# CATALOG 2016-2017

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. Students should follow the catalog in effect at the time they enroll in classes for the first time. Students who do not register and take courses for two consecutive semesters 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.

# ACADEMIC CALENDAR

## 2016-2017 Academic Calendar

### 2016-2017 Academic Year

|  | Fall Semester 2016 | Spring Semester 2017 | Summer Semester 2017 |
|---|---|---|---|
| Admissions |  |  |  |
| Application deadline | July 1 | November 1 | April 1 |
| Program change deadline | July 1 | November 1 | April 1 |
| Classes |  |  |  |
| First day of classes | August 22 | January 4 | May 15 |
| Midpoint of term | October 12 | February 23 | May 31(Five-Week Term) June 12 (Eight-Week Term) June 20 (Ten-Week Term) |
| Last day of classes | December 6 | April 19 | June 20(Five-Week Term) July 18 (Eight-Week Term) August 2 (Ten-Week Term) |
| Final Examinations |  |  |  |
| See exam schedule at www.athenstech.edu | December 8-12 | April 21-25 | June 21(Five-Week Term) July 20-21 (Eight-Week Term) August 3 (Ten-Week Term) |

Financial Aid

| Application deadline | July 1 | November 1 | April 1 |
|---|---|---|---|

Grades

| No Show reporting deadline | August 31 | January 17 | May 24 |
|---|---|---|---|
| Last day to withdraw from classes and receive a grade of W | October 24 | March 15 | June 6(Five-Week Term) June 20 (Eight-Week Term) June 29 (Ten-Week Term) |
| First day for faculty to assign grades of WP or WF when students withdraw from classes | October 25 | March 16 | June 7(Five-Week Term) June 21 (Eight-Week Term) June 30 (Ten-Week Term) |

Graduation

| Graduation ceremony | | May 1 | |
|---|---|---|---|
| Last day to apply for graduation | | March 1 | |

Holidays and Breaks

| Classes will not meet on these dates | September 5(Labor Day) All Campuses Closed November 21-26 No Classes November 24-26 (Thanksgiving Break) All Campuses Closed | December 26 - January 2 Winter Break All Campuses Closed January 16 (Martin Luther King Jr. Day Holiday) All Campuses Closed March 6-11 (Spring Break) All Campuses Open | May 29(Memorial Day) All Campuses Closed July 3-7 (Summer Break) All Campuses Open July 4 All Campuses Closed |
|---|---|---|---|

Registration

| Advisement day | June 28 | September 27 | February 21 |
|---|---|---|---|
| Early Owl Registration | June 28 - July 3 | September 27-October 2 | February 21-26 |
| Returning student registration | July 11-July 29 | October 24-November 11 | March 13-31 |
| New student registration for Walton and Greene | July 29 | December 2 | April 14 |
| New student registration for Athens and Elbert | August 3 | December 7 | April 20 |
| Late registration | August 8 | December 15 | April 28 |

| | | | |
|---|---|---|---|
| Drop/Add | August 22-24 | January 4-6 | May 15-17 |
| Last day to withdraw from classes without academic of financial penalties | August 24 | January 6 | May 17 |
| Payment due dates | | | |
| | 1st: August 122nd: August 26 | 1st: December 202nd: January 9 | 1st: May 82nd: May 19 |

# 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. Our enrollment exceeds 10,000 students annually with students hailing from nearly 90 counties in Georgia, more than a dozen states throughout the United States, and over 10 different countries. Students can choose from more than 130 associate degree, diploma, and technical certificate programs offered by our Business and Education division; Life Sciences and Public Safety division; and Technology, Engineering, and Manufacturing division. As a result of our efforts to meet the needs of the community and business, the college has experienced a remarkable 133% growth in enrollment over the past 12 years. Every person at the college is committed to helping students achieve their educational and career goals.

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 many 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.

Respectfully,
Dr. Andrea Daniel

President

# ABOUT ATHENS TECHNICAL 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.

## 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.

## 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. A 7,000 square-foot facility originally contained a child development center and classroom space for the Early Childhood Care and Education program. Today, this building serves as a hub for the college to provide customized education and training for companies located in Elbert County and the surrounding region. The 3,900 square-foot auxiliary services building originally housed a bookstore and student center. Today it serves as a public safety building in which the college offers academic programs of study in Criminal Justice Technology, Emergency Medical Technician, and Fire Science Technology. 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 housed an adult education laboratory and classrooms and laboratory spaces for the plumbing program of study. It now serves as a Quick Start Training Center for the Caterpillar plant located in Athens.

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, Education, and Humanities.

Dr. Flora Tydings arrived from Central Georgia Technical College to serve as the third chief executive of Athens Technical College in August 2003. 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 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 Walton County Career Academy was also housed in this facility.

The career academy 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 Electronics Technology and Welding and Joining Technology and expand the Industrial Systems Technology program. 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 undertook an in-depth quantitative and qualitative analysis of its strengths, problem areas, and achievement gaps. This analysis provided the foundation to redesign learning support coursework and to introduce a first-semester seminar class. 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 Tech Foundation, Inc. — The Athens Tech Foundation Inc. was incorporated in January 1988 as a nonprofit organization 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 mission of the foundation is to partner with Athens Technical College and with the community to build the workforce of today and for the future. The members of the board of directors are distinguished business and civic leaders from the counties of the service area.

Athens Technical College Alumni Association — The Athens Technical College Alumni Association was established to encourage former students to continue to participate in the development of the college. The association's purpose is (a) to involve the alumni in activities and events which promote the respective missions and goals of Athens Technical College, the Athens Tech Foundation, and the Association; (b) to promote close fellowship among the alumni, faculty, staff, and students of Athens Technical College; and (c) to foster community support for Athens Technical College and the Athens Tech Foundation

by representing the high standards and traditions of the college and by articulating the college's contribution to workforce development. The Athens Technical College Alumni Association is a component of the Athens Tech Foundation.

## 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 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 associate of science degree program in Consumer Economics and the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business, Education, and Humanities: Applied Technical Management, Business Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant.

The diploma program in Dental Assisting and the associate of applied science degree program in Dental Hygiene are accredited by the 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 60611-2678. The Commission's web address is http://www.ada.org/100.aspx.

The associate of applied science degree program in Health Information Management Technology is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The associate of science degree program in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 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 (p. 89) as outlined in this publication. They may also contact the Accreditation Commission for Education in Nursing (ACEN) at the above address and telephone number.

The diploma and associate of applied science degree programs in Paramedicine are accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The addresses and telephone number is Commission on Accreditation of Allied Health Education Programs, 131 Park St. Clearwater, FL 33756, (727) 210-2350.

The associate of applied science degree program in Physical Therapist Assistant 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) 706-3254; accreditation@apta.org; 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; mail@jrcert.org; http://www.jrcert.org.

The diploma and associate of applied science degree programs in Surgical Technology are 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 associate of applied science degree program in Veterinary Technology 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* — The associate of applied science degree program in Paralegal Studies is approved by the American Bar Association (ABA).

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

The diploma program in Practical Nursing 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). Founded in 1983 as an independent, non-profit organization, the mission of NATEF is to improve the quality of automotive technician training programs nationwide at secondary and postsecondary 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.

After completing the diploma program in Medical Assisting, students are eligible to take the certification examination administered 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 Library Association
- 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
- Registered Apprenticeship-College Consortium
- Southeastern Association of Community College Research
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern Association of Community, Junior, and Technical Colleges
- Technical College Directors' Association of Georgia
- Technical College Foundation Association of Georgia

## 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.

# ADMISSIONS INFORMATION

## Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, 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 member 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) —Rebekah Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

- Title IX (Students) — Jennifer Benson, Vice President for Student Affairs, (706) 355-5124, jbenson@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-773, 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.

