L. Offered: Offered as needed.

### ENGT 1000 - Introduction to Engineering Technology (3)

This course provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include careers in engineering technology, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Laboratory work reinforces mathematical, mechanical, and electrical concepts through practical exercises, including the measurement and calculation of the density of objects, relative humidity, use of digital multimeters, building circuits, use of precision instruments, and team exercises.

Distribution: (2-1-3). Prerequisite: Provisional admission. Offered: Offered: TBD.

### ENGT 1250 - Physical Metrology (3)

This course is an in-depth study of temperature, humidity, pressure, vacuum, weight and measures, flow, and related measurements. Various types of measuring instruments and standards will be evaluated for care, use, calibration, and traceability.

Distribution: (1-4-3). Prerequisite: PHYS 1111, PHYS 111L. Offered: Offered as needed.

### ENGT 2500 - Engineering Internship (3)

This course provides students with the opportunity to build on the knowledge and skills gained during their engineering technology studies, either through the completion of a capstone project directed by engineering technology faculty or through an off-site internship. Students will take part in professional experiences such as the design, execution, and presentation of engineering technology projects, as well as the application of engineering technology skills during off-site projects with employers. These experiences will also better prepare students for entry into the workforce through the development of a portfolio of work and through the creation of a network of engineering technology professionals.

Distribution: (0-9-3). Prerequisite: Permission of Department. Offered: Offered as needed.

## ESCI - Environmental Science

### ESCI 1060 - Survey of Environmental Law (3)

This course is designed to examine in detail current practices, laws, and regulations pertaining to the management of both solid and hazardous wastes, air quality, water quality, and wildlife and fisheries. The student will gain an overview of the major U.S. environmental laws, their amendments, and the regulations that implement them. Major topics include Oil Pollution Act, Resource Conservation and Recovery Act, underground storage tanks, Toxic Substances Control Act, CERCLA/SUPERFUND, SARA/EPCRA, pesticides, Clean Air Act, Clean Water Act, Federal Aid in Wildlife Restoration Act (Pittman-Robertson), Federal Aid in Sport Fish Restoration Act (Dingell-Johnson), Migratory Bird Treaty Act, Lacey Act, Endangered Species Act, and CITIES.

Distribution: (3-0-3). Offered: offered as needed.

### ESCI 1100 - Introduction to Environmental Engineering and Science (3)

This course introduces students to local and global environmental problems and potential engineering solutions. Topics include an analysis of human population interactions with natural systems and the resulting environmental problems such as water and air pollution and hazardous waste. Students will learn quantitative environmental chemistry and physics techniques and will evaluate a range of traditional and cutting-edge environmental engineering solutions.

Distribution: (3-0-3). Offered: Offered as needed.

### **ESCI 1110 - Soil Mechanics (3)**

This course covers the prediction and classification of soil behavior. Topics include soil origin and nature; soil density, gradation, and compaction; soil water content and reaction to frost; stress distribution in soil; soil shear strength; and pile bearing strength. Lab instruction is based on ASTM and AASHTO specification as they are used to classify and predict soil behavior.

Distribution: (2-2-3). Offered: Offered as needed.

### **ESCI 1150 - Introduction to Water Treatment Processes (4)**

This course provides an introduction to water operations and the basic skills and knowledge needed to advance in this industry. The course content includes an overview of water treatment processes, distribution systems, and the terminology and equipment used in the water industries. Students are introduced to the fundamental concepts of chemistry and mathematics that relate to water treatment. Laboratory techniques used in the analysis of water in water/wastewater treatment plants are introduced. Regulations, licensing, and the certification process are also examined in this course.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered Spring.

### **ESCI 1160 - Introduction to Wastewater Treatment (4)**

This course provides an introduction to wastewater treatment and systems design for wastewater treatment facilities in industrial and municipal settings. The course content includes an exploration of the types of physical, chemical, and biological treatment. Biological and chemical principles that relate to wastewater treatment are also examined. Regulations, licensing, and the certification process are also examined in this course.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered Fall.

### **ESCI 1200 - Fundamentals of Ecology (3)**

This course introduces students to the concept of an ecosystem and describes human interconnection with ecosystems. This course covers species adaptations, population dynamics, and ecosystem structure. Additionally, students will explore human ecology, ecosystem services, and biodiversity concepts. Students will also identify and study regionally important ecosystems and state threatened and endangered species.

Distribution: (2-3-3). Offered: Offered as needed.

### **ESCI 2000 - Watershed Hydrology (3)**

This course introduces the field of hydrology with a specific focus on watershed scale processes. Students will understand the influences of watershed characteristics such as land use and precipitation patterns on runoff volume and velocity. These processes will be applied to understanding water quality, sediment transport, and channel geomorphology. Professional ethics and value dilemmas as they relate to watershed hydrology are addressed.

Distribution: (2-2-3). Offered: Offered as needed.

### **ESCI 2050 - Construction Plans, Estimates, and Records (3)**

This course exposes students to construction methods, equipment, and planning. Construction contract development, work specifications, and reading construction plans will be introduced. The course also covers cost estimates, value analysis, construction management schedules, and bidding processes.

Distribution: (3-0-3). Prerequisite: DFTG 1101, DFTG 2010. Offered: Offered as needed.

### **ESCI 2140 - Environmental Impact Analysis (4)**

This course introduces students to field and statistical analysis of environmental quality for baseline documentation, reporting, and environmental impact assessments. Students are introduced to experimental design techniques, statistical data analysis, and the significance of results. Field techniques include basic forest identification and delineation, and stream and wetland identification and condition assessment, as well as measures of physical environmental quality such as soil, air, and water. Students will apply data from the field to spatial mapping software to understand how environmental quality may be impacted by features or human activities across the landscape.

Distribution: (2-5-4). Prerequisite: MATH 1113. Corequisite: GIFS 1101. Offered: Offered as needed.

### **ESCI 2150 - Stormwater and Erosion Control (4)**

This course will expand on concepts from watershed hydrology to provide applied understanding of sediment transport and erosion control. Physical erosion processes, channel stability, estimation of sediment yield, and ecological and societal impacts from erosion will be introduced. Regulatory controls on sediment and erosion will be discussed, including the Georgia Erosion and Sedimentation Act, Stream Buffers, and NPDES Permit requirements. Vegetative and structural control best management practices will be covered, including design and field maintenance. Students completing this course may be eligible to take the Georgia Soil and Water Conservation Commission Level 1A or 1B Certified Professional exams.

Distribution: (3-2-4). Prerequisite: ESCI 2000. Offered: Offered as needed.

## **ESTH - Esthetician**

### **ESTH 1000 - Introduction to Esthetics (3)**

This course introduces the fundamental theory and practices of the esthetic profession. Instructors will place emphasis on professional practices and safety. Topics include state and local laws, rules, and regulations; professional image; history of skin care and the use of cosmetics; bacteriology, sterilization, and sanitation; chemistry, ingredients, and product analysis; and hazardous duty standards act.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### **ESTH 1010 - Anatomy and Physiology of the Skin (3)**

This course provides students with an introduction to anatomy and physiology, disorders of the skin, and nutrition and health of the skin. Topics include cells, tissues, organs, and body systems (skeletal, muscular, nervous, circulatory, endocrine, excretory, respiration, digestive, and structure of the skin).

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ESTH 1000. Offered: Offered Fall.

### **ESTH 1020 - Skin Care Procedures (4)**

This course introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include client consultation and client preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments without the aid of machines, mask therapy, aromatherapy, body wraps, reflexology, and air-borne and blood-borne pathogens and OSHA updates. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-7-4). Prerequisite: Prerequisite/Corequisite: ESTH 1000. Offered: Offered Fall.

### **ESTH 1030 - Electricity and Facial Treatments with Machines (5)**

This course provides instruction on application techniques and theories associated with the treatment of the skin. Topics include skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, light therapy, microdermabrasion, advanced product types and features, and lab safety and infection control.

Distribution: (2-7-5). Prerequisite: Prerequisite/Corequisite: ESTH 1000. Offered: Offered Spring.

### **ESTH 1040 - Advanced Skin Care (3)**

This course provides instruction on advanced topics, techniques, and theories associated with the treatment of the skin. Topics include intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, preoperative and postoperative care, and lab safety and infection control. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: Prerequisite/Corequisite: ESTH 1000. Offered: Offered Spring.

### **ESTH 1050 - Color Theory and Makeup (4)**

This course provides instruction on and application of the techniques and theories associated with the treatment of the skin. Topics include morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face

proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, medical applications, and lab safety and infection control.

Distribution: (1-6-4). Prerequisite: Prerequisites/Corequisites: ESTH 1000, ESTH 1040. Offered: Offered Summer.

#### **ESTH 1060 - Esthetics Practicum I (4)**

This course provides the laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours for licensure. Topics include body treatments, aromatherapy, reflexology, facials, hair removal, and lab safety and infection control. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-12-4). Prerequisite: ESTH 1000, ESTH 1040. Offered: Offered Spring.

#### **ESTH 1070 - Esthetics Practicum II (4)**

This course provides experience for professional development and completion of requirements for licensure as specified by the Georgia State Board of Cosmetology. Instructors will place emphasis on the display of conduct, positive attitudes, and work ethics in salons and spas. The requirements for this course will be met in a laboratory setting. Topics include body treatments, aromatherapy, reflexology, facials, makeup, and hair removal, as well as lab safety and infection control. Students must pay a \$30 supply fee when registering for this course.

Distribution: (0-12-4). Prerequisite: ESTH 1040, ESTH 1060. Corequisite: ESTH 1060. Offered: Offered Summer.

### **FRSC - Fire Science Technology**

#### **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, municipal fire defenses, and the organization and function of the federal, state, county, city, and private fire protection agencies. It includes an introduction to fire technology education and the firefighter selection process, fire protection career opportunities, public fire protection, the 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

#### **FRSC 1110 - Fire Administration: Supervision and Leadership (3)**

This course provides the necessary knowledge and skills for emergency responders to become successful fire officers. Students will learn how to become responsible leaders and supervisors to crews of firefighters, manage a budget for the fire station, understand standard operating procedures, and manage an incident. Also, students will develop an understanding of basic fire prevention methods, fire and building codes, and records systems. Upon completion of this course, student emergency responder candidates/recruits 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 NFA Leadership I, NFA Leadership II, and NFA Leadership III. This course meets the requirements of NFPA 1021: Standard for Fire Officer Professional Qualifications and all other state and local occupational health and safety regulatory requirements.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

#### **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 the 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. The specific fires reviewed in this course include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires, and waterfront fires.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

#### **FRSC 1132 - Fire Service Instructor (4)**

Students will learn to analyze jobs and information and then prepare and present related training. This course places emphasis on planning, organizing, presenting, and testing using methodologies appropriate to the subject. Topics include an orientation to emergency services instruction, communication, planning and analysis, learning objectives, learning assessments, methods of

instruction, instructor materials, media, 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 eligible to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered: TBD.

#### **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 provide information to the proper authorities while reacting in the defensive mode of operation. The first responder operations level responsibilities include recognizing and identifying a hazardous material scene, gathering information, notifying the proper authorities, isolating the area by setting perimeters/zones, preparing for a possible evacuation, initiating the incident management system, conducting emergency decontamination, and performing defensive actions only. Even though first responders are members of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment; therefore, first responders are not members of a hazardous materials response team. This course meets the requirements of NFPA 472: Professional Competence of First Responders to HazMat Incidents at the Operations Level. This course also meets the requirements of Occupational Safety and Health Administration 29 CFR 1910.120, Environment Protection Agency, U.S. Department of Transportation, and all other appropriate state and local occupational health and safety regulatory requirements.

Distribution: (3-2-4). Prerequisite: Program Admission. Offered: Offered: TBD.

#### **FRSC 1151 - Fire Prevention and Inspection (4)**

Instructors place emphasis on the shared responsibility of all fire service personnel in preventing fires and fire losses. This course provides a survey of fire prevention activities, basic fire prevention inspections, life safety codes, local and state laws regarding fire inspections, and applicable codes and standards. Topics include code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, fire protection systems installation, mean of egress, interior finish requirements, general fire safety provisions, protection systems maintenance, 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 the use of referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I Exam.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered: TBD.

#### **FRSC 1161 - Fire Service Safety and Loss Control (3)**

This course provides the necessary knowledge and skills for emergency responders to develop an understanding of occupational safety and health and to 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 undertaken to address safety and health problems in emergency service occupations. The course includes a review of safety related regulations and standards and a discussion of how to implement the regulations and standards through risk management processes. The course includes 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. Program faculty will cover personnel roles and responsibilities so that students can gain knowledge on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. The course also includes lectures and discussions on how to develop, manage, and evaluate safety programs in order to provide students with general knowledge and basic skills about occupational health and safety programs. Finally, program faculty will cover information management and various other special topics so that students can gain knowledge about the legal, ethical, and financial considerations that programs must deal with on a daily basis. Students will also learn and how to collect and report data.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

#### **FRSC 2100 - Fire Administration Management (3)**

This course provides the necessary knowledge and skills for emergency responders to become diverse leaders and managers in their departments. The course starts with the history of the fire service. This component focuses on the historical events that have forged the fire service today. The course includes discussions on preparing for the future in order to aid students in developing a game plan for personal success. Instructors will discuss leadership and management principles in order to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Instructors will also discuss leadership styles in order to help students 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 focus 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 on how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management, which are two support elements that are so vital to every organization. Instructors will also cover the quality of the fire service and discuss various methods of quality improvement and their applications to improving the services delivered to citizens every day. The course includes an in-depth overview of the changes in disaster planning and response since 9-11 and 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 program graduates can play an important role in helping to shape the fire service of the future.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

### **FRSC 2110 - Fire Service Hydraulics (3)**

This course begins with the history and theories of the use of water for fire extinguishment before moving to practical applications 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

### **FRSC 2120 - Fire Protection Systems (3)**

This course reviews fire detection and protection systems, including automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. Instructors will introduce the applicable laws, codes, and standards, as well as regulatory and support agencies. Specific topics include an introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, non-water-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

### **FRSC 2130 - Fire Service Building Construction (3)**

This course presents building construction features from the perspective of the fire service. Instructors place emphasis 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 classifications, 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 wild land firefighting.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

### **FRSC 2141 - Incident Command (4)**

This course illustrates the responsibilities for using, deploying, implementing, and/or functioning within an Incident Command System (ICS), as well as functioning within multi-jurisdiction incidents under the Incident Management System (IMS). The course emphasizes the need for incident management systems, the structure and expandable nature of ICS, 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 sector, and non-governmental organizations to work together during domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, NIMS 200, NIMS 700, and NIMS 800.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered: TBD.