## Application Deadlines

To expedite the admissions process, applicants must 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

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 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.

- $25 nonrefundable application fee ($45 if submitted after the application deadline).

- Official high school or GED transcripts.

- Official college transcripts from all colleges attended in the past.

- Valid placement test scores (Accuplacer, COMPASS, ASSET, SAT, or ACT) that are less than five years old on the application deadline.

- Documentation of Lawful Presence and Residency.

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

## Application Deadlines for Selective Admission Programs

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 Life Sciences and Public Safety sections 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.

| Program | File Completion Date | Semester Program Begins |
| --- | --- | --- |
| Dental Assisting | March 1 | Summer |
| Dental Hygiene | January 1 | Fall |
| Emergency Medical Technician | June 15 | Fall |
| Medical Assisting | May 15 | Fall |
|  | October 15 | Spring |
| Nursing | February 1 | Fall |
| Nursing Bridge Program | February 1 | Fall |
| Paramedicine | June 15 | Fall |
| Phlebotomy Technician | June 1 | Fall |
|  | September 1 | Spring |
| Physical Therapist Assistant | May 21 | Fall |
| Practical Nursing | September 1 | Spring |
| Radiography | June 1 | Fall |
| Surgical Technology | July 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 the Move on When Ready program. Age requirements for certain programs may be different because of professional accreditation standards or because of applicable state or federal laws. Consult the Programs of Study section for specific age requirements for each program of study.

## General Admission Requirements

This section lists the general requirements for admission to certificate[1], 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 Programs of Study section for specific admission requirements. 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 $25 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 application deadlines are subject to an additional $20 late processing fee.

- Official[2] 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 accredited by an agency included in the list of recognized agencies of accreditation issued by the Technical College System of Georgia or a public school regulated by a school system and state department of education. Home-school students who graduate from an unaccredited home school program may follow an alternative path for admission as described in Home School Admission. 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 must receive these documents before they can process prospective students' applications for admission. On occasion, staff members may process applications for admission and then place holds on the records if transcripts from the last institution attended have been received. High school seniors must submit transcripts showing their high school enrollment when they submit their applications for admission to the college. However, high school seniors must submit official transcripts again once they graduate from high school in order to document the actual graduation date. The president of the college may waive this requirement for secondary students participating in the Move On When Ready program.

- Official[2] College Transcripts — Applicants who attended one or more colleges prior to applying for admission to Athens Technical College are required to submit official transcripts from each college they attended in the past to the Admissions Office at Athens Technical College. 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 director of registration and records can evaluate transcripts from those colleges. The 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT scores provided they took the test within five years of the application deadline for the term the seek admission to the college. Applicants seeking admission to associate degree, diploma, and certificate programs must meet minimum exam scores. SAT exams administered prior to March 1, 2016 must have a minimum of 450 in critical reading and 450 in math. SAT exams administered after March 1, 2016 must have a minimum score of 490 in math and 24 in Reading or minimum ACT scores of 16 in English, 19 in math, and 18 in 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 application deadline must take the ACCUPLACER placement examination or submit official copies of ACCUPLACER or ASSET test scores from other colleges (see ACCUPLACER Placement Examination). Applicants who have successfully completed equivalent program-level English and mathematics courses or who have earned associate degrees (or higher credentials) will not be required to submit placement test scores provided they submit official college transcripts at the same time they submit their applications for admission. International students who apply to the college must take the placement test in order to determine proficiency in reading and writing.

- 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 12 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 of four times the rate paid by Georgia residents. Applicants who hold green cards or who qualify under refugee or asylum status must submit photocopies of their resident alien cards as part of the admissions application packet. 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. 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: | If Georgia driver's licenses were issued between January 1, 2008 and one year prior to the current date: | If Georgia driver's licenses were issued less than 12 months from the current date: |
|---|---|---|
| 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: | This shows that applicants are Georgia residents and may be legally present in the United States. Additional documentation may be required. | This shows that applicants may be 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. |

- Proof of Residency for Military Personnel and Dependents — Students who are members of the Armed Services, National Guard, or Armed Forces Reserve, and their dependents may be eligible for an in-state tuition waiver provided they are stationed in Georgia and on active duty, are legal residents of Georgia and stationed out of state, or are former military service members who within 36 months of separation establish proof of their intent to make Georgia their residence (see Eligibility for In-State Tuition Waivers).

### Completing the Admissions Process

Once applicants' files are complete, the Admissions Office staff will process the admission packet and notify applicants in writing of their admission status. This letter provides information about completing new student orientation, attending an advisement day, accessing student email accounts, and registering for classes for their first semester of planned attendance. New students must bring their letter of acceptance to initial advisement and registration sessions.

- Financial Aid Application — Applicants who seek financial aid must submit the Free Application for Federal Student Aid (FAFSA) online at 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 before they can register for classes for the first semester. 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.

[1] Students who are 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 Legal Residency Requirements for details).

[2] 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.

## Home School 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 provided they obtain a GED or submit the following:

- A Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parents or legal guardians complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.

- Annual progress reports or final transcripts for the equivalent of the home-schooled students' junior and senior years. Final progress reports should include graduation dates.

- Appropriate placement test scores required of applicants' programs of study. Test scores must be less than five years old on the application deadlines for the semesters in which applicants seek admission to the college.

- Completed admission application with the nonrefundable application fee of $25.

Applicants of home schools located outside the State of Georgia who did not attend a recognized accredited program may gain consideration for admission to Athens Technical College provided they obtain a GED or submit the following:

- Annual progress reports or final transcripts for the equivalent of the home-schooled students' junior and senior years. The final progress reports should include graduation dates.

- SAT scores of 450 in critical reading and 450 in math or minimum ACT scores of 16 in English, 19 in math, and 18 in reading. Test scores must be less than five years old on the application deadlines for the semesters in which applicants seek admission to the college.

- Completed admission application with the nonrefundable application fee of $25.

## 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.

The learning support curriculum assists students with developing the basic math, reading, and language skills that are essential for academic achievement. Student must receive minimum grades of C* in their learning support courses to progress to the next courses 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.

Students who meet the minimum placement examination requirements for regular program admission may elect to take learning support courses at their own expense if they fell they need to improve their basic skills.

## 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 the section on 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 the section on 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 many programs in the Division of Life Sciences and Public Safety is competitive, applicants 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 can access the specific admission requirements for their chosen program by clicking on the following links:

- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Medical Assisting
- Nursing
- Nursing Bridge Program
- Paramedicine
- Phlebotomy Technician

- Physical Therapist Assistant

- Practical Nursing

- Radiography

- Surgical Technology

- Veterinary Technology

Students attempting to enter selective admission programs must also electronically submit an Intent to Enroll form. Applicants interested in the programs offered in the Division of Life Sciences and Public Safety 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 acceptance 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 programs of study. Enrollment in the college (but not in the program) allows students to complete any learning support classes and required general education/academic 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 programs 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 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 cumulative 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 and Academic Dismissal). Students admitted to the college on a probationary basis after being academically dismissed from their previous college must complete FSSE 1000—*First Semester Seminar* during their first semester of enrollment if they have not completed a similar course previously.

## 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 submit the following items:

- Letters of transient approval from their home institutions that indicate their academic standing and the courses approved for enrollment. If transient approval letters do not list academic standing and approved courses, applicants must also provide official transcripts from their home institutions to document that they have met the course prerequisites 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 the corequisite requirements established by the faculty.

- Completed Athens Technical College application for admission and a nonrefundable $25 application fee. (Students applying for transient status for a second or subsequent time will only pay a $15 readmission fee.)

- Financial aid transient letters from their home colleges to the Financial Aid Office at Athens Technical College (if applicable).

- Completed transient course request forms to the Admissions Office (if needed) to receive clearance for registration.

Transient students who plan to take online classes must complete the college's online learning orientation prior to registering for classes. They will register for classes using the college's online registration system (see New Student Registration)

Transient students must pay tuition and fees either online or to the cashier by the fee payment deadlines listed in the Academic Calendar). 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 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.

## Move on When Ready Admission for High School Students

Move on When Ready (MOWR) is Georgia's new dual enrollment program. It provides high school students with opportunities to earn college credit while working on their high school diplomas. This program replaces ACCEL, HOPE-Dual Enrollment, and the previous Move on When Ready program. In order to quality as MOWR participants, all private and public high schools and home study programs within Georgia operating pursuant to O.C.G.A. §20-2-690(c) must submit a MOWR High School/Home Study Program Participation Agreement.

**Eligibility Requirements**

All high school students attending public or private high schools in Georgia or home school programs operated in accordance with O.C.G.A.§20-2-690(c) can participate in Move on When Ready. There is no residence or citizenship requirement to participate in the program.

Eligible high school students may choose to pursue their high school diploma by:

- Completing required courses as listed on the Georgia Department of Education Required Course List, including two English, two math, two sciences, and two social studies courses; the associated end of course tests for each; and one health and physical education course. (These courses are normally taken during the 9th and 10th grade); and

- Enrolling at an eligible participating postsecondary institution and earning an associate degree, technical diploma, or two certificates in one specific career pathway.

Move on When Ready Students not interested in earning an associate degree, diploma, or two certificates may take any course listed on the Move on When Ready Approved Course Directory. Approved classes may include degree level or non-degree level courses in the five main academic areas (English, math, science, social studies, and foreign language), as well as electives and career, technical, and agricultural offerings. The courses students choose each term must be listed on their Move on When Ready applications and must be approved by their high schools and the postsecondary institutions they will be attending.

**Application Process**

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia should complete the Move on When Ready online application. Students attending a home study program must complete the MOWR paper application. The application has three parts:

- Students and parents complete Part A.

- High school counselors or home study instructors complete Part B.

- Postsecondary institutions complete part C.

All three sections of the application must be completed and submitted to the Georgia Student Finance Commission by the first payment due dates as specified in the 2015-2016 Academic Calendar.

In addition to completing the application process established by the Georgia Student Finance Commission, high school students must submit the following information to the high school coordinator at Athens Technical College:

- Signed application for admission and Recommendation/Agreement to Participate form.

- Official high school transcripts indicating a minimum grade point average of  2.0 on a 4.0 scale and that the student will be in the 9th through 12th grade while enrolled in the Move on When Ready program at Athens Technical College.

- Completed MOWR permission form with signatures of applicants and parents/guardians.

- Official ACCUPLACER, COMPASS, ASSET, SAT, OR ACT test scores (see ACCUPLACER Placement Examination).

- Declaration of Intent (applicable to home-schooled students only).

Applicants must gain regular admission status to participate in the Move on When Read program. Applicants whose test scores place them in learning support coursework are not eligible to participate in MOWR. After gaining admission to Athens Technical College, high school students must complete the New Student Orientation and E-Learning Orientation in order to be eligible to register for their first semester at the college.

Students who meet all eligibility requirements will receive a student-specific award amount to be applied to tuition, mandatory fees, and books; the award is paid directly to the college. Student may incur expenses for course-related fees and supplies required for a particular course. Students are responsible for tuition and fees for courses taken that are not on the MOWR Approved Course Directory and the students' MOWR applications.

Additional information on Move on When Ready is available online.

## Joint Enrollment Admission for High School Students

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.

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 in order to become 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.

## International Student Admission

Athens Technical College is approved by the Department of Homeland Security and Student and Exchange Visitor Program School Certification Branch to issue I-20 forms to citizens or permanent residents of foreign countries who wish to enroll in programs of study at the institution. Prospective students who need F or M student visas must complete the following items to gain admission to the college:

- Completed application for admission and the $25 nonrefundable application fee payable with U.S. currency, a credit card, money order, or check issued by a bank in the United States.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT text scores that are less than five years old on the application deadlines for the semester's applicants seek admission to the college (see COMPASS Placement Examination).

- Official transcripts from high school (or GED) and all colleges attended by the application deadline. All foreign transcripts must be translated and evaluated by 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.

- Documentation verifying a minimum of $18,441 U.S. dollars is available to finance the first year of education and cost-of-living expenses. Applicants or their sponsors are required to submit this documentation.

- Photocopies of the passport page that shows the full name of applicants. (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 transfer-out colleges of the need to transfer their SEVIS records. Applicants transferring from other U.S. postsecondary institutions 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.

Technical College System of Georgia policy specifies that non-citizens cannot receive in-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 must confirm that the applicant has been 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.), or Cuban-Haitian entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an eligible non-citizen.

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.

The International Students webpage includes an International Student Admission Guide and various forms needed to obtain student visas and to transfer SEVIS records from other colleges in the United States.

## 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. Students wanting to change to a health major must satisfy additional criteria not included in the General Admission Requirements section and be selected for admission to the program (see Admission Processes for Selective Admission Programs).

Students must obtain the signature of a staff member in the Financial Aid 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.

Admissions counselors 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 ACCUPLACER 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.

## Readmission

Students who do not enroll in classes for three consecutive semesters must apply for readmission to the college and pay a $15 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). The readmission fee is waived for students who are involuntarily withdrawn from the college.

Students seeking readmission must submit a Readmission Request form. 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 or to the administrative offices on the Elbert County, Greene County, and Walton County Campuses by the application deadline for the semester applicants are seeking readmission. The college will notify students in writing of their admission status and registration dates.

## Life Sciences Programs Readmission

Students who fail to progress in selective admission programs may request re-entry to the programs, although re-entry cannot be guaranteed. Reasons for failure to progress may include, but are not limited to, withdrawal from program courses, academic course failure, clinical course failure, or documented deficiencies in clinical performance. Students seeking re-entry can only retake the classes they failed during the semester the courses are offered; therefore, they should make their re-entry plans accordingly. Students may re-enter a 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 of 2.0, be in good academic standing at the college, and meet all other requirements for re-entry as specified by the Admissions Office. 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, 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 withdrawals 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 they were originally admitted to the program.

## ACCUPLACER Placement Examination

Applicants seeking admission to associate degree, diploma, and certificates programs must have met minimum EXAM scores. SAT exams administered prior to March 1, 2016 must have a minimum of 450 in critical reading and 450 in math. SAT exams administered after March 1, 2016 must have a minimum score of 490 in math and 24 in Reading or minimum ACT scores of 16 in English, 19 in math, and 18 in 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 application deadline must take the ACCUPLACER placement exam or submit official copies of ACCUPLACER or ASSET test scores from other colleges. Applicants who have successfully completed English and mathematics courses with grades of C or higher at other colleges will be exempt from the placement examination requirement if they submit official transcripts with their application for admission.