### **FRSC 2170 - Fire and Arson Investigation (4)**

This course presents an introduction to fire investigation. Topics include fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for structures, grassland, wild land, automobiles, and ships. The course also covers other types of fire investigations, causes of electrical fires and chemical fires, explosive evaluations, laboratory operations, techniques used in fire deaths and injuries, arson as a crime, state and federal laws, and future trends in fire investigative technology.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered: TBD.

## GEOG Geography

### **GEOG 1113 - Introduction to Landforms (3)**

This course focuses on the analysis and classification of major types of land surfaces, stressing geographic characteristics. Topics include the interpretation of relationships between landforms and other phenomena through maps, air photos, and field observations. There is world coverage with an emphasis on North America.

Distribution: (3-0-3). Prerequisite: Program Admission. Offered: Spring.

## GIFS - Geographic Information Systems

### **GIFS 1101 - Introduction to Geographic Information Systems (4)**

The course introduces the principles and applications of Geographic Information Systems and the basic use of a hand-held Global Positioning System (GPS) unit in the field. The course examines applications of geographic information, including data structure, spatial analysis, data management, data visualization, and data retrieval. Instructors emphasize the interdisciplinary nature of GIS and its relevance to industry and society. Students will also be introduced to the terminology, hardware, and technology used in GPS.

Distribution: (1-6-4). Offered: Offered spring semester.

## HIMT - Health Information Technology

### **HIMT 1100 - Introduction to Health Information Technology (3)**

This course focuses on orienting students to health information management. Topics include an introduction to the structure of healthcare in the United States and its providers and the structure and function of the American Health Information Management Association (AHIMA). Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### **HIMT 1150 - Computer Applications in Healthcare (2)**

This course provides students with an introduction to the computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications, database software and information management, specialized information management systems in healthcare, methods of controlling confidentiality and patient rights, accuracy and security of health information data in computer systems, and future directions of information technology in healthcare. Students must pay a \$25 supply fee when registering for this course.

Distribution: (1-2-2). Prerequisite: COMP 1000 with a grade of C or higher. Offered: Offered Fall and Spring.

### **HIMT 1200 - Legal Aspects of Healthcare (2)**

This course focuses on the study of legal principles applicable to health information, patient care, and health records. Topics include the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record. Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered every semester.

### **HIMT 1250 - Health Record Content and Structure (2)**

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include health data structure, content and standards, and healthcare information requirements and standards. Students must pay a \$25 supply fee when registering for this course.

Distribution: (1-2-2). Prerequisite: HIMT 1100. Offered: Offered Fall and Spring.

### **HIMT 1350 - Pharmacotherapy (2)**

This course introduces drug therapy with an emphasis on safety, the classification of drugs, and their action, side effects, and/or adverse reactions. It also introduces the basic concepts used in the administration of drugs. Topics include an introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.



Distribution: (2-0-2). Prerequisite: ALHS 1090 with a grade of C or higher or BUSN 2300 with a grade of C or higher. Offered: Offered every semester.

#### **HIMT 1400 - Coding and Classification ICD Basic (4)**

This course provides students an introduction to medical coding and classification of diseases, injuries, encounters, and procedures using standard applications of medical coding guidelines to support reimbursement of healthcare services. Students must pay a \$60 supply fee when registering for this course.

Distribution: (2-4-4). Prerequisite: BIOL 2114 with a grade of C or higher, BIOL 2114L with a grade of C or higher, ALHS 1090 with a grade of C or higher. Offered: Offered Fall and Spring.

#### **HIMT 1410 - Coding and Classification ICD Advanced (3)**

This course is an advanced coding course. It provides students with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and the use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting. Students must pay a \$60 supply fee when registering for this class.

Distribution: (2-2-3). Prerequisite: HIMT 1400 with a grade of C or higher. Offered: Offered Fall and Spring.

#### **HIMT 2150 - Healthcare Statistics (2)**

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for healthcare services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data. Students must pay a \$25 supply fee when registering for this class.

Distribution: (1-2-2). Prerequisite: MATH 1100 with a grade of C or higher or MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. Corequisite: HIMT 2200. Offered: Offered Spring.

#### **HIMT 2200 - Performance Improvement (2)**

This course introduces students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in healthcare facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included, as well as a review of the federal government's role in healthcare and accreditation requirements of various agencies. Students must pay a \$25 supply fee when registering for this course.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

#### **HIMT 2300 - Healthcare Management (3)**

This course will engage students in the functions of a manager, which include planning, organizing, decision making, staffing, leading or directing, communication, and motivating. Further study will include principles of authority and responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

#### **HIMT 2400 - Coding and Classification System - CPT/HCPCS (3)**

This course provides an introduction to, and application of, codes using the CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually, as well as by an encoder. Students must pay a \$60 supply fee when registering for this course.

Distribution: (1-4-3). Prerequisite: Prerequisite/Corequisite: HIMT 1410 with a grade of C or higher. Offered: Offered Fall and Spring.

#### **HIMT 2410 - Revenue Cycle Management (2)**

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access and registration, case management/quality review, health information management, and patient accounting. Topics include insurance plans, medical necessity, claims processing, accounts receivable, charge master, DRGs, APCs, edits, auditing, and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized. Students must pay a \$60 supply fee when registering for this course.

Distribution: (2-0-2). Offered: Offered Fall and Spring.

**HIMT 2460 - Health Information Technology Practicum (3)**

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include the application of all HIMT coursework. Students will also learn professional skills to prepare them for employment in the HIM career field. Students must pay a \$25 supply fee when registering for this course.

Distribution: (0-9-3). Prerequisite: HIMT 1200 with a grade of C or higher, HIMT 1250 with a grade of C or higher.

Corequisite: HIMT 2400. Offered: Offered every semester.

**HIST - History****HIST 1111 - World History I (3)**

This course emphasizes the study of intellectual, cultural, scientific, political, and social contributions to 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and learning support courses with a grade of C\* or higher. Offered: Offered Fall.

**HIST 1112 - World History II (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

**HIST 2111 - U.S. History I (3)**

This course emphasizes the study of U.S. history to 1877, including the Civil War and reconstruction. 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and learning support courses with a grade of C\* or higher. Offered: Offered Fall and Spring.

**HIST 2112 - U.S. History II (3)**

This course 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 students to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950s; the 1960s and 1970s; and America since 1980.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

**HRTM-Hotel-Restaurant-and-Tourism-Management****HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (3)**

This course provides students with an overview of occupations in the hospitality industry. Instructors emphasize the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include the 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

### **HRTM 1110 - Travel Industry and Travel Geography (3)**

This course introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of travel options (international, national, state, major cities, and their points of interest) to the customer. Instructors place emphasis 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 and other transportation modes; hotels and resorts; individual travel needs; travel and tourism careers; miscellaneous services; geographical and physical aspects of the Americas, Greenland, Europe, the Middle East, Africa, the Far East, Australia, New Zealand, and the Pacific Islands; and travel regulations and documents needed to travel internationally.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### **HRTM 1120 - Tour and Cruise Management (3)**

This course provides students with an orientation to the duties and responsibilities of tour operators 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. Instructors place emphasis on the operator's role in planning and conducting tours and cruises, as well as accessing data bases and identifying options which satisfy customers' needs. Topics include planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities. It also covers the ship, living quarters, amenities, shipboard activities, and marketing and selling of cruises. Instructors also cover agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Summer.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Summer.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

### **HRTM 1160 - Food and Beverage Management (3)**

This course provides students with a study of food and beverage operations and management. Instructors place emphasis 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; and restaurant operations and management.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**HRTM 1201 - Hospitality Marketing (3)**

This course introduces students to marketing techniques associated with hotel, restaurant, and tourism fields with an emphasis on identifying and satisfying the needs of customers. Topics include an introduction to marketing, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales, and advertising. Because of the constant change in the marketing strategies used in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**HRTM 1210 - Hospitality Law (3)**

This course introduces students to the local, state, federal, and international laws that govern the hospitality industry. Instructors place emphasis 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**HRTM 1220 - Supervision and Leadership in the Hospitality Industry (3)**

This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**HRTM 1230 - Internship (3)**

This course introduces students to the application and reinforcement of hotel, restaurant, and tourism operational principles in an actual job placement. Students become 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, and tourism management techniques; and professional development. The occupation-based instruction includes written individualized training plans, written performance evaluations, and a required weekly report.

Distribution: (0-9-3). Prerequisite: HRTM 1100, permission of department. Offered: Offered every semester.

**HUMN - Humanities****HUMN 1101 - Introduction to Humanities (3)**

This course explores the philosophic and artistic heritage of humanity as expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Offered: Offered every semester.

**IDFC - Industrial Fundamentals****IDFC 1007 - Industrial Safety Procedures (2)**

This course provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include an introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Distribution: (1-2-2). Prerequisite: Provisional Admission. Offered: Offered Fall.

### **IDFC 1011 - Direct Current I (3)**

This course introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-2-3). Offered: Offered Fall.

## **IDSY - Industrial Systems Technology**

### **IDSY 1005 - Introduction to Mechatronics (6)**

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

Distribution: (4-6-6). Prerequisite: Program admission. Offered: Fall.

### **IDSY 1100 - Basic Circuit Analysis (5)**

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include electrical laws and principles; magnetism; series, parallel, and simple combination circuits; inductance and capacitance; diodes and amplifiers; and semiconductor fundamentals.

Distribution: (3-6-5). Prerequisite: Prerequisite/Corequisite: MATH 1012 or MATH 1013. Offered: Offered every semester.

### **IDSY 1110 - Industrial Motor Controls I (5)**

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls; theories and applications of single- and three-phase motors; wiring motor control circuits' and magnetic starters and braking. Topics include motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC, and preventative maintenance and troubleshooting.

Distribution: (3-6-5). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

### **IDSY 1120 - Basic Industrial PLCs (6)**

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for programmable logic controllers (PLCs). Instructors place emphasis on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Distribution: (3-8-6). Prerequisite: Prerequisite/Corequisite: IDSY 1110. Offered: Offered Fall and Spring.

### **IDSY 1130 - Industrial Wiring (4)**

This course covers 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. Students must pay a \$10 supply fee when registering for this course.

Distribution: (2-6-4). Prerequisite: Prerequisite/Corequisite: IDSY 1100. Offered: Offered Fall and Spring.

### **IDSY 1170 - Industrial Mechanics (6)**

This course introduces and emphasizes the basic skills necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment. It also covers the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

Distribution: (3-8-6). Prerequisite: Provisional admission. Offered: Offered Fall.

### **IDSY 1190 - Fluid Power and Piping Systems (6)**

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Instructors also discuss theory and practical application concepts. Topics include hydraulic system principles and components; pneumatic system principles and components; and the installation, maintenance, and troubleshooting of pump and piping systems.

Distribution: (3-8-6). Prerequisite: Provisional admission. Offered: Offered Spring.

### **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. Instructors place emphasis on circuit sequencing; switching; and installation, maintenance, and troubleshooting techniques. Students must pay a \$10 supply fee when registering for this course.

Distribution: (3-6-5). Prerequisite: Prerequisite/Corequisite: IDSY 1110. Offered: Offered Fall.

### **IDSY 1220 - Intermediate Industrial PLCs (6)**

This course provides for the hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, an introduction to HMI, analog control, and troubleshooting discrete IO devices.

Distribution: (3-8-6). Prerequisite: Prerequisite/Corequisite: IDSY 1120. Offered: Offered Fall and Spring.

### **IDSY 1230 - Industrial Instrumentation (6)**

This course 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.

Distribution: (4-6-6). Prerequisite: Provisional admission. Offered: Offered Spring.

## **INDS - Interior Design**

### **INDS 1100 - Interior Design Fundamentals (4)**

This course emphasizes the fundamentals of interior design. Topics include the design process, interior space planning concepts, the principles and elements of design, furniture arrangements and traffic patterns, special needs, an introduction to green design, and career exploration.

Distribution: (3-2-4). Prerequisite: Provisional admission. Offered: Offered Fall.

### **INDS 1115 - Technical Drawing for Interior Designers (4)**

This course provides students with opportunities to become familiar in reading and interpreting construction drawings and graphic standards. It also introduces the application of drawing techniques used in interior design. Topics include production methods, the role of working drawings, dimensioning practices, drawing representation methods, print reading, schedules and specifications, the alphabet of lines, architectural style, geometric shapes, floor plan layouts, interior elevations, and interior pictorials.

Distribution: (1-9-4). Prerequisite: Provisional admission. Offered: Offered Fall.

### **INDS 1120 - Codes and Building Systems for Interiors (3)**

This course provides students with opportunities to become familiar with interior construction and service systems for interiors. Topics include interior and exterior construction systems, building materials, construction documents, codes, sustainable building techniques, and coordination with generalists and installers.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Summer.