The Admissions Office admit applicants who do not achieve the minimum ACCUPLACER or ASSET scores needed for regular program admission on a provisional basis if all other requirements are met. The ACCUPLACER and ASSET scores needed to gain regular admission to each program of study offer at the college are available online.

The ACCUPLACER exam 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. ACCUPLACER measures applicants' current level of performance in reading, writing, pre-algebra, algebra, and re-calculus.

ACCUPLACER is administered throughout the semester. Upon receipt of admission applications, Admissions staff members send applicants information detailing specific instructions on how to schedule their placement exam appointments. It is the responsibility of applicants to attend and complete the exam during their scheduled appointments.

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

A variety of test preparation materials are available through the Testing Services link, the ACCUPLACER preparation link, and the Library link on the college website.

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

## ACCUPLACER Retesting Policy

Applicants admitted to the college on provisional admission status are eligible to retest once in each content area after waiting a minimum of 30 days from their original test dates. In order to retest, students must complete the following steps:

• Complete the ACCUPLACER Retest Registration form, which is available online.

• Pay a retesting fee. The fee for retesting is $15 per content area in which students wish to retest.

- Submit the completed registration form and payment no later than a minimum of 24 hours prior to the desired testing date. Applicants admitted to the college on provision admission status will be placed in the appropriate learning support courses if they do not meet regular admission status after retaking the placement exam. Placement is based on their highest placement test scores for each content area.

Applicants who fail to achieve the minimum placement examination scores in any content area will be referred to the adult education centers in their counties of residence for remediation in the appropriate content areas. Applicants may retest upon completion of remediation. Applicants who do not meet minimum placement examination scores after retesting must completed the following steps:

- Complete a minimum of 40 hours of classroom preparation in the specified content areas through their local adult education programs.

- 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 programs administer this test.

- Receive a testing report form from their local adult education programs documenting the results. This form is required to schedule subsequent retest appointments.

*High School Students:* Currently enrolled high school students who are applying for programs and courses offered through the Move on When Ready (MOWR) and Joint Enrollment programs must achieve regular admission scores on the placement examination in order to gain admission to Athens Technical College. High school applicants who do not achieve regular admission scores must improve their scores in all areas of weakness before they may be considered for admission while in high school. Currently enrolled high school students who do not achieve regular admissions scores in all basic skills areas when they test for the first time will be allowed to retest in the identified areas of weakness after waiting a minimum of 30 days after their initial testing sessions. Applicants are encouraged to engage in self-study prior to retesting in order to improve their chances of success. A variety of test preparation materials are available through the Testing Services link, the ACCUPLACER preparation link, and the Library link on the college website. High school students who are seeking admission to the MOWR and Joint Enrollment programs must meet the following requirements if they fail to achieve the minimum scores in all required areas after the initial retest:

- Wait a minimum of 30 days from their previous test date.

- Provide official documentation from their high schools verifying the successfully completed the high school classes during the semester in which the last retest was administered. Successful completion is defined as passing all courses with grades of C or higher.

Upon meeting these requirements, high school students will be eligible to retest a subsequent time each semester as long as they remain eligible for MOWR admission or joint admission to the college.

High school seniors who are not applying for MOWR or joint admission 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 the life sciences must take the National League for Nursing (NLN) pre-admission examination or the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) to be considered for admission to their desired programs of study. Tests must have been administered within five years of the application deadlines for the specific programs of study to which applicants are seeking admission. Applicants registering to retake the exams must wait a minimum of six months from their previous exam date. Applicants who commit acts of academic dishonesty while taking selective admissions examinations will be charged with violating the college's 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 1011478) at the diploma level or BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L, at the associate degree level), English (ENGL 1010 at the diploma level or ENGL 1101 535at the associate degree level), mathematics (MATH 1012) at the diploma level or MATH 1101, MATH 1103, 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 pre-admission 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.

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

- Obtain a NLN registration form 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 H-749 on or before the published deadline.

Applicants must show 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. Resources to prepare for the NLN pre-admission examination are available on the Testing Services website and on the Library website.

Applicants to the Dental Hygiene, Emergency Medical Technician, Health Information Management Technology, Phlebotomy Technician, Physical Therapist Assistant, Radiography, Surgical Technology, and Veterinary Technology programs must take the ATI TEAS 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 ATI TEAS exam, students must complete the following steps:

- Obtain an ATI TEAS registration form 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 photo identification to gain entrance to the testing session.

Resources to prepare for the NLN pre-admission examination are available on the Testing Services website and on the Library website.

# ADVISEMENT AND REGISTRATION

## Early Alert Program

The Early Alert program identifies students at risk of academic difficulty or failure between the third and seventh week of each semester. The program connects students with the student retention coordinator or the student navigator. The staff members meet with students to evaluate their progress and situation, offer support, and connect the students to on-campus resources.

## 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. 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) 357-0004 or by sending an email to advisement@athenstech.edu.

## General Registration Information

Students should check www.athenstech.edu and their @student.athenstech.edu email accounts 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:

| Sections | Campus |
| --- | --- |
| 1 through 9 | First Minimester |
| 10 through 39 | Athens |
| 40 through 49 | Elbert County |
| 50 through 59 | Walton County |
| 60 through 64 | Greene County |
| 65 through 69 | Online |
| 70 through 79 | Adult Sections with restricted enrollment offered at high schools or other off-campus locations |

80 through 89  High School

90 and above  Second Minimester

*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 also 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. 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 them to take the course. Adding classes may affect students' financial aid benefits. 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 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. Dropping classes may affect students' financial aid benefits.

*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 copy of the documents as part of their permanent records. The 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.

*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.

*Tuition/Fee Payment Deadline* — Enrollment is not complete until student's 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.

• *First Payment Deadline*: Students who register during Early Owl, returning student, new, and late registration must pay their tuition and fees in full before the first payment deadline as listed on the academic calendar. Failure to pay an instructional or technology support fees, supply fees, malpractice insurance, 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 for Financial Aid). 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.

• *Drop/Add Payment Deadline:* Students who add classes during the official Drop/Add period must pay their tuition and fees in full before the end of the fifth day of the term. Failure to pay instructional or technology support fees, supply fees, malpractice insurance, 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 for Financial Aid). Students who are administratively withdrawn from classes after the drop/add payment deadline and erroneously sit through classes during the semester will have to pay tuition and fees in full prior to receiving grades for the courses.

## New Student Orientation, Registration, and Advising Day

The Admissions Office sends acceptance letters to all newly accepted students. These letters provide information about completing new student orientation, attending an advisement day, accessing student email accounts, and registering for classes.

All newly accepted students must complete the New Student Registration online. 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 to New Student Registration their acceptance letter and a printout of the confirmation email showing they successfully completed New Student Orientation. During New Student Registration, students meet with advisors and 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 registration session.

## Returning Student Registration

Returning students register for classes during Returning Student Registration as listed on the academic calendar. Students must meet with their advisors each academic term to discuss program requirements, develop their class schedules, and receive their registration access codes. Students register for classes via the online student registration system. Directions on using registration system are available online. 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 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 are eligible to register for classes during Early Owl Registration during the dates listed on the academic calendar. 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 returning student registration period 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 new student registration 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 registration system are available online. 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.

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 on the college website.

## No-Show Policy

Instructors submit as no shows the names of students who do not attend any of the class sessions during the first week of the academic term; they submit the names to the Office of Registration and Records by the deadline identified on the academic calendar. 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 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 must report those students as no shows.

The director of registration and records removes no-show students from their classes, and instructors do not allow students to begin attending classes during the second or subsequent weeks of the academic term. The college refunds 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 from Classes policy or risk earning grades of F for the courses.

## Withdrawing From Classes

**Withdrawing before the 61 Percent Withdrawal Deadline** — Students may withdraw from courses without academic penalty during the first 61 percent of the academic term. This date is identified as the *last day to withdraw from classes and receive a grade of W* in the Grades section on the academic calendar3. Students who withdraw from classes on or before this date 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 61 percent withdrawal deadline may complete the withdrawal process through the online student registration system. Directions on how to use registration system to withdraw from classes are available on the college website.

Students can drop all but one class through the online student registration system. To drop the last remaining class, students must email their name, student identification number, and the course registration number (CRN) to registration@athenstech.edu. They must send this email from their @student.athenstech.edu email account. The Registration and Records Office will not process requests when students send the information from any other email account. Students may also complete the withdrawal process in person at the Registration and Records Office on the Athens Campus or the administrative offices on the Elbert County, Greene County, or Walton County campuses. 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. They also 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 61 Percent Withdrawal Deadline —** After the 61% withdrawal deadline, students may withdraw from classes up to the final withdrawal deadline as indicated on the academic calendar. After the 61 percent withdrawal deadline, 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 also affect students' academic standing. Students who stop attending classes without formally withdrawing from courses risk earning final grades of F. 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 61 percent withdrawal deadline must complete the following steps:

- Obtain a withdrawal form from the Registration and Records Office on the Athens Campus or the administrative offices on the Elbert County, Greene County, or Walton County campuses.

- 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 averages 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 or the administrative offices on the Elbert County, Greene County, or Walton County campuses. Withdrawal forms without instructor-assigned grades or signatures will not be processed.

- Keep copies of the forms to document the withdrawal.

Students who are physically unable to go to one the campuses may email their requests to withdraw to their instructors. The e-mail must come from students' @student.athenstech.edu email account. Instructors will email students and copy registration@athenstech.edu to assign the WP or WF.

**Final Withdrawal Deadline —** The Registration and Records Office will not accept withdrawal forms from students once final exams begin.

## Withdrawing From Online Courses

Students who are taking online classes may withdraw from classes through the online student registration system through the 61 percent withdrawal deadline as indicated on the 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 through their @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 61 percent withdrawal deadline and before the final withdrawal deadline. Instructors will notify students by email of the assigned grades. 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 From Classes. 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 for Military Duty

In the event of a military emergency, students who are in the Armed Services, the National Guard, or Armed Forces Reserve may select one of the following options:

• **Withdraw from the college for the semester** — 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.

Students withdrawing for military-related reasons must provide activation notices/notification to report for duty to the Registration and Records Office. In the event of service member relocation or an activation/report for duty hardship, student dependents of military personnel may qualify for withdrawing under this procedure. Student dependents must provide to the Registration and Records Office documentation of such military service from an appropriate military official and of dependent relationship to the serving military personnel.

# 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).

- **EXE — 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).

- **EXP — Credit by Prior Learning Assessment:** This symbol indicates that students received credit based on an evaluation of prior learning which demonstrates achievement of course competencies.

- **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 the next academic term per signed agreements. Instructors must file change of grade forms with the director of registration and records as soon as course requirements are completed. Students are responsible for contacting their instructors and for completing all course requirements per the agreements. Only in extreme circumstances will the vice president of academic affairs extend incomplete grades beyond one semester. The 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. Grades of IP are typically reserved for individualized courses or for courses such as internships and practicums. 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 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 during the first 61% of any academic term as noted in the 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 61% withdrawal deadline of the semester as noted in the 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 61% withdrawal deadline as noted in the 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.

## Grade Point Averages

**Semester Grade Point Average (GPA)** — The semester GPA is the average based on all credit courses taken during the academic term. 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 purposes.

**Cumulative Grade Point Average (CGPA)** — The CGPA reflects the total credit hours earned and determines scholastic standing of students. The CGPA is the grade point average calculated on all attempts of all academic 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. The director of registration and records recalculates the CGPA at the end of each semester.

**Graduation Grade Point Average (GGPA)** — The GGPA include only those courses required for graduation. When students take courses more than once, the highest grade earned is used in calculating the GGPA. The GGPA 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, regardless of academic standing, in order to graduate from the college.

**Grade Reports** — Grade reports are available via students' BannerWeb accounts. 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 Grade Discrepancy Policy if they wish to contest a final grade.

**Calculation of Grade Point Averages** — A grade point average is calculated by completing the following steps:

1. Multiply the credit hours of each course by the points associated with the grade earned.

2. Add the points earned for all courses.

3. 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 Discrepancy Policy

Students who receive final course grades they believe are incorrect must first address the matter with their instructors; instructors will review course grades and calculations and determine if grade changes are warranted. Absent extraordinary circumstances, this process should conclude within two weeks of the date final course grades were issued. If students are not

satisfied with the decisions of their instructors, they may request in writing for the vice president of academic affairs to review the grades assigned by instructors. They must include in their written requests brief explanations of why they believe the grades issued were incorrect. Absent extraordinary circumstances, students must file written appeals within six weeks from the date final course grades were issued. The vice president of academic affairs will examine the facts to ensure that grades were determined fairly and according to the criteria stated in the course syllabi and will communicate the results of reviews to students and instructors. The decision of the vice president of academic affairs is final.

## Academic Probation

Students on academic probation failed to earn minimum grade point averages (GPAs) of 2.0 on all academic credit work attempted for the semester. Learning support grades are not included in the calculation of semester GPAs (see Semester Grade Point Average. 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. Students placed on academic probation must attain minimum GPAs of 2.0 during their next semester of enrollment to remove themselves from probationary status. Students who fail to do so will be academically dismissed from the college. In certain circumstances, the college may dismiss students from academic programs or the college without first placing them on academic probation.

Students who transfer to Athens Technical College from other colleges where they were on academic probation at the time of their transfer will be admitted to Athens Technical College on probation. They must attain minimum GPAs during their first semester of enrollment at Athens Technical College in order to remove themselves from probationary status. Students who fail to do so will be academically dismissed from the college.

## 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 form to the Admissions Office. Upon gaining readmission to the college following a first dismissal, students must enroll in and successfully complete FSSE 1000—*First Semester Seminar* during their first semester of readmission unless they completed this course previously.

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:

• Director of admissions

• Retention coordinator

• An admissions counselor (for Athens Campus students), the coordinator of student affairs on the Elbert County Campus for students at that campus, the director of the Greene County Campus for students at that campus, or the director of the Walton County Campus for students at that campus.

The committee considers requests and renders written decisions to students via their @student.athenstech.edu email account. 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.

## 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 equivalent courses will be awarded the appropriate credit at Athens Technical College. This credit is designated as TR on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Information on the courses for which the college awards AP credit is available on the college website. Applicants must have official test scores mailed directly from the College Board to Athens Technical College. Students should direct questions to registration@athenstech.edu about credit for AP courses.

**College-Level (CLEP) Credit** — College-Level Examination Program tests are nationally recognized exams developed by the College Board that allow students to receive credit in subject areas in which they have expertise from previous experiences or studies. Exam scores must be at the 50th percentile or higher in order to receive CLEP credit. This credit is designate as TR on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Information on the courses for which the college awards CLEP credit is available on the college website. Students who wish to receive CLEP credit for these courses must register for the exams on the College Board website. They must have official test scores mailed directly from the College Board to Athens Technical College. Students should direct questions to registration@athenstech.edu about CLEP credits.