### **INDS 1125 - Lighting Technologies for Interiors (2)**

This course provides a basic knowledge of vision as affected by light, color, texture, and form. It introduces the basic principles of lighting design, including criteria, calculations, planning, and layout. Topics include lighting technology, lighting analysis, residential and contract lighting, lighting design, and lighting applications.

Distribution: (1-2-2). Prerequisite: INDS 1115. Offered: Offered Fall.

### **INDS 1130 - Materials and Resources (4)**

This course emphasizes the background knowledge necessary for the selection of interior finishes for walls, floors (textile and non-textile), ceilings, and other non-textile components needed in interior environments. Topics include selection criteria and resourcing for interiors, as well as documentation, specification, and code compliance for finish applications.

Distribution: (4-0-4). Prerequisite: Provisional admission. Offered: Offered Summer.

**INDS 1135 - Textiles for Interiors (3)**

This course emphasizes the background knowledge necessary for the selection of natural and man-made textile finishes and materials needed in interior environments. Topics include selection and resourcing for interiors, as well as documentation and specification for selected textiles in design applications.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

**INDS 1145 - CAD Fundamentals for Interior Design (3)**

This course introduces basic computer language and applications of computers to the field of interior design. Topics include an introduction to CAD commands and applications, techniques of setting up a drawing, use of layering, and execution of commands.

Distribution: (0-7-3). Prerequisite: INDS 1115. Offered: Offered Spring.

**INDS 1150 - History of Interiors and Architecture I (4)**

This course places emphasis on the historical foundations of furniture and architecture from the Ancient through the Renaissance. Topics include historical architectural and furniture concepts, classical orders, furniture and architectural terminology, furniture and architectural construction and materials, and historic design development.

Distribution: (4-0-4). Prerequisite: Provisional admission. Offered: Offered Fall.

**INDS 1155 - History of Interiors and Architecture II (4)**

This course places emphasis on the historical foundations of furniture and architecture from the Baroque to the present. Topics include historical architectural and furniture concepts, furniture and architectural terminology, furniture and architectural construction and materials, and historic design development.

Distribution: (4-0-4). Prerequisite: Provisional admission. Offered: Offered Spring.

**INDS 1160 - Interiors Seminar (3)**

This course emphasizes professional development through career resources and artistic exploration. Topics include informational interviewing, networking, cultural development, and artistic exploration.

Distribution: (1-4-3). Prerequisite: INDS 2230. Offered: Offered Spring.

**INDS 1170 - Interiors Internship (3)**

This course provides students with an in-depth application and reinforcement of interiors and employability principles in an actual job setting. This internship allows students to become involved in intensive on-the-job interiors applications that require full-time concentration, practice, and follow through. Students are evaluated through the use of written performance evaluations. Topics include the application of interiors principles, problem solving, adaptability to the job setting, the use of proper interpersonal skills, the development of constructive work habits and appropriate work ethics with consideration of factors such as confidentiality, and concentrated development of productivity and quality job performance through practice.

Distribution: (0-9-3). Prerequisite: INDS 2230. Offered: Offered Spring.

**INDS 1175 - Kitchen and Bath Internship (4)**

This course provides students with an in-depth application and reinforcement of kitchen and bath employability principles through working in an industry position approved by the instructor. This internship allows students to become involved in intensive kitchen and/or bath industry experience that requires full-time concentration, practice, and follow through. The kitchen and bath internship is implemented through the use of an online orientation, written performance evaluations, and mentor/sponsor site activities.

Distribution: (0-12-4). Prerequisite: INDS 2515. Offered: Offered Spring.

**INDS 2210 - Design Studio I (3)**

This course introduces current generation technology for use in design presentations. Topics include technological communications used within the design profession.

Distribution: (0-6-3). Prerequisite: INDS 1100, INDS 1115. Offered: Offered Spring.

**INDS 2215 - Design Studio II (3)**

This course provides students with long- and short-term projects, which address real-life design situations and requires competence in solving design problems. This course emphasizes problems associated with residential design. Topics include the application of the principles and elements of design, space planning, materials selections, graphic presentation, project documentation and delivery, and client presentation techniques.

Distribution: (1-5-3). Prerequisite: INDS 2210. Offered: Offered Summer.

**INDS 2230 - Design Studio III (3)**

This course provides students with long- and short-term projects which address real-life design situations. Students begin to develop their competencies in solving residential and commercial design problems. This course continues the studio experiences of INDS 2215. Topics include the application of the principles and elements of design, space planning, materials selection, graphic presentation, project documentation and implementation, and client presentation techniques.

Distribution: (1-6-3). Prerequisite: INDS 2215. Offered: Offered Fall.

**INDS 2240 - Business Practices for Design Professionals (5)**

This capstone class requires students to utilize all skills, knowledge, and techniques required for successful business practices in the design industry. Topics include professional skills development, business development strategies, establishing successful client relationships, resources and service providers, and a portfolio exhibit.

Distribution: (3-5-5). Prerequisite: INDS 2230. Offered: Offered Spring.

**INDS 2500 - Basic Residential Kitchen and Bath Design (4)**

This course provides students with the opportunity to learn the special considerations necessary to design and plan kitchens and baths. Topics include the study of the basic principles of kitchen and bath design and planning, proper function and layout, universal design, accurate measuring techniques, appliances, plumbing, and cabinet principles.

Distribution: (3-2-4). Prerequisite: Provisional admission. Offered: Offered Fall.

**INDS 2505 - Advanced Kitchen and Bath Design (4)**

This course provides students with advanced knowledge in the design of kitchens and baths. This course will also include the study and application of the National Kitchen and Bath Association's Guidelines of Planning Standards and Safety Criteria for residential kitchens and bathrooms, including universal design concepts. Topics include the use of building codes, safety criteria, universal and accessibility criteria, theme and historical design, and ergonomics.

Distribution: (3-2-4). Prerequisite: INDS 1115, INDS 1120, INDS 2500. Offered: Offered Spring.

**INDS 2510 - Kitchen and Bath Solutions through Technology (4)**

This course provides the advanced skills necessary to design and present kitchen and bath solutions through the use of current industry software applications. Project designs will be done completely on computers.

Distribution: (0-10-4). Prerequisite: INDS 2505. Offered: Offered Summer.

**INDS 2515 - Kitchen and Bath Studio (4)**

This course develops advanced skills necessary to design kitchen and bath solutions using the NKBA standards and guidelines where applicable. Projects will include the complete documentation, specification, and job estimates needed to implement the design.

Distribution: (1-9-4). Prerequisite: INDS 2510. Offered: Offered Fall.

**MAST - Medical Assisting****MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)**

This course introduces the basic concept of medical assisting and its relationship to the other health fields. It emphasizes medical ethics, the legal aspects of medicine, and the medical assistant's role as an agent of the physician. This course provides students with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include an introduction to medical assisting; an introduction to medical law; physician, patient, and medical assistant relationships; medical offices in litigation; and ethics, bioethical issues, and HIPAA.



Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Spring and Summer.

**MAST 1030 - Pharmacology in the Medical Office (4)**

This course introduces medication therapy with an emphasis on safety; the classification of medications; their actions; side effects; and medication and food interactions and adverse reactions. This course also introduces the basic methods of arithmetic used in the administration of medications. Topics include an introductory pharmacology, dosage calculations, sources and forms of medications, medication classifications, and medication effects on the body systems.

Distribution: (4-0-4). Prerequisite: Program admission. Corequisite: MAST 1080. Offered: Offered Fall and Spring.

**MAST 1060 - Medical Office Procedures (4)**

This course emphasizes the 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.

Distribution: (3-2-4). Prerequisite: Program admission. Corequisite: BUSN 1100. Offered: Offered Fall and Spring.

**MAST 1080 - Medical Assisting Skills I (4)**

This course introduces the skills necessary to assist the physician with a complete history and physical in all types of medical practices. The course includes the skills necessary for sterilizing instruments and equipment and for setting up sterile trays. Students also explore the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines; preparing patients and assisting physician with age and gender-specific examinations and diagnostic procedures; taking vital signs/mensuration; medical office surgical procedures; and electrocardiography. Students must pay a \$15 supply fee when registering for this course.

Distribution: (1-8-4). Prerequisite: Permission of department. Corequisite: MAST 1030. Offered: Offered Fall and Spring.

**MAST 1090 - Medical Assisting Skills II (4)**

This course furthers student knowledge of the more complex activities in a physician's office. Topics include the collection and examination of specimens; CLIA regulations and risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing; the administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; the principles of IV administration; rehabilitative therapy procedures; the principles of radiology safety; and maintenance of medication and immunization records. Students must pay a \$15 supply fee when registering for this course.

Distribution: (1-8-4). Prerequisite: Program admission, MAST 1030, MAST 1080, permission of department. Offered: Offered Summer and Spring.

**MAST 1100 - Medical Insurance Management (2)**

This course emphasizes the essential skills required for the medical practice. Topics include managed care, reimbursement, and coding.

Distribution: (1-3-2). Prerequisite: Program admission. Corequisite: BUSN 1100. Offered: Offered Fall and Spring.

**MAST 1110 - Administrative Practice Management (3)**

This course emphasizes the essential skills required for the medical practice in the areas of computers and medical transcription. Topics include electronic health records, the application of computer skills, integration of medical terminology, accounting procedures, and application of software.

Distribution: (1-5-3). Prerequisite: Program admission. Corequisite: BUSN 1440. Offered: Offered Summer and Spring.

**MAST 1120 - Human Pathological Conditions in the Medical Office (3)**

This course provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted, including a description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include an introduction to disease and diseases of body systems.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Summer and Spring.

**MAST 1170 - Medical Assisting Externship (6)**

This course provides students with an opportunity for an in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows students to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include the application of classroom knowledge and skills and functioning in the work environment.

Distribution: (0-18-6). Prerequisite: Permission of department. Corequisite: MAST 1180. Offered: Offered every semester.

**MAST 1180 - Medical Assisting Seminar (3)**

This seminar focuses on job preparation and maintenance skills and provides students with a review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letters and telephone calls, letters of resignation, and a review of program competencies for employment and certification.

Distribution: (3-0-3). Prerequisite: Permission of department. Corequisite: MAST 1170. Offered: Offered every semester.

**MATH - Mathematics****MATH 0097 - Math II (3)**

This course emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratios and proportions, measurement, geometry, and application problems. Students must pay a \$70 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Placement by diagnostic testing. Offered: Offered every semester.

**MATH 0098 - Elementary Algebra (3)**

This course emphasizes basic algebra skills. Topics include an introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring. Students must pay a \$70 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: MATH 0097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered every semester.

**MATH 0099 - Intermediate Algebra (3)**

This course emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope and applications, systems of equations, radical expressions and equations, and quadratic equations. Students must pay a \$70 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: MATH 0098 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered every semester.

**MATH 1011 - Business Mathematics (3)**

This course emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills; mathematical skills in business-related problem solving; and mathematical information for documents, graphs, and mathematical problems.

Distribution: (3-0-3). Prerequisite: MATH 0097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered Fall on the Athens Campus and Spring on the Elbert County Campus.

**MATH 1012 - Foundations of Mathematics (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: MATH 0097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered every semester.

**MATH 1013 - Algebraic Concepts (3)**

This course emphasizes the concepts and operations that are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Distribution: (3-0-3). Prerequisite: MATH 0098 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered Fall and Spring.

### **MATH 1015 - Geometry and Trigonometry (3)**

This course emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Distribution: (3-0-3). Prerequisite: MATH 1013 with a grade of C or higher. Offered: Offered Spring.

### **MATH 1017 - Trigonometry (3)**

### **MATH 1100 - Quantitative Skills and Reasoning (3)**

This course emphasizes algebra, statistics, and the 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.

Distribution: (3-0-3). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with a grade of C\* or higher. Offered: Offered as needed.

### **MATH 1101 - Mathematical Modeling (3)**

This course emphasizes functions using real-world applications as models. Topics include the fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and additional topics in algebra.

Distribution: (3-0-3). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **MATH 1111 - College Algebra (3)**

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, and analytic geometry.

Distribution: (3-0-3). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **MATH 1112 - College Trigonometry (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: MATH 1111 with a grade of C or higher. Offered: Offered as needed.

### **MATH 1113 - Precalculus (3)**

This course 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, as well as exponential growth and decay.

Distribution: (3-0-3). Prerequisite: MATH 1111 with a grade of C or higher. Offered: Offered Every semester.

### **MATH 1127 - Introduction to Statistics (3)**

This course emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.

Distribution: (3-0-3). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **MATH 1131 - Calculus I (4)**

This course includes the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Students will study algebraic, trigonometric, exponential, and logarithmic functions.

Distribution: (3-1-4). Prerequisite: MATH 1113 with a grade of C or higher. Offered: Offered: TBD.

**MATH 1132 - Calculus II (4)**

This course includes the study of techniques of integration, the application of the definite integral, and an introduction to differential equations, polar graphs, and power series.

Distribution: (3-1-4). Prerequisite: MATH 1131 with a grade of C or higher. Offered: Offered: TBD.

**MCHT - Machine Tool Technology****MCHT 1011 - Introduction to Machine Tool (4)**

This course 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, parts layout, horizontal and vertical band saw setup and operations, drill press setup and operations, and quality control.

Distribution: (2-4-4). Prerequisite: Provisional admission. Corequisite: MATH 1012. Offered: Offered Fall and Spring.

**MCHT 1012 - Blueprint for Machine Tool (3)**

This course introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpreting blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

Distribution: (3-0-3). Prerequisite: Provisional admission. Corequisite: MATH 1012. Offered: Offered Fall and Spring.