**Credit-by-Examination** — Credit-by-examination is a process that allows students who can demonstrate achievement of course competencies to receive credit for courses. 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 the examination process will apply toward graduation requirements. In addition to the CLEP process described above, students who present evidence of prior knowledge of a particular subject for which CLEP exams do not exist may receive credit by passing course-specific examinations. Appropriate evidence may include, but is not 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. This restriction applies to courses in which students earned grades of W, WP, WF, or AU. Students may not take the same test more than once. Students must obtain permission of the instructional program chairs or coordinators offering the courses before seeking credit-by-examination. The nonrefundable testing fee is 25 percent of the tuition normally charged for the courses.

Instructional departments are responsible for reporting results to the Registration and Records Office. Students who achieve letter grades of C or higher or numerical grades of 70 or higher on exams receive credit for the courses. This credit is designated as EXE on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Students should verify they received credit by checking their transcripts on BannerWeb.

To seek credit by examination, students must complete the following steps:

•   Obtain Credit by Examination Request forms for each course they plan to seek credit-by-examination.

•   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 cashier once program chairs and/or course coordinators approve students to take examinations.

•   Give the exam proctor the Credit by Examination form, testing fee receipt, and photo identification to gain admission to the testing session.

Institutional credit-by-exam credits are generally not transferable outside of Athens Technical College. Students do not have the option of attempting to earn credit by exam for FSSE 1000—*First*, the college's first-semester seminar course.

**Essential Learning/Prior Learning Assessment** — Athens Technical College recognizes that individuals can develop mastery of course competencies through non-traditional educational environments such as employment, training, professional certifications, non-credit courses, and other life experiences. The term *prior learning* is used to describe these methods of learning. The college awards credit for prior learning when the equivalency is validated by academically sound and rigorous

assessment. Credit will be awarded only for demonstrable college-level learning, not for experience. Students must demonstrate mastery of course competencies through testing or appropriate documentation such as portfolios or certifications received from professional organizations. Students who believe they have the appropriate prior learning to request credit should make an appointment to speak with the dean responsible for the course's students are seeking prior learning credit.

**Credit for High School Coursework** — High school students are eligible to receive college credit for high school coursework by demonstrating mastery of competencies in appropriate college courses. Students who achieve minimum grades of 70 in related courses at the high-school level are eligible to earn exemption credit. This credit is designated as AC on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Students must pay a $10 fee for each course in which college credit is sought. The director of registration and records will award credit up to 24 months after students graduate from high school.

**International Baccalaureate (IB) Credit** — Students who have taken appropriate high school courses determined and achieved scores of three or higher on International Baccalaureate examinations will receive credit for equivalent courses offered by the college. IB Examinations are offered by the International Baccalaureate Examination Board. Applicants must have official test scores mailed directly to Athens Technical College. This credit is designated as TR on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Students should direct questions to registration@athenstech.edu about IB credit.

**Military Credit** — Athens Technical College awards credit for courses completed at military service schools. The awarding of credit is based American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation of Educational Experiences in the Armed Services.

## Transfer Credit

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 Southern Association of Colleges and Schools Commission on Colleges.

While the 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.

The director of registration and records, instructional faculty, and division deans determine 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:

- **Accounting** — Students who have completed Accounting I and II (6 credit hours) at a University System of Georgia college will be awarded credit for ACCT 1100, ACCT 1105, and ACCT 1110 (11 credit hours) at Athens Technical College. Students who transfer these courses to the college must complete five additional credit hours of business or accounting coursework to meet their degree requirements.

- **Computer Information Systems (Computer Support Specialist and Networking Specialist)** — Appropriate faculty and administrators review course competencies and the date of completion (typically within five years) before awarding transfer credit for courses in computer science, microcomputers, or networking.

- **Credit-By-Examination Awarded at Other Colleges** — Athens Technical College does not award transfer credit for credit-by-examination tests administered at other postsecondary institutions.

- **Fine Arts and Humanities** — Students who have taken courses in art, music, and/or English literature may receive transfer credit to satisfy General Education Requirement Area IV provided the courses are comparable in scope, nature, content, and level of learning experiences to the ARTS, MUSC, and ENGL courses offered at Athens Technical College. This type of transfer credit is entered on academic transcripts as ARTS 11XX, MUSC 11XX, or ENGL 11XX. Transferability of these courses will be determined by the vice president of academic affairs in consultation with faculty on a case-by-case basis.

- **Health Information Management Technology** — Athens Technical College will award transfer credit for Health Information Management Technology (HIMT) courses taken at postsecondary institutions holding CAHIIM accreditation

provided the courses are comparable in scope, nature, content, and level of learning experiences to the HIMT courses offered at Athens Technical College.

- **Learning Support Coursework** — Learning support coursework taken at other colleges is used to determine whether students are eligible to enroll in credit-bearing coursework. Learning support coursework grades are not counted in students' earned hours or in the calculation of semester, cumulative, and graduation grade point averages.

- **Life Sciences Courses** — The director of registration and records does not automatically award transfer credit for courses specific to Life Sciences programs in Dental Assisting, Dental Hygiene, Nursing, Paramedicine, Physical Therapist Assistant, Practical Nursing, Radiography, Surgical Technology, and Veterinary Technology. The 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).

- **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 official transcripts again once they complete the *in-progress* coursework and receive final grades before college officials can determine whether to award transfer credit.

- **Paralegal Studies** — Athens Technical College will award transfer credit for Paralegal Studies (PARA) courses taken at postsecondary institutions holding American Bar Association (ABA) approval provided the courses are comparable in scope, nature, content, and level of learning experiences to the PARA courses offered at Athens Technical College.

- **Quarter System Coursework** — The director or registration and records converts credit hours for courses taken on the quarter system to semester credit 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. Students may need to complete additional coursework in order to satisfy the graduation requirements at Athens Technical College.

- **Satisfactory Academic Progress** — Grades earned for courses transferred to Athens Technical College are not included in the calculation of semester, cumulative, and graduation grade point averages. The Financial Aid Office includes grades earned for all courses taken at all postsecondary institutions when calculating HOPE scholarship grade point averages and for determining satisfactory academic progress for financial aid purposes.

- **Science Courses with Separate Labs** — Students must pass science courses and their associated lab during the same academic term at the same postsecondary institution in order to receive transfer credit at Athens Technical College.

- **Social Sciences** — Students who have taken courses in history or political science may receive transfer credit to satisfy General Education Requirement Area II provided the courses are comparable in scope, nature, content, and level of learning experience to the HIST and POLS courses offered at Athens Technical College.  This type of transfer credit is entered on academic transcripts as HIST 11XX and POLS 11XX. Transferability of these courses will be determined by the vice president of academic affairs for academic affairs in consultation with faculty on a case-by-case basis.

- **Transcript Notation of Transfer Credit** — Transfer credit is noted as TR, TRA, TRB, or TRC on academic transcripts. Transfer credit is not included in the calculation of semester, cumulative, or graduation grade point averages. The Registration and Records Office records transferred coursework on students' academic transcripts and notifies students via their @student.athenstech.edu email address when transfer credits have been posted. Students should access their student records on BannerWeb to verify the transfer credit awarded.

- **Transferable Coursework** — Students may receive transfer credit for courses taken at regionally accredited colleges and universities. Students who attended colleges that were not regionally accredited at the time of attendance may be asked to provide additional materials including course syllabi, college catalog course descriptions, and instructors' credential information before the director of registration and records can determine whether the courses are transferable. Students must have earned final grades of A+/-, B+/-, or C+/- for courses to be transferable. Course must equal or exceed to the number of semester hours established for similar courses at Athens Technical College.

- **Transferring from Other Technical Colleges in Georgia** — Courses taken under state-approved standards at other Technical College System of Georgia colleges are transferable provided the technical colleges were accredited by the Southern Association of Colleges and Schools Commission on Colleges at the time of attendance. Students who attended technical colleges that were not regionally accredited at the time of attendance may be asked to provide additional materials including course syllabi, college catalog course descriptions, and instructors' credential information before the director or registration and records can determine whether the courses are transferrable.

## Attendance Policy

Athens Technical College requires regular and punctual class attendance because research shows a strong correlation between class attendance and grades earned. The college is committed to student success and employs a retention coordinator, a student navigator, and a coordinator for special populations to assist students in addressing the many underlying issues that can result in poor 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 who stop attending class, but do not formally withdraw, may receive grades of F and face financial aid repercussions in future semesters.

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 courses; communicate the policies to students clearly via their syllabi addenda; and apply the policies fairly and consistently to all enrolled students.

Instructors are responsible for determining whether work missed may be made up; any make-up work allowed is scheduled at the discretion of instructors. Policies for make-up work are detailed syllabi addenda. The college works with students to make accommodations for the observance of religious holidays and for calls to active duty.

In the event of severe weather or other emergencies, students are expected to continue participating in learning activities via ANGEL/Blackboard, their @student.athenstech.edu email account, or other modality.  Instructors provide information on their continuation of instruction plans in their syllabi addenda.

Failure to attend class the first week may result in students being turned in as no-shows.

## 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 and associated fees. They 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). Instructors may elect to provide practice tests for audit students.

Students who wish to audit classes must receive approval from the appropriate division deans prior to registration; deans will notify instructors of audit approvals. Students must complete and sign audit forms and obtain signatures from the deans before submitting the forms to the Registration and Records Office. Students may register to audit courses on a space available basis during the late registration period. Students may not change from credit status to audit status or vice versa once the term starts. This restriction applies to the official drop/add period. The director of registration and records will not change audit grades to credit grades after students' complete courses. 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 inclement weather or other emergencies which cause short-term campus closures 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 this 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 accounts. Faculty will use their college-provided email accounts to send and receive emails from students. If email is utilized to continue instruction, content can be attached to the emails 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 of 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.

Athens Technical College requires at least one **proctored** activity in each online course. A proctored activity is a required learning event such as a midterm or final exam or presentation for which students must appear in person and present photo identification (such as a driver's license or Athens Technical College student identification card) to verify their identity. A proctored activity must be one that is accomplished on campus as specified by the instructor. In special circumstances, students may complete the proctored activity at an approved alternate site such as a college or university testing center or other educational or military settings.

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. BLACKBOARD LEARN, 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 have successfully completed the E-Learning Orientation Assessment prior to meeting with their advisor.

- Must hold a minimum grade point average of 2.0.

- May be in learning support in only one area (English or math).

- Must have completed all required Reading learning support (if applicable).

- 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 courses they wish to take online.

- Students with no previous college experience may take online classes provided they meet course prerequisites and have completed the Orientation Process for Online Classes.

### 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 require at least one proctored activity.

- **Hybrid** — Courses are taught primarily via the Internet and partially face via face-to-face instruction on campus (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 courses support classroom instruction and may require students to use the Internet to interact with one another and instructors, 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 instructor teaching in one of the classroom locations and broadcasting to the other classroom location.

### Support for Distance Learners

The Center for Teaching and Learning staff support 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.

- Contact course instructors 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 Eligibility

Students enrolled in 12 or more semester hours of coursework are considered full-time students.

## Residency Requirement

Students seeking a credential (associate degree, diploma or certificate) must complete a minimum of 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, or the administrative offices on the Elbert, Greene, and Walton County campuses. 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. 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. Students will not be approved as a transient without approval from their home college advisors.

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. In addition, Athens Technical College does not approve transient status for students to take classes that are being offered at the home college during the same semester. Students must satisfactorily complete all ATC 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 an online process. To request face-to-face classes at TCSG colleges or at other regionally accredited colleges, students must complete a transient credit request form. 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 of academic affairs 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 certificates, 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 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 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 collaboratively with others toward a common goal in a respective and cooperative manner and participate appropriately as a team member.)

Program faculty identify 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**

All fees are subject to change without notice. The tuition and fees currently assessed each semester are listed below:

**Georgia Residents**

| | |
|---|---|
| Tuition | $89 Per Credit Hour |
| Technology Fee | $105 |
| Instructional Fee | $55 |
| Registration Fee | $50 |
| Campus Safety Fee | $25 |
| Campus Supply Fee | $40 |
| Student Activity Fee | $30 |
| Parking Fee | $20 |
| Accident Insurance | $4 |

**Commercial Truck Driving Students**

| | |
|---|---|
| Tuition | $132 Per Credit Hour |
| Technology Fee | $105 |
| Instructional Fee | $55 |
| Registration Fee | $50 |
| Campus Safety Fee | $25 |
| Campus Supply Fee | $40 |
| Student Activity Fee | $30 |
| Parking Fee | $20 |
| Fuel Surcharge | $185 |
| Accident Insurance | $4 |

**Out of State Residents**

Students who are legal residents of the United States will be charged tuition at a rate two times the rate paid by Georgia residents. United States citizens include legal residents of the 50 states, District of Columbia, Puerto Rico, US Virgin Islands, Guam, and Northern Mariana Islands. Athens Technical College exists primarily to serve Georgia's 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.

| | |
|---|---|
| Tuition | $178 Per Credit Hour |
| Technology Fee | $105 |
| Instructional Fee | $55 |
| Registration Fee | $50 |
| Campus Safety Fee | $25 |

| Campus Supply Fee | $40 |
| Student Activity Fee | $30 |
| Parking Fee | $20 |
| Accident Insurance | $4 |

## International Residents

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 (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, a G series visa, or employment authorization card do not meet the definition of eligible non-citizens.

| Tuition | $356 Per Credit Hour |
| Technology Fee | $105 |
| Instructional Fee | $55 |
| Registration Fee | $50 |
| Campus Safety Fee | $25 |
| Campus Supply Fee | $40 |
| Student Activity Fee | $30 |
| Parking Fee | $20 |
| Accident Insurance | $4 |

## Georgia Residents 62 Years of Age and Older

*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

Other services offered by the college carry the following non-refundable fees.  Some of these fees are eligible to be covered by federal financial aid benefits (see Electronic Authorization of Federal Financial Aid Funds.)

Some courses have an additional program-specific fee attached to individual courses.  The program fees are listed in the applicable course descriptions. Students should also review the programs of study descriptions for information on program-specific expenses.

| | |
|---|---|
| Application fee | $25 |
| COMPASS retest | $15 per section |
| Diploma replacement | $25 |
| Exemption test fee | 25% of Tuition for the class |
| Graduation fee | $35 |
| Late application fee | $20 |
| Late registration fee | $45 |
| Malpractice insurance | $11 |
| Parking tickets | $10 |
| Readmission fee | $15 |
| Return check fee | $30 |
| Smoking violations | $50 |
| Transcript fee | $5 |
| On-demand transcript service | $25 plus any cost incurred to ship overnight |
| TEAS – V Test | $60 |
| Selective health exam | $60 |

## 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. 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. 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 may serve as proof of lawful presence in the United States, students must provide appropriate documentation in order to determine their eligibility for in-state tuition:

- Current driver's license issued by the State of Georgia after January 1, 2008.