**MCHT 1013 - Machine Tool Math (3)**

This course develops mathematical competencies as applied to machine tool technology. Instructors place emphasis on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Distribution: (2-3-3). Prerequisite: MATH 1012. Offered: Offered Fall and Spring.

**MCHT 1020 - Heat Treatment and Surface Grinding (3)**

This course introduces the properties of various metals, production methods, and the identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles, and the heat treatment of metals. This course also provides instruction in the safe setup, operations, and maintenance of surface grinders.

Distribution: (2-3-3). Prerequisite: MCHT 1120. Offered: Offered Summer.

**MCHT 1119 - Lathe Operations I (3)**

This course provides opportunities for students to develop their skills in the setup and operation of metal cutting lathes. Topics include safety, lathe parts and controls, lathe tooling and tool bit grinding, lathe calculations, and lathe setup and operations. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011. Offered: Offered Summer and Spring.

**MCHT 1120 - Mill Operations I (3)**

This course provides instruction in the setup and use of milling machines. Topics include safety, milling machines, milling machine setup, and milling machine operations. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011. Offered: Offered Summer and Fall.

**MCHT 1219 - Lathe Operations II (3)**

This course provides further instruction for students to develop their skills in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: MCHT 1119. Offered: Offered Fall and Spring.

### **MCHT 1220 - Mill Operations II (3)**

This course provides further instruction for students to develop their skills in the use of milling machines. Topics include safety, advanced milling calculation, and advanced milling machine setup and operations. Students must pay a \$30 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: MCHT 1120. Offered: Offered Fall and Spring.

### **MCHT 1510 - Machine Tool Internship (3)**

This course provides students with work experiences in an occupational environment. Topics include work skills and personnel skills development. Students will be under the supervision of the Machine Tool Technology program faculty and/or persons designed to coordinate work experience arrangements.

Distribution: (0-9-3). Prerequisite: Permission of department. Offered: Offered every semester.

### **MCHT 1520 - Industrial Machine Application (3)**

This course provides students with an opportunity to perform the creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Instructors place emphasis on bench work; lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include job planning, preparation for machining operations, and machining operations.

Distribution: (0-6-3). Prerequisite: MCHT 1219, MCHT 1220. Offered: Offered Summer.

## **MEGT - Mechanical Engineering**

### **MEGT 1010 - Manufacturing Processes (3)**

This course introduces industrial manufacturing processes for material shaping, joining, machining, and assembly. Topics include casting, shaping and molding of metals, ceramics and polymers, particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Instructors emphasize raw materials, quality, and costs of finished products. The course includes laboratory exercises that demonstrate the applications of the topics covered in the actual manufacturing processes.

Distribution: (2-1-3). Prerequisite: Program admission. Corequisite: ENGT 1000. Offered: Offered TBD.

### **MEGT 1321 - Machining and Welding (2)**

This course introduces machining and welding technology. Instructors emphasize the use and operation of selected machinery, various machining operations, selected welding processes, and precision measuring instruments. Topics include industrial safety and health practices, welding quality, the use of cutting and grinding tools, welding terms and symbols, shield metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), basic machining operations, and precision measuring instruments.

Distribution: (1-1-2). Prerequisite: Program admission. Corequisite: MEGT 1010. Offered: Offered TBD.

### **MEGT 2030 - Statics (3)**

This course introduces students to the study of forces acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading, and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions.

Distribution: (3-0-3). Prerequisite: ENGT 1000, MATH 1113. Offered: Offered as needed.

### **MEGT 2080 - Strength of Materials (4)**

This course covers the behavior of materials when subjected to different loadings and constraints. Topics include stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion, and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion, and/or shear. The course includes hands-on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals.

Distribution: (3-3-4). Prerequisite: MEGT 2030. Offered: Offered as needed.

## METR - Metrology

### **METR 1101 - Introduction to Quality Standards and ISO 9000 (3)**

This course outlines the history of national and international quality standards. This course emphasizes ISO-9000 and QS-9000 standards, costs and benefits of registration, implementation and upkeep, and registrar selection. The registrar accreditation, auditor certification, and company registration will be discussed in detail. This course also covers the AC and DC standards used in a Standards laboratory. The applications of these standards that pertain to measurements will be emphasized. Multifunction calibrators and digital multimeters will also be covered.

Distribution: (3-0-3). Prerequisite: Provisional Admission. Offered: Offered as needed.

## MGMT - Management

### **MGMT 1100 - Principles of Management (3)**

This course develops skills and behaviors necessary for the successful supervision of people and their job responsibilities. Instructors will place emphasis on real life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include understanding the manager's job and work environment; building an effective organizational culture; leading, directing, and applying authority; planning, decision-making, and problem-solving; human resource management; administrative management; and organizing and controlling.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### **MGMT 1105 - Organizational Behavior (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Summer.

### **MGMT 1120 - Introduction to Business (3 )**

This course provide students with an overview of the functions of business in the market system. Students 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.

Distribution: (3-0-3). Offered: Offered every term.

### **MGMT 1125 - Business Ethics (3)**

This course provides students with an overview of business ethics and ethical management practices with an 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 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 students as they develop their 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **MGMT 2125 - Performance Management (3)**

This course provides opportunities for students to develop their understanding of how fostering employer/employee relationships in the work setting improves work performance. It also aids students in understanding legal counseling and disciplinary techniques used in various workplace situations. Topics include the definitions of coaching, counseling, and discipline; the importance of the coaching relationship; the implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Spring.

### **MGMT 2155 - Quality Management Principles (3)**

This course introduces 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: As needed.

### **MGMT 2210 - Project Management (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Spring.

## **MKTG - Marketing**

### **MKTG 1100 - Principles of Marketing (3)**

This course emphasizes the trends and dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, the role of marketing, marketing principles, marketing strategy, and marketing career paths.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### **MKTG 1130 - Business Regulations and Compliance (3)**

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include the creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Spring and Summer.

### **MKTG 1160 - Professional Selling (3)**

This course introduces professional selling skills and processes. Topics include professional selling, product and sales knowledge, customer analysis and relations, selling process, sales presentations, and the ethics of selling.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall and Summer.

### **MKTG 1190 - Integrated Marketing Communications (3)**

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include the purposes of promotion and integrated marketing communications, principles of promotion and integrated marketing communications, budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring and Summer.

### **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. Students must pay a \$15 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **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 the 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.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

**MKTG 1370 - Consumer Behavior (3)**

This course analyzes consumer behavior and applicable marketing strategies. Topics include the Banner Title: Visual Merchandising nature of consumer behavior, influences on consumer behavior, consumer decision-making processes, the role of research in understanding consumer behavior, and marketing strategies.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

**MKTG 2000 - Global Marketing (3)**

This course introduces opportunities and international strategies employed in the global marketplace. Topics include the environment of international marketing, international marketing opportunities, international market entries, designing an international marketing strategy, and career paths in international marketing.

Distribution: (3-0-3). Prerequisite: Program admission, MKTG 1100 with a grade of C or higher. Offered: Offered Spring.

**MKTG 2010 - Small Business Management (3)**

This course introduces the competencies needed to manage a small business. Topics include the nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

**MKTG 2060 - Marketing Channels (3)**

This course emphasizes the design and management of marketing channels. Topics include the role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**MKTG 2070 - Buying and Merchandising (3)**

This course provides opportunities for students to develop the buying and merchandising skills required in retail or e-business. Topics include the principles of merchandising, inventory control, merchandise planning, assortment planning, buying merchandise, and pricing strategies.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring and Summer.

**MKTG 2080 - Regulations and Compliance in Sports (3)**

This course introduces the legal principles involved in sports. Topics include the nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**MKTG 2090 - Marketing Research (3)**

This course conveys marketing research methodology. Topics include the role of marketing research, the marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

Distribution: (3-0-3). Prerequisite: Program admission, MKTG 1100 with a grade of C or higher. Offered: Offered Spring.

**MKTG 2180 - Principles of Sports Marketing (3)**

This course applies the principles of marketing utilized in the sports industry. Topics include the 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**MKTG 2210 - Entrepreneurship (6)**

This course provides an overview of the steps needed to establish a business. Students will create a formal business. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

Distribution: (6-0-6). Prerequisite: Program admission. Offered: Offered Fall.



### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### **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.

Distribution: (3-0-3). Prerequisite: Program admission, MKTG 1100 with a grade of C or higher. Offered: Offered Spring.

## **MUSC - Music Appreciation**

### **MUSC 1101 - Music Appreciation (3)**

This course explores materials that composers use to create music, giving an overview of the history of classical music from the Medieval period through the present, as well as introducing concepts related to non-western, popular, and film music. Students will develop deep-level listening skills and study the connections between music and broader cultural movements. Assignments will include attending and reporting on concerts and written responses to assigned listenings. The ability to read music is not required for this course.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

### **MUSC 2040 - History of Popular Music (3)**

This course covers the roots and some of the branches of popular music, drawing upon a wide variety of influences and ethnicities. Course content will be drawn from such streams of American music such as jazz; country, blues, and rock; popular sacred music; folk and ethnic music; and American musical theater.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Spring.

## **NANO - Nanotechnology**

### **NANO 1100 - Introduction to Nanotechnology (4)**

This course introduces students to many of the basic concepts, techniques, and tools used in the developing field of nanotechnology. Topics include current and future innovation within this rapidly growing field, as well as instrumentation and fabrication techniques.

Distribution: (2-4-4). Prerequisite: CHEM 1211, CHEM 1211L. Offered: Offered as needed.

### **NANO 2020 - Material Science (3)**

This course introduces the fundamentals of metallurgy and engineering material science. Topics include chemical, physical and mechanical properties of materials, material limitations, metallurgy, material structures and applications, material extraction processing techniques, material treating and treatments, and material testing. Emphasis is provided on material strength, design considerations, and the effects of heat treatment, creep, and fatigue.

Distribution: (3-0-3). Prerequisite: CHEM 1211, CHEM 1211L. Offered: Offered as needed.

**NANO 2250 - Advanced Microscopy (3)**

This course will expand on basic microscopy techniques learned in other courses such as biology, microbiology, and anatomy and physiology. Topics introduce microscopy instruments and techniques used in material science and engineering, optical microscopy, scanning probe microscopy, scanning electron microscopy, and transmission electron microscopy.

Distribution: (1-4-3). Prerequisite: CHEM 1211, CHEM 1211L. Offered: Offered as needed.

**GEOG 1113 - Introduction to Landforms (3)**

This course focuses on the analysis and classification of major types of land surfaces, stressing geographic characteristics. Topics include the interpretation of relationships between landforms and other phenomena through maps, air photos, and field observations. There is world coverage with emphasis on North America.

Distribution: (3-0-3). Prerequisite: Program Admission. Offered: Offered As Needed.

**NAST - Nurse Aide****NAST 1100 - Nurse Aide Fundamentals (6)**

This course introduces students to the role and responsibilities of nurse aides. Instructors place emphasis on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes. Topics include responding to and reporting changes in the condition of residents/patients; vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting, and documenting changes in the condition of residents/patients; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long-term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills; and skills competency based on federal guidelines. Specific topics include roles and responsibilities of the nurse aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care. Students must pay a \$30 supply fee when registering for this course.

Distribution: (4-5-6). Prerequisite: Program admission, ALHS 1040 with a grade of C or higher, ALHS 1060 with a grade of C or higher, ALHS 1090 with a grade of C or higher. Offered: Offered every semester.

**PARA - Paralegal Studies****PARA 1100 - Introduction to Law and Ethics (3)**

This course 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 an introduction to areas of law and legal vocabulary. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**PARA 1105 - Legal Research and Legal Writing I (3)**

This course introduces students to the process of locating statutory, judicial, administrative, and secondary sources on both a state and federal level. Students will utilize both print and electronic research resources. This course focuses on the application and reinforcement of basic writing skills, familiarizes students with types of writing typically engaged in by lawyers and legal assistants, and prepares students for legal writing tasks. Students learn to write business letters, as well as advisory documents. Topics include legal analysis and legal correspondence and composition. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: ENGL 1101. Corequisite: PARA 1100. Offered: Offered Fall, Spring, and Summer (odd years for Summer).

**PARA 1110 - Legal Research and Legal Writing II (3)**

This course builds on the competencies acquired in PARA 1105 and continues the process of locating statutory, judicial, administrative, and secondary sources on both a state and federal level. Students will conduct a wider range of research in both print and electronic research resources. Instructors will place emphasis on the preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. Students will be presented factual scenarios in

order to research and develop a case from intake to trial utilizing these facts. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: PARA 1105. Offered: Offered Fall, Spring, and Summer (even years for Summer).

### **PARA 1115 - Family Law (3)**

This course introduces students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall, Spring, and Summer (odd years for Summer).

### **PARA 1120 - Real Estate Law (3)**

This course introduces students to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, instructors will place emphasis 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall, Spring, and Summer (even years for Summer).

### **PARA 1125 - Criminal Law and Criminal Procedure (3)**

This course introduces students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall, Spring, and Summer (even years for Summer).

### **PARA 1130 - Civil Litigation (3)**

This course emphasizes the 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: PARA 1100. Offered: Offered Fall and Spring.

### **PARA 1135 - Wills, Trusts, Probate, and Administration (3)**

This course 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### **PARA 1140 - Tort Law (3)**

This course introduces students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered every semester.

### **PARA 1145 - Law Office Management (3)**

This course introduces students to common forms of law practice. Students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered every semester.

### **PARA 1150 - Contracts, Commercial Law, and Business Organizations (3)**

This course introduces students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Spring every year and Summer of odd years.

### **PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)**

This course introduces students 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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Summer (even years).

### **PARA 1210 - Legal and Policy Issues in Healthcare (3)**

This course provides 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 healthcare financing, healthcare 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 healthcare facilities. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Summer (even years).

### **PARA 1215 - Administrative Law (3)**

This course introduces students 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, rulemaking, 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.), students are introduced to the various aspects of such representation. Students must pay a \$25 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall.

### **PARA 2210 - Paralegal Internship I (6)**

This course 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, the use of proper interpersonal skills, the application of paralegal skills in a workplace setting, and professional development. Students must pay a \$25 supply fee when registering for this course.

Distribution: (0-18-6). Prerequisite: Completion of all coursework, permission of department. Offered: Offered every semester.

### **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. Students must pay a \$25 supply fee when registering for this course.

Distribution: (0-18-6). Prerequisite: Completion of all coursework, permission of department. Offered: Offered every semester.

## **PHLT - Phlebotomy Technology**

### **PHLT 1030 - Introduction to Venipuncture (3)**

This course provides an introduction to blood collecting techniques and processing specimens. Instructors place emphasis on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include venipuncture procedures, 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. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher, ALHS 1040 with a grade of C or higher, ALHS 1090 with a grade of C or higher, COMP 1000 with a grade of C or higher, ENGL 1010 with a grade of C or higher. Offered: Offered Fall and Spring.

### **PHLT 1050 - Clinical Practice (5)**

This course provides work experiences in a clinical setting. Instructors place emphasis on enhancing students' skills in venipuncture techniques. Topics include an introduction to clinical policies and procedures and work ethics; routine collections as related to adults, pediatric patients, and newborns; and special procedures.

Distribution: (0-15-5). Prerequisite: Program admission, PHLT 1030 with a grade of C or higher. Offered: Offered Fall and Spring.

## **PHTA - Physical Therapist Assistant**

### **PHTA 1110 - Introduction to Physical Therapy (2)**

This course introduces students to the profession of physical therapy. Topics include professional responsibilities and core values; legal and ethical responsibilities in physical therapy practice; current trends in physical therapy; communication skills; cultural competency and health disparities; and research and evidence-based practice.

Distribution: (1-2-2). Prerequisite: Program admission. Offered: Offered Fall.

### **PHTA 1120 - Patient Care Skills (2)**

This course introduces students to basic patient care skills and administrative tasks in physical therapy. Topics include patient care skills; principles of teaching and learning; documentation skills; and administrative and management tasks.

Distribution: (1-3-2). Prerequisite: PHTA 1110 with a grade of C or higher. Offered: Offered Spring.

### **PHTA 1130 - Functional Anatomy and Kinesiology I (3)**

This course introduces the basic concepts of functional anatomy and the study of human movement. Topics include an overview of kinesiology and the principles of biomechanics; an examination of the neuromusculoskeletal system; a review of muscle attachments, actions, and innervations; and instruction in assessment techniques for measuring joint range of motion.

Distribution: (1-5-3). Prerequisite: PHTA 1110 with a grade of C or higher. Offered: Offered Spring.

### **PHTA 1140 - Physical Therapy Procedures I (4)**

This course introduces the principles and application techniques for various physical therapy interventions. Topics include superficial and deep thermal physical agents; athermal agents and electromagnetic radiation; therapeutic massage techniques; wound care and personal protection; and instruction in assessment techniques for sensory response.

Distribution: (2-6-4). Prerequisite: PHTA 1110 with a grade of C or higher. Offered: Offered Spring.

### **PHTA 2110 - Pathology I (4)**

This course provides a survey of injuries and diseases commonly treated by physical therapist assistants. Topics include a review of systems; an examination of musculoskeletal system disorders and diseases; an examination of general medical disorders and diseases; an examination of circulation, respiration, and ventilation; recognition and response procedures for changes in physiologic status; and an overview of pharmacology for pain, musculoskeletal, endocrine, and GI system management.

Distribution: (2-4-4). Prerequisite: PHTA 1120 with a grade of C or higher, PHTA 1130 with a grade of C or higher, PHTA 1140 with a grade of C or higher. Offered: Offered Summer.

### **PHTA 2120 - Rehabilitation I (3)**

This course provides instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include functional mobility and training; rehabilitation techniques for musculoskeletal disorders; gait training and assistive devices; home management, community, and work reintegration; and health promotion, wellness, and prevention.

Distribution: (1-6-3). Prerequisite: PHTA 1120 with a grade of C or higher, PHTA 1130 with a grade of C or higher, PHTA 1140 with a grade of C or higher. Offered: Offered Summer.

### **PHTA 2130 - Physical Therapy Procedures II (4)**

This course provides continued instruction in the principles and application techniques for various physical therapy interventions. Topics include pain theories and assessment techniques; mechanical physical agents; electrotherapeutic physical agents; and adaptive, protective, and supportive devices.

Distribution: (2-6-4). Prerequisite: PHTA 1120 with a grade of C or higher, PHTA 1130 with a grade of C or higher, PHTA 1140 with a grade of C or higher. Offered: Offered Summer.

### **PHTA 2140 - Clinical Education I (4)**

This course provides students with the opportunity to observe and practice skills learned in the classroom and laboratory at various clinical settings for physical therapy practice. Students will be supervised by a clinical instructor who is either a licensed physical therapist or licensed physical therapist assistant. Topics include the preparation of patients, treatment areas, and equipment; vital signs and sensory assessment; wound care and personal protection; transfers, body mechanics, and assistive devices; application of physical agents; goniometric measurements; therapeutic massage; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Distribution: (0-12-4). Prerequisite: PHTA 2110 with a grade of C or higher, PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher. Offered: Offered Fall.

### **PHTA 2150 - Pathology II (4)**

This course provides continued instruction on diseases and conditions commonly treated by physical therapist assistants with an emphasis on neurological conditions. Topics include a review of neuroanatomy and physiology; an examination of neurological disorders and diseases; an examination of pediatric disorders and diseases; limb deficiency disorders; and pharmacology for spinal cord injuries, traumatic brain injuries, and cardiac and pulmonary system management.

Distribution: (2-5-4). Prerequisite: PHTA 2110 with a grade of C or higher, PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher. Offered: Offered Fall.

### **PHTA 2160 - Rehabilitation II (3)**

This course provides continued instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include rehabilitation of the neurological patient; rehabilitation of the pediatric patient; cardiac rehabilitation and chest physical therapy techniques; prosthetic and orthotic training; and the assessment of arousal, attention, and cognition.

Distribution: (1-6-3). Prerequisite: PHTA 2110 with a grade of C or higher, PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher. Offered: Offered Fall.

### **PHTA 2170 - Kinesiology II (3)**

This course provides continued instruction in the study of human movement. Topics include posture and equilibrium; gait, locomotion, and balance; advanced gait training techniques; and the assessment of muscle performance.

Distribution: (1-5-3). Prerequisite: PHTA 2110 with a grade of C or higher, PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher. Offered: Offered Fall.

### **PHTA 2180 - Clinical Education II (4)**

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various healthcare facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training

techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Distribution: (0-12-4). Prerequisite: PHTA 2140 with a grade of C or higher, PHTA 2150 with a grade of C or higher, PHTA 2160 with a grade of C or higher, PHTA 2170 with a grade of C or higher. Offered: Offered Spring.

### **PHTA 2190 - Clinical Education III (7)**

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various healthcare facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Distribution: (0-21-7). Prerequisite: PHTA 2140 with a grade of C or higher, PHTA 2150 with a grade of C or higher, PHTA 2160 with a grade of C or higher, PHTA 2170 with a grade of C or higher. Offered: Offered Spring.

### **PHTA 2200 - Physical Therapist Assistant Seminar (1)**

This seminar course prepares students for entry into the field of physical therapy as physical therapist assistants. Topics include a review for the licensure examination; presentation of a case study; and overview of career development and commitment to lifelong learning.

Distribution: (0-2-1). Prerequisite: PHTA 2140 with a grade of C or higher, PHTA 2150 with a grade of C or higher, PHTA 2160 with a grade of C or higher, PHTA 2170 with a grade of C or higher. Offered: Offered Spring.

## **PHYS - Physics**

### **PHYS 1110 - Conceptual Physics (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: ENGL 1101, MATH 1101 or MATH 1111. Corequisite: PHYS 1110L. Offered: Offered every semester.

### **PHYS 1110L - Conceptual Physics Lab (1)**

This course includes selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement; vector algebra; Newtonian mechanics; fluids and thermodynamics; heat, light, and optics; mechanical waves; electricity and magnetism; and modern physics.

Distribution: (0-3-1). Prerequisite: ENGL 1101, MATH 1101 or MATH 1111. Corequisite: PHYS 1110. Offered: Offered every semester.

### **PHYS 1111 - Introductory Physics I (3)**

This course is 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, the theory of heat and heat transfer, and thermodynamics.

Distribution: (3-0-3). Prerequisite: MATH 1111. Corequisite: PHYS 1111L. Offered: Offered spring semester.

### **PHYS 1111L - Introductory Physics I Lab (1)**

This course includes selected laboratory exercises that parallel the topics introduced in PHYS 1111. The laboratory exercises 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, elastic theory, harmonic motions, the theory of heat and heat transfer, thermodynamics, wave motion, and sound.

Distribution: (0-3-1). Prerequisite: MATH 1111. Corequisite: PHYS 1111. Offered: Spring semester.

**PHYS 1112 - Introductory Physics II (3)**

This course is 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, electrical potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interface and diffraction).

Distribution: (3-0-3). Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112L.

**PHYS 1112L - Introductory Physics II Lab (1)**

This course includes selected laboratory exercises that parallel the topics introduced in PHYS 1112. The laboratory exercises include material from electricity and magnetism, geometric optics, and physical optics.

Distribution: (0-3-1). Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112.

**PNSG - Practical Nursing****PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)**

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

Distribution: (1-3-2). Prerequisite: ALHS 1011 with a grade of C or higher. Offered: Offered Spring.

**PNSG 2030 - Nursing Fundamentals (6)**

This course provides an introduction to the nursing process. Topics include nursing as a profession; ethics and law; client care, which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/bloodborne/airborne pathogens; and basic emergency care/first aid and triage. Students must pay a \$321 supply fee when registering for this course.

Distribution: (4-6-6). Prerequisite: ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2035. Offered: Offered Spring.

**PNSG 2035 - Nursing Fundamentals Clinical (2)**

This course provides an introduction to nursing practice in the clinical setting. Topics include history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions.

Distribution: (0-6-2). Prerequisite: ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2030. Offered: Offered Spring.

**PNSG 2210 - Medical Surgical Nursing I (4)**

This course focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to the cardiovascular, respiratory, and hematological, and immunological systems.

Distribution: (4-0-4). Prerequisite: ALHS 1011 with a grade of C or higher. Offered: Offered Spring.

**PNSG 2220 - Medical Surgical Nursing II (4)**

This second course in a series of four focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to the endocrine, gastrointestinal, and urinary system. Students must pay a \$321 supply fee when registering for this course.



Distribution: (4-0-4). Prerequisite: PNSG 2030 with a grade of C or higher, PNSG 2210 with a grade of C or higher. Corequisite: PNSG 2320. Offered: Offered Summer.

### **PNSG 2230 - Medical Surgical Nursing III (4)**

This third course in a series of four focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; mental health; pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to the neurological, sensory, musculoskeletal systems, and mental health.

Distribution: (4-0-4). Prerequisite: PNSG 2030 with a grade of C or higher. Corequisite: PNSG 2330. Offered: Offered Summer.

### **PNSG 2240 - Medical Surgical Nursing IV (4)**

This fourth course in a series of four courses focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole, oncology; pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to the integumentary and reproductive systems.

Distribution: (4-0-4). Prerequisite: PNSG 2030 with a grade of C or higher. Offered: Offered Fall.

### **PNSG 2250 - Maternity Nursing (3)**

This course focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, and displaying cultural competence across the life span. The course gives attention to special populations. Topics include health management and maintenance and prevention of illness; care of the individual as a whole; pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Distribution: (3-0-3). Prerequisite: PNSG 2030 with a grade of C or higher. Corequisite: PNSG 2255. Offered: Offered Fall.

### **PNSG 2255 - Maternity Nursing Clinic (1)**

This course focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, and displaying cultural competence across the life span. This course gives attention to special populations. Topics include health management and maintenance and prevention of illness; care of the individual as a whole; pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Distribution: (0-3-1). Prerequisite: PNSG 2035 with a grade of C or higher. Corequisite: PNSG 2250. Offered: Offered Fall.

### **PNSG 2310 - Medical Surgical Nursing Clinic I (2)**

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care, including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience, including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 hours of pediatric, and 37.5 hours of mental health experiences. Topics include health management and maintenance, prevention of illness, care of the individual as a whole, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, perioperative care, immunology, mental health, and oncology. Topics also include pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

Distribution: (0-6-2). Prerequisite: PNSG 2030 with a grade of C or higher, PNSG 2035 with a grade of C or higher, PNSG 2210 with a grade of C or higher. Offered: Offered Summer.

**PNSG 2320 - Medical Surgical Nursing Clinic II (2)**

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care, including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span. It gives attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience, including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 hours of pediatric, and 37.5 hours of mental health experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. Topics also include pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, reproductive systems, and mental health.

Distribution: (0-6-2). Prerequisite: PNSG 2030 with a grade of C or higher, PNSG 2035 with a grade of C or higher, PNSG 2210 with a grade of C or higher. Corequisite: PNSG 2220. Offered: Offered Summer.

**PNSG 2330 - Medical Surgical Nursing Clinic III (2)**

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care, including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span. It provides attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience, including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 hours of pediatric, and 37.5 hours of mental health experiences. Topics include health management and maintenance, prevention of illness, care of the individual as a whole, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, perioperative care, immunology, mental health, and oncology. Topics also include pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, reproductive systems, and mental health.

Distribution: (0-6-2). Prerequisite: PNSG 2030 with a grade of C or higher, PNSG 2035 with a grade of C or higher, PNSG 2210 with a grade of C or higher. Corequisite: PNSG 2230. Offered: Offered Summer.

**PNSG 2340 - Medical Surgical Nursing Clinic IV (2)**

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care, including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span. It provides attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience, including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 hours of pediatric, and 37.5 hours of mental health experiences. Topics include health management and maintenance, prevention of illness, care of the individual as a whole, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, perioperative care, immunology, mental health, and oncology. Topics also include pathological diseases, disorders, and deviations from the normal state of health; client care; treatment; pharmacology; nutrition; and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, reproductive systems, and mental health.

Distribution: (0-6-2). Prerequisite: PNSG 2030 with a grade of C or higher, PNSG 2035 with a grade of C or higher. Corequisite: PNSG 2240. Offered: Offered Fall.

**PNSG 2410 - Nursing Leadership (1)**

This course builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include the application of the nursing process, supervisory skills, client education methods, group dynamics, and conflict resolution. Students must pay a \$321 supply fee when registering for this course.

Distribution: (1-0-1). Prerequisite: PNSG 2030 with a grade of C or higher. Corequisite: PNSG 2415. Offered: Offered Fall.

### **PNSG 2415 - Nursing Leadership Clinic (2)**

This course builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market. The course focuses on practical applications. Topics include the application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Distribution: (0-6-2). Prerequisite: PNSG 2035 with a grade of C or higher. Corequisite: PNSG 2410. Offered: Offered Fall.

## **POLS - Political Science**

### **POLS 1101 - American Government (3)**

This course emphasizes the study of government and politics in the United States. The course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. It will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process. The course also studies 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C or higher. Offered: Offered every semester.

## **PSYC - Psychology**

### **PSYC 1010 - Basic Psychology (3)**

This course presents the basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. This course develops students' understanding of basic psychological principles and their application within the context of family, work, and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

Distribution: (3-0-3). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C or higher. Offered: Offered every semester.

### **PSYC 1101 - Introductory Psychology (3)**

This course introduces the major fields of contemporary psychology. Instructors place emphasis on the fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C or higher. Offered: Offered every semester.

### **PSYC 2103 - Human Development (3)**

This course emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. This course emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include theoretical perspectives and research methods, prenatal development and child-birth, stages of development from infancy through late adulthood, and death and dying.

Distribution: (3-0-3). Prerequisite: PSYC 1101. Offered: Offered every semester.

### **PSYC 2250 - Abnormal Psychology (3)**

This course emphasizes the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology, approaches to clinical assessment and diagnosis, understanding and defining classifications of psychological disorders.

Distribution: (3-0-3). Prerequisite: PSYC 1101. Offered: Offered every semester.

## RADT - Radiography

### **RADT 1010 - Introduction to Radiology (4)**

This course introduces a grouping of fundamental principles, practices, and issues common to many specializations in the healthcare profession. In addition to the essential skills, students explore various delivery systems and related issues. This course provides students with an overview of radiography and patient care. Students will receive an orientation to the radiographic profession as a whole. Instructors will place emphasis on patient care with consideration of both physical and psychological conditions. Topics include ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, an introduction to equipment, healthcare delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, or/and mobile procedures, patient preparation, death and dying, body mechanics and transportation, basic life support/CPR, infection control, standard precautions, and patient care in radiologic sciences.

Distribution: (3-2-4). Prerequisite: Program admission. Corequisite: ALHS 1090. Offered: Offered Fall.

### **RADT 1030 - Radiographic Procedures I (3)**

This course introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Instructors will place emphasis on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include an introduction to radiographic procedures; positioning terminology; positioning considerations; and procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle, and lower extremities.

Distribution: (2-3-3). Prerequisite: Program admission. Corequisite: ALHS 1090. Offered: Offered Fall.

### **RADT 1060 - Radiographic Procedures II (3)**

This course continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine, gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, and minor procedures.

Distribution: (2-3-3). Prerequisite: ALHS 1090 with a grade of C or higher, RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1320 with a grade of C or higher. Offered: Offered Spring.

### **RADT 1070 - Principles of Imaging I (6)**

The content of this course is designed to establish a basic knowledge of atomic structure and terminology. Also presented in this course are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter. It also covers factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Topics include a discussion on the importance of minimum imaging standards, a discussion of problem-solving techniques for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis.

Distribution: (5-2-6). Prerequisite: ALHS 1090 with a grade of C or higher, RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1320 with a grade of C or higher. Offered: Offered Spring.

### **RADT 1160 - Principles of Imaging II (6)**

The content of this course is designed to impart an understanding of the components, principles, and operations of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. This course provides students with a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance. The content of this course is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment and material, and procedures. Topics include imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.

Distribution: (5-2-6). Prerequisite: RADT 1200 with a grade of C or higher, RADT 2090 with a grade of C or higher, RADT 2340 with a grade of C or higher. Offered: Offered Fall.

### **RADT 1200 - Principles of Radiation Biology and Protection (3)**

This course provides instruction on the principles of cell radiation interaction. Instructors present information on the effects of radiation on cells and factors affecting cell response. They also provide instruction on acute and chronic effects of radiation. Topics include radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, an introduction to radiation biology, cell anatomy, radiation and cell interaction, and the effects of radiation.

Distribution: (3-0-3). Prerequisite: RADT 1060 with a grade of C or higher, RADT 1070 with a grade of C or higher, RADT 1330 with a grade of C or higher. Offered: Offered Summer.

### **RADT 1320 - Clinical Radiography I (4)**

This course introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include an orientation to hospital areas and procedures, mobile/surgery, radiography, and fluoroscopy. Students will participate in and/or observe procedures related to body cavities, the shoulder girdle, and upper extremities. The activities of students are under direct and indirect supervision.

Distribution: (0-12-4). Prerequisite: Program admission. Corequisite: ALHS 1090. Offered: Offered Fall.

### **RADT 1330 - Clinical Radiography II (7)**

This course continues introductory student learning experiences in the hospital setting. Topics include equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. The execution of radiographic procedures will be conducted under direct and indirect supervision.

Distribution: (0-21-7). Prerequisite: ALHS 1090 with a grade of C or higher, RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1320 with a grade of C or higher. Offered: Offered Spring.

### **RADT 2090 - Radiographic Procedures III (2)**

This course continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; and sectional anatomy of the head, neck, thorax, and abdomen.

Distribution: (1-3-2). Prerequisite: RADT 1060 with a grade of C or higher, RADT 1070 with a grade of C or higher, RADT 1330 with a grade of C or higher. Offered: Offered Summer.

### **RADT 2190 - Radiographic Pathology (2)**

The content of this course is designed to introduce students to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed. Instructors will place emphasis on the radiographic appearance of disease and the impact on exposure factor selection. Topics include fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

Distribution: (2-0-2). Prerequisite: RADT 1160 with a grade of C or higher, RADT 2350 with a grade of C or higher. Offered: Offered Spring.

### **RADT 2260 - Radiologic Technology Review (3)**

This course provides a review of basic knowledge from previous courses and helps students prepare for national certification examinations for radiographers. Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Distribution: (3-0-3). Prerequisite: RADT 1160 with a grade of C or higher, RADT 2350 with a grade of C or higher. Offered: Offered Spring.

### **RADT 2340 - Clinical Radiography III (6)**

This course provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include patient care, behavioral and social competencies, performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Distribution: (0-18-6). Prerequisite: RADT 1060 with a grade of C or higher, RADT 1070 with a grade of C or higher, RADT 1330 with a grade of C or higher. Offered: Offered Summer.

### **RADT 2350 - Clinical Radiography IV (7)**

This course provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include sterile techniques, participation in and/or observation of minor special procedures, special equipment use, genitourinary system procedures, participation in and/or observation of cranial and facial radiography, and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Distribution: (0-21-7). Prerequisite: RADT 1200 with a grade of C or higher, RADT 2090 with a grade of C or higher, RADT 2340 with a grade of C or higher. Offered: Offered Fall.

### **RADT 2360 - Clinical Radiography V (9)**

This course provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, and minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Distribution: (0-27-9). Prerequisite: RADT 1160 with a grade of C or higher, RADT 2350 with a grade of C or higher. Offered: Offered Spring.

## **READ - Reading**

### **READ 0097 - Reading II (3)**

This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills. Students must pay a \$40 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Offered: Offered every semester.

### **READ 0098 - Reading III (3)**

This course provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills. Students must pay a \$35 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: READ 0097 with a grade of C\* or higher or placement by diagnostic testing. Offered: Offered every semester.

### **READ 0099 - Accelerated Learning Program (ALP) Reading (3)**

This course provides reading and study skills support for student success in a specified core curriculum General Education course. Students develop vocabulary, comprehension, critical reading, and study skills in conjunction with course-specific reading. Students must pay a \$35 supply fee when registering for this course.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Corequisite: ARTS 1101. Offered: Offered Fall and Spring.

## **RNSG - Nursing**

### **RNSG 1910 - Foundations of Nursing (8)**

Using classroom, laboratory/simulation, and clinical experiences, this foundation course prepares students for subsequent nursing courses, professional nursing practice, and the healthcare environment. The nursing process is introduced as a framework to organize and deliver patient-centered care. Throughout the course, emphasis is placed on developing critical thinking, caring, competence, and fundamental nursing skills. Pharmacological principles are introduced and competency is achieved in dosage calculation and medication administration. Students must pay a \$250 supply fee and a \$353 ATI fee when registering for this course, but these fees are subject to change without notice.

Distribution: (4-12-8). Prerequisite: Program admission, cumulative grade point average of 2.0 or higher, good academic standing, BIOL 2113 with a grade of C or higher, BIOL 2113L with a grade of C or higher, BIOL 2114 with a grade of C or higher, BIOL 2114L with a grade of C or higher, BIOL 2117 with a grade of C or higher, BIOL 2117L with a grade of C or higher, ENGL 1101 with a grade of C or higher, MATH 1101 with a grade of C or higher, PSYC 1101 with a grade of C or better. Corequisite: PSYC 1101 with a grade of C or higher. Offered: Offered Fall.

### **RNSG 1920 - Adult Health Nursing I (7)**

Using classroom, laboratory/simulation, and clinical experiences, this course reinforces theory and fundamental nursing skills and introduces students to concepts of adult health nursing. Students use critical thinking as the basis for decisions regarding planning, intervention, and evaluation when caring for patients/clients with medical-surgical disorders. Pharmacological principles are integrated. Students must pay a \$323 ATI fee when registering for this course, but is subject to change without notice.

Distribution: (5-6-7). Prerequisite: Program admission, PSYC 1101 with a grade of C or higher, PSYC 2103 with a grade of C or higher, RNSG 1910 with a grade of C or higher,. Corequisite: PSYC 2103 with a grade of C or higher, RNSG 1930. Offered: Offered Spring.

### **RNSG 1925 - Adult Health Nursing I (7)**

Using classroom, laboratory/simulation, and clinical experiences, this course reinforces theory, fundamental nursing skills, and concepts of adult health nursing. This course also addresses professional role transition from licensed practice nurse (LPN) to associate of science nursing (ASN) student and progression to registered nurse (RN) practice. The content areas emphasized are core competencies for ASN students, overcoming fears and barriers, and a review of the nursing process differences between LPN and RN practice. Students use critical thinking as the basis for decisions regarding planning, intervention, and evaluation when caring for patients/clients with medical-surgical disorders. Pharmacological principles are integrated. Students must pay a \$155 ATI fee when registering for this course, but is subject to change without notice.

Distribution: (5-6-7). Prerequisite: Accelerated Option program admission, COMP 1000 with a grade of C or higher, PSYC 1101 with a grade of C or higher, PSYC 2103 with a grade of C or higher, RNSG 1910 with a grade of C or higher. Corequisite: PSYC 2103 with a grade of C or higher, RNSG 1935. Offered: Offered Summer.

### **RNSG 1930 - Mental Health Nursing (3)**

Using classroom, laboratory/simulation, and clinical experiences, this course focuses on the application of the nursing process to meet the needs of patients/clients experiencing psychiatric disorders or maladaptive behaviors. Emphasis is on integration of therapeutic communication and mental health assessment in the healthcare environment. Pharmacological principles are integrated.

Distribution: (2-3-3). Prerequisite: Program admission, PSYC 1101 with a grade of C or higher, PSYC 2103 with a grade of C or higher, RNSG 1910 with a grade of C or higher. Corequisite: PSYC 2103 with a grade of C or higher, RNSG 1920. Offered: Offered Spring.

### **RNSG 1935 - Mental Health Nursing (3)**

Using classroom, laboratory/simulation, and clinical experiences, this course focuses on the application of the nursing process to meet the needs of patients/clients experiencing psychiatric disorders or maladaptive behaviors. Emphasis is on integration of therapeutic communication and mental health assessment in the healthcare environment. Pharmacological principles are integrated.

Distribution: (2-3-3). Prerequisite: Accelerated Option program admission, PSYC 1101 with a grade of C or higher, PSYC 2103 with a grade of C or higher, RNSG 1910 with a grade of C or higher. Corequisite: PSYC 2103 with a grade of C or higher, RNSG 1925. Offered: Offered Summer.

### **RNSG 2910 - Adult Health Nursing II (5)**

Using classroom, laboratory/simulation, and clinical experiences, this course continues to build on previous medical-surgical content and is expanded to include higher level clinical decision making, patient/client teaching, and coordination of care in the healthcare environment. Pharmacological principles are integrated. Students must pay a \$323 ATI fee when registering for this course, but is subject to change without notice.

Distribution: (3-6-5). Prerequisite: Program admission, PSYC 2103 with a grade of C or higher, RNSG 1920 with a grade of C or higher or RNSG 1925 with a grade of C or higher, RNSG 1930 with a grade of C or higher or RNSG 1935 with a grade of C

or higher, SOCI 1101 with a grade of C or higher. Corequisite: RNSG 2920, SOCI 1101 with a grade of C or higher. Offered: Offered Fall.

### **RNSG 2920 - Maternal-Child Nursing (5)**

Using classroom, laboratory/simulation, and clinical experiences, this course focuses on childbearing women, families, and the care of infants and children. Emphasis is placed on the nursing process, critical thinking, and caring in relation to concepts of child and family development from conception through adolescence, and common, recurring pediatric illnesses. Pharmacological principles are integrated.

Distribution: (3-2-5). Prerequisite: Program admission, PSYC 2103 with a grade of C or higher, RNSG 1920 with a grade of C or higher or RNSG 1925 with a grade of C or higher, RNSG 1930 with a grade of C or higher or RNSG 1935 with a grade of C or higher, SOCI 1101 with a grade of C or higher. Corequisite: RNSG 2910, SOCI 1101 with a grade of C or higher. Offered: Offered Fall.

### **RNSG 2930 - Adult Health Nursing III/Transition to Practice (7)**

Using classroom, laboratory/simulation, and clinical and preceptor experiences, this course focuses on synthesizing conceptual knowledge and practice experiences learned in previous adult health courses, while expanding knowledge of adult health nursing with the introduction of new content. In order to facilitate transition to the role of professional nursing, the student will have the opportunity to develop independence in caring for groups of patients under the direction of faculty and a preceptor and demonstrate leadership and management competencies necessary for assuming beginning leadership and/or management positions. Pharmacological principles are integrated. Students must pay a \$323 ATI fee when registering for this course, but is subject to change without notice.

Distribution: (3-12-7). Prerequisite: Program admission, RNSG 2910 with a grade of C or higher, RNSG 2920 with a grade of C or higher, SOCI 1101 with a grade of C or higher, Humanities/Fine Arts elective with a grade of C or higher. Corequisite: Humanities/Fine Arts elective with a grade of C or higher, RNSG 2940. Offered: Offered Spring.

### **RNSG 2940 - Trends and Issues in Nursing and Healthcare (2)**

This non-clinical course assists students in developing a broader perspective in nursing by exploring current professional nursing issues. The focus is on current trends and issues, nursing education, informatics, and competencies required for licensure as a professional nurse.

Distribution: (2-0-2). Prerequisite: Program admission, RNSG 2910 with a grade of C or higher, RNSG 2920 with a grade of C or higher, SOCI 1101 with a grade of C or higher, Humanities/Fine Arts elective with a grade of C or higher. Corequisite: Humanities/Fine Arts elective with a grade of C or higher, RNSG 2930. Offered: Offered Spring.

## **SOCI - Sociology**

### **SOCI 1101 - Introduction to Sociology (3)**

This course 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

## **SOCW - Social Work Assistant**

### **SOCW 2000 - Introduction to Social Work (3)**

This course provides an introduction to the social welfare institution and the profession of social work. The course focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.



### **SOCW 2010 - Introduction to Case Management (3)**

This course presents the how-to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a client's progress through the service delivery system, to case closure and follow-up activities. This course will include information on how to access community resources; how to interpret and utilize information from other professionals; and the development of interviewing, intervention, case recording, and caseload management skills. This course will also cover legal and ethical issues in service

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **SOCW 2020 - Human Behavior and the Social Environment (3)**

This course provides an overview of multi-cultural and critical perspectives on understanding individuals, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students learn to address biopsychosocial influences on human functioning.

Distribution: (3-0-3). Prerequisite: PSYC 1010 or PSYC 1101. Offered: Offered Spring.

### **SOCW 2030 - Interviewing Techniques with Individuals (3)**

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a client's situation, and determination of the appropriate level of intervention for the change effort. Students will be expected to participate in interpersonal sharing and activities. Additional areas of study include interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Spring.

### **SOCW 2040 - Behavioral Health and Community Services (3)**

This course examines various modalities for assessing and intervening with individuals who have special needs, such as mental health disorders, addictive diseases, and development disabilities. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions.

Distribution: (3-0-3). Prerequisite: PSYC 1010 or PSYC 1101, SOCW 2020. Offered: Offered Summer.

### **SOCW 2050 - Group Work Intervention (3)**

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes an experiential approach, which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups in micro and macro practice. Students will learn about the basic issues in group work and how to design groups for and work with children, youth, and adults. Instructors will place emphasis on the exploration and application of group work theory, principles and practices of group counseling, stages of group development, group dynamics, and group leadership. The latest research, ethical guidelines, and practices in group work will be examined and applied. Students will explore the interaction between groups and systems with their external environments and learn about concepts, theories, and methods and skills relevant to group work with diverse populations. Application of group work methods with at-risk populations will also be explored.

Distribution: (3-0-3). Prerequisite: SOCW 2020, SOCW 2030, SOCW 2040. Offered: Offered Spring and Summer.

### **SOCW 2060 - Child and Adolescent Behaviors and Interventions (3)**

This course examines various modalities for assessing and intervening with children and adolescents. It focuses on biopsychosocial changes, interpersonal relationships, and the individual's ability to relate to the social environment. Topics include child maltreatment, teen parenting, delinquency, violent behavior, school dropout, suicide, substance abuse, and runaway behavior.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **SOCW 2070 - Social Policies and Programs for the Aging (3)**

This course explores the aging process and the experience of aging from a variety of perspectives, including physiological, psychological, and socio-cultural. Instructors place emphasis on understanding the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and socially. Instructors will review issues

related to the elderly, including the realities of aging on our society, issues around health and emotional well-being and aging, including life adjustments, physical health and mental problems, and changes in physical appearance. The course also includes a look into the future of aging.

Distribution: (3-0-3). Prerequisite: SOCW 2020. Offered: Offered Fall and Spring.

### **SOCW 2080 - Social Work Field Practicum I (6)**

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, including the roles of advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organizational setting, demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work Assistant program faculty and agency personnel to coordinate work experience arrangements.

Distribution: (2-12-6). Prerequisite: SOCW 2000, SOCW 2010, SOCW 2020, SOCW 2030, SOCW 2040, SOCW 2060, SOCW 2130. Offered: Offered every semester.

### **SOCW 2090 - Social Work Field Practicum II (6)**

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, including the roles of advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organizational setting, demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work Assistant program faculty and agency personnel designated to coordinate work experience arrangements.

Distribution: (2-12-6). Prerequisite: SOCW 2080. Offered: Offered every semester.

### **SOCW 2120 - Multicultural Issues (3)**

This course provides students with the knowledge and skills needed to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### **SOCW 2130 - Social Welfare and Community Services (3)**

This course provides an introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and a review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

Distribution: (2-3-3). Prerequisite: Provisional admission. Offered: Offered Spring.

## **SPCH - Speech**

### **SPCH 1101 - Public Speaking (3)**

This course introduces students 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.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with a grade of C\* or higher. Offered: Offered every semester.

## **SURG - Surgical Technology**

### **SURG 1010 - Introduction to Surgical Technology (8)**

SURG 1010 provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to participate successfully on a surgical team. Topics include an introduction to preoperative, intraoperative, and postoperative principles of surgical technology; assistant circulator role; professionalism; and health care facility information. Students must pay a \$200 supply fee when registering for this course.

Distribution: (4-10-8). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher or BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher and BIOL 2114 with a grade of C or higher and BIOL 2114L with a grade of C or higher, ALHS 1040 with a grade of C or higher, ALHS 1090 with a grade of C or higher, COMP 1000 with a grade of C or higher, ENGL 1010 with a grade of C or higher or ENGL 1101 with a grade of C or higher, MATH 1012 with a grade of C or higher or MATH 1100 with a grade of C or higher or MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. Offered: Offered Spring.

### **SURG 1020 - Principles of Surgical Technology (7)**

SURG 1020 provides for the continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include technological sciences; patient care concepts; preoperative, intraoperative, and postoperative surgical technology; and perioperative case management. Students must pay a \$100 supply fee when registering for this course.

Distribution: (5-6-7). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher or BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher and BIOL 2114 with a grade of C or higher and BIOL 2114L with a grade of C or higher, ALHS 1040 with a grade of C or higher, ALHS 1090 with a grade of C or higher, COMP 1000 with a grade of C or higher, ENGL 1010 with a grade of C or higher or ENGL 1101 with a grade of C or higher, MATH 1012 with a grade of C or higher or MATH 1100 with a grade of C or higher or MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher, PSYC 1010 with a grade of C or higher. Offered: Offered Spring.

### **SURG 1080 - Surgical Microbiology (2)**

SURG 1080 introduces the fundamentals of surgical microbiology. Topics include the cell structure, introduction to microbiology, microorganisms, process of infection, hypersensitivity, fluid movement concepts, and immunologic defense mechanisms.

Distribution: (2-0-2). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher or BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher and BIOL 2114 with a grade of C or higher and BIOL 2114L with a grade of C or higher, ALHS 1040 with a grade of C or higher, ALHS 1090 with a grade of C or higher, COMP 1000 with a grade of C or higher, ENGL 1010 with a grade of C or higher or ENGL 1101 with a grade of C or higher, MATH 1012 with a grade of C or higher or MATH 1100 with a grade of C or higher or MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. Offered: Offered Spring.

### **SURG 1100 - Surgical Pharmacology (2)**

SURG 1100 introduces the concepts of pharmacology and anesthesia. Topics include terminology, medication measurement, medications used in surgery, care and handling of medications and solutions, and anesthesia. Students must pay a \$50 supply fee when registering for this course.

Distribution: (1-2-2). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher or BIOL 2113 with a grade of C or higher and BIOL 2113L with a grade of C or higher and BIOL 2114 with a grade of C or higher and BIOL 2114L with a grade of C or higher and BIOL 2117 with a grade of C or higher, ALHS 1040 with a grade of C or higher, ALHS 1090 with a grade of C or higher, COMP 1000 with a grade of C or higher, ENGL 1010 with a grade of C or higher or ENGL 1101 with a grade of C or higher, MATH 1012 with a grade of C or higher or MATH 1100 with a grade of C or higher or MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. Offered: Offered Spring.

**SURG 1120 - Surgical Technology Clinical I (3)****SURG 1130 - Surgical Technology Clinical II (3)****SURG 2150 - Surgical Technology Clinical VI (3)****SURG 2030 - Surgical Procedures I (4)**

SURG 2030 introduces the surgical specialties to include general surgery, obstetric and gynecologic surgery, genitourinary surgery, otorhinolaryngologic surgery, and orthopedic surgery. Topics include anatomy and physiology, pathophysiology, diagnostic interventions, and the surgical procedure. Students must pay a \$25 supply fee when registering for this course.

Distribution: (4-0-4). Prerequisite: SURG 1010 with a grade of C or higher, SURG 1020 with a grade of C or higher, SURG 1080 with a grade of C or higher, SURG 1100 with a grade of C or higher. Corequisite: SURG 1010 with a grade of C or higher, SURG 1020 with a grade of C or higher, SURG 1080 with a grade of C or higher, SURG 1100 with a grade of C or higher. Offered: Offered Spring.

**SURG 2040 - Surgical Procedures II (4)**

SURG 2040 introduces the surgical specialties to include oral and maxillofacial surgery, plastic and reconstructive surgery, ophthalmic (eye) surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Topics include anatomy and physiology, pathophysiology, diagnostic intervention, and the surgical procedure. Students must pay a \$25 supply fee when registering for this course.

Distribution: (4-0-4). Prerequisite: SURG 2030 with a grade of C or higher. Offered: Offered Summer.

**SURG 2110 - Surgical Technology Clinical I (3)**

SURG 2110 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, this course introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in general surgery specialty. Twenty of the cases must be in the first scrub role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the first scrub role and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Cases that are in the observation role must be documented, but do not count towards the minimum of 120 total cases.

Distribution: (0-9-3). Prerequisite: Prerequisites/Corequisites: SURG 1010, SURG 1020, SURG 1080, SURG 1100. Offered: Offered Summer.

**SURG 2120 - Surgical Technology Clinical II (3)**

SURG 2120 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 and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in general surgery specialty. Twenty of the cases must be in the first scrub role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the first scrub role and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Cases that are in the observation role must be documented, but do not count towards the minimum of 120 total cases.

Distribution: (0-9-3). Prerequisite: SURG 1130 with a grade of C or higher, SURG 2040 with a grade of C or higher. Offered: Offered Summer.

### **SURG 2130 - Surgical Technology Clinical III (3)**

SURG 2130 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 and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in general surgery specialty. Twenty of the cases must be in the first scrub role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the first scrub role and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Cases that are in the observation role must be documented, but do not count towards the minimum of 120 total cases

Distribution: (0-9-3). Prerequisite: SURG 2040 with a grade of C or higher, SURG 2120 with a grade of C or higher. Offered: Offered Fall.

### **SURG 2140 - Surgical Technology Clinical IV (3)**

SURG 2140 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 and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in general surgery specialty. Twenty of the cases must be in the first scrub role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the first scrub role and evenly distributed between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Cases that are in the observation role must be documented, but do not count towards the minimum of 120 total cases

Distribution: (0-9-3). Prerequisite: SURG 2040 with a grade of C or higher. Offered: Offered Fall.

### **SURG 2240 - Seminar in Surgical Technology (2)**

SURG 2240 prepares students for entry into careers as surgical technologist and enables them to effectively prepare for the national certification examination. Topics include employability skills and professional preparation. Students must pay a \$230 certification exam fee when registering for this course.

Distribution: (2-0-2). Prerequisite: SURG 2040 with a grade of C or higher. Offered: Offered Fall.

## **VETT - Veterinary Technology**

### **VETT 1000 - Veterinary Medical Terminology (2)**

This course introduces the elements of medical terminology. Instructors place emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**VETT 1010 - Introduction to Veterinary Technology (1)**

This course provides an introduction to the veterinary technology occupation. Instructors place emphasis on legal, regulatory, ethical, and professional issues. Other topics include breeds, career choices, medical records, and animal identification.

Distribution: (1-0-1). Prerequisite: Program admission. Offered: Offered Fall.

**VETT 1020 - Veterinary Clinical Pathology I (3)**

This course presents an introduction to the principles and procedures utilized in the veterinary practice diagnostic laboratory. Instructors place emphasis on laboratory safety and management, as well as the technical skills in microscopy, microbiology, and parasitology. Topics include microscopy and laboratory equipment; handling of laboratory specimens, laboratory safety, and quality control; parasitology; microbiology; and necropsy. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-3-3). Prerequisite: VETT 1010 with a grade of C or higher, VETT 1060 with a grade of C or higher. Corequisite: VETT 2130. Offered: Offered Spring.

**VETT 1030 - Veterinary Clinical Procedures I (4)**

This course will provide an orientation to small and large animal patient care and technical procedures. Instructors will place emphasis on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: Program admission. Corequisite: VETT 1000, VETT 1010, VETT 1060. Offered: Offered Fall.

**VETT 1060 - Animal Anatomy and Physiology (4)**

This course provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system, and the special senses. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: Program admission. BIOL 1111 with a grade of C or higher, BIOL 1111L with a grade of C or higher. Corequisite: VETT 1000, VETT 1010. Offered: Offered Fall.

**VETT 1070 - Veterinary Diagnostic Imaging (3)**

This course introduces the knowledge required to perform radiologic procedures applicable to veterinary care. Instructors will place emphasis on the production of quality radiographs, and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include radiation safety, radiographic procedures, quality control, processing and record keeping, ultrasonography, alternate imaging, and maintenance. Students must pay a \$30 supply fee and a \$50 radiation badge fee when registering for this course.

Distribution: (2-3-3). Prerequisite: VETT 2130 with a grade of C or higher. Corequisite: VETT 1110. Offered: Offered Summer.

**VETT 1110 - Veterinary Pathology and Diseases (4)**

This course presents a study of veterinary diseases and zoonoses. Instructors place emphasis on the types of diseases and disease transmission. Topics include classification of causes of disease, responses to injury, sources and transmission of agents, common diseases, and toxicology and poisonous plants.

Distribution: (4-0-4). Prerequisite: VETT 2130 with a grade of C or higher, VETT 2160 with a grade of C or higher. Corequisite: VETT 2120. Offered: Offered Summer.

**VETT 2120 - Veterinary Clinical Pathology II (4)**

This course provides continued study in the principles and procedures for the veterinary practice diagnostic laboratory. Topics include hematology, clinical chemistry, cytology, serology, and urinalysis. Students must pay a \$30 supply fee when registering for this course.

Distribution: (2-6-4). Prerequisite: VETT 1020 with a grade of C or higher. Offered: Offered Summer.

### **VETT 2130 - Veterinary Clinical Procedures II (5)**

This course provides advanced instruction related to the care of both large and small animals. Instructors place emphasis on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry, and advanced patient care procedures. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-6-5). Prerequisite: VETT 1030 with a grade of C or higher. Corequisite: VETT 1020. Offered: Offered Spring.

### **VETT 2160 - Pharmacology for Veterinary Technicians (3)**

This course provides study in the area of veterinary drugs and medicines. Instructors place emphasis on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include general pharmacology, calculating dosages, pharmacy, and record keeping.

Distribution: (2-2-3). Prerequisite: CHEM 1211, CHEM 1211L, VETT 1000 with a grade of C or higher, VETT 1030 with a grade of C or higher, VETT 1060 with a grade of C or higher. Offered: Offered Spring.

### **VETT 2210 - Laboratory and Exotic Animals for Veterinary Technicians (4)**

This course provides an overview into the study of laboratory and exotic animals. Instructors place emphasis on the principles of animal research, maintaining human health and safety in a research environment, providing proper animal care and husbandry, nursing procedures, and euthanasia. Topics include the principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures, and euthanasia. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-3-4). Prerequisite: VETT 1070 with a grade of C or higher, VETT 1110 with a grade of C or higher, VETT 2120 with a grade of C or higher. Corequisite: VETT 2220, VETT 2230. Offered: Offered Fall.

### **VETT 2220 - Veterinary Practice Management (3)**

This course provides an introduction to veterinary facility management. Instructors place emphasis on office management and client relations.

Distribution: (3-0-3). Prerequisite: COMP 1000 with a grade of C or higher, VETT 1070 with a grade of C or higher, VETT 1110 with a grade of C or higher, VETT 2120 with a grade of C or higher. Corequisite: VETT 2210, VETT 2230. Offered: Offered Fall.

### **VETT 2230 - Veterinary Anesthesiology and Surgical Procedures (5)**

This course provides study in surgical assisting, operative care, and anesthesiology. Instructors place emphasis on assisting in surgical procedures and administering and monitoring anesthesia. Topics include surgical assisting, anesthesia, special equipment, and emergencies. Students must pay a \$30 supply fee when registering for this course.

Distribution: (3-6-5). Prerequisite: VETT 1070 with a grade of C or higher, VETT 1110 with a grade of C or higher, VETT 2120 with a grade of C or higher, VETT 2130 with a grade of C or higher. Corequisite: VETT 2210, VETT 2220. Offered: Offered Fall.

### **VETT 2300 - Veterinary Technology Clinical Internship (12)**

This course introduces students to the application of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian or a registered veterinary technician. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary referral/teaching hospitals, private veterinary hospitals and clinics, research laboratories, and other facilities supervised by a veterinarian or a credentialed veterinary technician. Topics include, but are not limited to, office and hospital procedures, client relations and communications, pharmacy and pharmacology, nursing, anesthesia, surgical nursing, laboratory procedures, and imaging. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluations, and required on-the-job training. Students must pay a \$50 radiation badge fee when registering for this course.

Distribution: (0-36-12). Prerequisite: VETT 2210 with a grade of C or higher, VETT 2220 with a grade of C or higher, VETT 2230 with a grade of C or higher. Offered: Offered Spring.

## WELD - Welding and Joining Technology

### **WELD 1000 - Introduction to Welding Technology (3)**

This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-1-3). Prerequisite: Provisional admissions. Offered: Offered Fall.

### **WELD 1010 - Oxyfuel Cutting (3)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-1-3). Corequisite: WELD 1000. Offered: Offered Fall.

### **WELD 1030 - Blueprint Reading for Welding Technology (3)**

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Instructors place emphasis on identifying types of welds and the associated abbreviations and symbols. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-1-3). Corequisite: WELD 1000. Offered: Offered Fall.

### **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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-1-4). Corequisite: WELD 1010. Offered: Offered: Fall.

### **WELD 1050 - Horizontal Shielded Metal Arc Welding (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-1-4). Corequisite: WELD 1040. Offered: Offered Spring.

### **WELD 1060 - Vertical Shielded Metal Arc Welding (4)**

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualifications 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-5-4). Corequisite: WELD 1040, WELD 1050. Offered: Offered TBD.

### **WELD 1070 - Overhead Shielded Metal Arc Welding (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-5-4). Corequisite: WELD 1060. Offered: Offered TBD.



### **WELD 1090 - Gas Metal Arc Welding (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-5-4). Corequisite: WELD 1000. Offered: Offered TBD.

### **WELD 1110 - Gas Tungsten Arc Welding (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-5-4). Corequisite: WELD 1000. Offered: Offered TBD.

### **WELD 1120 - Preparation for Industrial Qualifications (3)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: WELD 1040, WELD 1070, WELD 1090, WELD 1110. Offered: Offered TBD.

### **WELD 1150 - Advanced Gas Tungsten Arc Welding (3)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Prerequisite: WELD 1000. Offered: Offered TBD.

### **WELD 1151 - Fabrication Processes (3)**

This course presents practices common in the welding and metal fabrication industry. Topics include metal fabrication safety and health practices and metal fabrication procedures. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: WELD 1030. Offered: Offered TBD.

### **WELD 1152 - Pipe Welding (3)**

This course 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). Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-6-3). Prerequisite: Program admission. Offered: Offered TBD.

### **WELD 1153 - Flux Cored Arc Welding (4)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-5-4). Prerequisite: WELD 1000. Offered: Offered TBD.

**WELD 1154 - Plasma Cutting (3)**

This course 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 operations, and plasma cutting techniques. Students must pay a \$20 supply fee when registering for this course.

Distribution: (2-3-3). Prerequisite: WELD 1000. Offered: Offered TBD.

**WELD 1156 - Ornamental Iron Works (3)**

This course 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. Students must pay a \$20 supply fee when registering for this course.

Distribution: (1-5-3). Offered: Offered TBD.

## ACADEMIC CALENDAR

**2013 - 2014 Academic Year**

	<b>Fall Semester 2013</b>	<b>Spring Semester 2014</b>	<b>Summer Semester 2014</b>
<b>Admissions</b>			
Early application deadline	July 1	November 1	April 1
Program change deadline	July 1	October 1	February 1
<b>Classes</b>			
First day of classes	August 26	January 6	May 19
Midpoint of term	October 15	February 25	June 4(Five-Week Term) June 16 (Eight-Week Term) June 24 (Ten-Week Term)
Last day of classes	December 10	April 22	June 24(Five-Week Term) July 22 (Eight-Week Term) August 5 (Ten-Week Term)
<b>Final Examinations</b>			
See exam schedule at <a href="http://www.athenstech.edu">www.athenstech.edu</a>	December 12-14December 16-18	April 24-26 April 28-30	June 25 (Five-Week Term) July 23-24 (Eight-Week Term) August 7-8 (Ten-Week Term)
<b>Financial Aid</b>			
Applicaton deadline	July 1	November 1	March 1
<b>Grades</b>			
No Show reporting deadline	TBA	TBA	TBA
Last day to withdraw from classes and receive a grade of W	October 15	February 25	June 4(Five-Week Term) June 16 (Eight-Week Term) June 24 (Ten-Week Term)
First day for faculty to assign grades of WP or	October 16	February 26	June 5(Five-Week Term)

WF when students  
withdraw from classes

June 18  
(Eight-Week Term)  
June 25  
(Ten-Week Term)

## Graduation

Graduation ceremony

May 6

Last day to apply for  
graduation

March 1

## Holidays and Breaks

Classes will not meet on these  
dates

September 2(Labor Day)  
November 25-30  
(Thanksgiving Break)

January 20(Martin Luther King  
Jr. Day  
Holiday)  
March 10-15  
(Spring Break)

May 26(Memorial  
Day)  
June 30-July 4  
(Summer Break)

## Registration

Advisement days

June 18

October 1

February 18

Early Owl Registration

June 20-21

October 3-4

February 20-21

Returning student registration

July 8-26

October 21-November 8

March 3-21

New student registration for  
Walton and Greene

TBA

December 6

April 18

New student registration for  
Athens and Elbert

August 7

December 11

April 23

Late registration

August 12

December 19

May 1

Drop/Add

August 26-28

January 6-8

May 19-21

Last day to withdraw  
from classes without  
academic or financial  
penalties

August 28

January 8

May 21

Payment due dates

August 16

January 3

May 9

## 2014 - 2015 Academic Year

### Fall Semester 2014

### Spring Semester 2015

### Summer Semester 2015

## Admissions

Early application deadline

July 1

November 1

April 1

Program change deadline

July 1

October 1

February 1

## Classes

First day of classes

August 25

January 5

May 18

Midpoint of term	October 14	February 24	June 3(Five-Week Term) June 15 (Eight-Week Term) June 23 (Ten-Week Term)
Last day of classes	December 9	April 21	June 23(Five-Week Term) July 21 (Eight-Week Term) August 4 (Ten-Week Term)
Final Examinations			
See exam schedule at <a href="http://www.athenstech.edu">www.athenstech.edu</a>	December 11-13 December 15-17	April 23-25 April 27-29	June 24(Five-Week Term) July 22-23 (Eight-Week Term) August 6-7 (Ten-Week Term)
Financial Aid			
Applicaton deadline	July 1	November 1	March 1
Grades			
No Show reporting deadline	TBA	TBA	TBA
Last day to withdraw from classes and receive a grade of W	October 14	February 24	June 3(Five-Week Term) June 15 (Eight-Week Term) June 23 (Ten-Week Term)
First day for faculty to assign grades of WP or WF when students withdraw from classes	October 15	February 25	June 4(Five-Week Term) June 16 (Eight-Week Term) June 24 (Ten-Week Term)
Graduation			
Graduation ceremony		May 5	
Last day to apply for graduation		March 1	
Holidays and Breaks			
Classes will not meet on these dates	September 1(Labor Day) November 24-29	January 19(Martin Luther King Jr. Day Holiday)	May 25(Memorial Day) June 29-July 3

## ACADEMIC CALENDAR

	(Thanksgiving Break)	March 9-14 (Spring Break)	(Summer Break)
Registration			
Advisement days	June 17	September 30	February 17
Early Owl Registration	June 19-20	October 2-3	February 19-20
Returning student registration	July 7-25	October 20-November 7	March 2-20
New student registration for Walton and Greene	August 1	December 5	April 10
New student registration for Athens and Elbert	August 6	December 10	April 22
Late registration	TBA	TBA	TBA
Drop/Add	August 25-27	January 5-7	May 18-20
Last day to withdraw from classes without academic or financial penalties	August 27	January 7	May 20
Payment due dates	TBA	TBA	TBA