- Current photo identification cards issued by the State of Georgia after January 1, 2008.

- Current driver's licenses or photo identification issued by:

  - Alabama: Issued after August 1, 2000.

  - Florida: Issued after January 1, 2010, or if the licenses have gold stars in the upper right-hand corner.

  - South Carolina: Issued after November 1, 2008.

  - Tennessee: Issued after May 29, 2004.

  - Any other State: Valid driver's licenses or ID cards with gold stars in the upper right-hand corner.

- Certified U.S. birth certificate showing students were born in the United States or United States territory (photocopies are not acceptable).

- Approved, completed Free Applications for Federal Student Aid (FAFSA) for the current financial aid year if students were selected for verification and have provided appropriate documentation to the Financial Aid Office.

- Current, valid Permanent Resident Cards (USCIS form 1-151 or 1-551).

- Current, valid military identification cards for active duty soldiers or veterans.

- U.S. Certificates of Birth Abroad issued by the U.S. Department of State (DS-1350) or Consular Reports of Birth Abroad (FS-240).

- Current U.S. passports.

- U.S. Certificates of Citizenship (USCIS form N-560 or N-561).

- U.S. Certificates of Naturalization (USCIS form N-550 or N-570).

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 as in-state students. 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 eligible high schools 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 guardians 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 certificate program and are without a break in enrollment of more than one traditional academic term (see Satisfactory Academic Progress). 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 public schools, military bases, or at public post-secondary 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 reassigned outside Georgia who remain continuously enrolled and on active military status.

• United States military personnel and their dependents who are legal residents of Georgia but are stationed outside the state.

• Members of a uniformed military service of the United States and their dependents who, within 36 months of separation from such service, enroll in an academic program, and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to individuals eligible for GI Bill benefits.

- Students who are legal residents of out-of-state counties bordering on Georgia counties and who are enrolled in a technical college where 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.

## Student Insurance

### Student Insurance

*General Accident Insurance* — All credit students are charged for student accident insurance upon registering for classes.  This coverage protects students while engaged in college activities during the entire semester. In case of accidents, students are responsible for any expenses not paid by the 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.

Unless emergency care is required, students injured on the Athens Campus should go to the Business Office prior to going to the doctor's office or hospital. Students who are injured on the Elbert, Greene, or Walton Campus should go to the Administrative Offices to obtain the claim form prior to going to the doctor's office or hospital.

College staff members will verify student enrollment for that academic term. Students should submit the claim forms to their doctors or hospital. If emergency care is required, students should go directly to the hospital or urgent care clinic. 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 billing instructions.

Upon completion of medical care, a college incident report should be completed at the earliest convenience.

*Malpractice Insurance* — Students enrolled in the Cosmetology, Dental Assisting, Dental Hygiene, Early Childhood Care and Education, Emergency Medical Technician, Medical Assisting, Nursing, Nursing Bridges, Paramedicine, Patient Care Assisting, Phlebotomy Technician, Practical Nursing, Physical Therapist Assistant, Radiography, Surgical Technology, and Veterinary Technology programs must have malpractice insurance. It will automatically be assessed to students upon registration in applicable classes. The group policy runs from August to August, regardless of the date of payment by students. The insurance company does not prorate student payments.

Students may be requested to submit payment receipts to their program chairs to verify coverage.

## Tuition/Fees Payment Deadlines

Tuition and fees must be paid by the Fee Payment deadline provided in the Academic Calendar published in the official online catalog each year (see Academic Calendar). Students will be removed from their schedule deleted if the balance of tuition and fees is not paid by the tuition/fee deadline.

To pay your tuition and fees, students may:

• Use awarded financial aid benefits – the financial aid department will automatically cover account balances with all eligible benefits. Students must pay any balance not covered by financial aid benefits by the published fee payment deadline.

• Pay online through the Banner Student login using check, credit or debit card.

• Pay in person at the cashier's window on the Athens Campus or Elbert using cash, check, money order, credit card, or debit card.

• Pay in person at the administrative office on the Greene or Walton campus using check or money order.

• Mail payment to the business office at 800 US Hwy 29N, Athens, GA 30601 Attn: Cashier. All payments must be received in the cashier's office by close of business on the fee payment deadline

• Use the payment plan administered by Nelnet Business Solutions. (See Tuition Payment Plan).

The Financial Aid staff will automatically apply financial aid for charges of students eligible and approved to receive these benefits.

**First Payment Deadline**

Students who register during any registration period prior to drop/add must pay the balance of tuition and fees by the first payment deadline as listed in the Academic Calendar (see Academic Calendar). Students who receive the pell award have the option to authorize certain fees to be deducted from their pell award. If the electronic authorization is completed (see Electronic Authorization in the Financial Aid section) these certain fees will automatically be deducted from the student's pell grant award and will satisfy the student's account if sufficient funds are available to cover the student's balance.

It is the student's responsibility to pay any remaining balance after all financial aid, scholarship, and third-party funding have been applied to their account. To check the student balance:

• Go to www.athenstech.edu

• Click on Current Students

• Scroll down to Financial Assistance

• Under Financial Assistance, click "Pay Tuition & Fees Online"

• Click on Banner Web Login

• Click on Enter a Secure Area

• Type in your User ID & Pin #

• Click on Student Services & Financial Aid

• Click on Student Accounts (Pay Online)

• Click View Account Balance

• Select the appropriate term

• This will show your account balance for the term selected

If a student adds a course or changes classes after paying tuition and fees, it is the student's responsibility to ensure the account balance is zero.

**Drop/Add Payment Deadline**

Students who add classes during the official drop/add period must pay their tuition and fees in full before the end of the second payment deadline (during the drop/add period) as listed on the Academic Calendar (see Academic Calendar).

It is the student's responsibility to pay any remaining balance after all financial aid, scholarship, and third-party funding have been applied to their account.  To check the student balance:

- Go to www.athenstech.edu

- Click on Current Students

- Scroll down to Financial Assistance

- Under Financial Assistance, click "Pay Tuition & Fees Online"

- Click on Banner Web Login

- Click on Enter a Secure Area

- Type in your User ID & Pin #

- Click on Student Services & Financial Aid

- Click on Student Accounts (Pay Online)

- Click View Account Balance

- Select the appropriate term

- This will show your account balance for the term selected

Students who have paid their tuition and fees or who receive financial aid benefits must complete the formal withdrawal process if they later decide not to attend classes (see Withdrawing From Classes 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.

## Methods of Payment

The college accepts cash, money orders, checks, Visa, and MasterCard.  Checks must be made payable to Athens Technical College and cannot be written for an amount over the balance on the student account.

Students paying by check must provide proper identification.  This includes the following information for the account holder:  current address, driver's license number, and date of birth.

**Nelnet Payment Plan**

Athens Technical College offers students a payment plan option through Nelnet Business Solutions. Students must pay an enrollment fee when signing up for payment plans. The fee is based on the number of monthly installments selected. Students must also make a down payment when signing up for payment plans. The amount of down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan.

Students apply for payment plans through BannerWeb. Once students log into the secure area, they need to click the Student Services and Financial Aid link to access the Nelnet payment plan application.

## Collection of Debts

Collection of Debts

Athens Technical College reserves the right to take legal action in its attempt to collect any and all amounts due from a student or third-party account.  Notice will be given in writing to the student and a hold will be placed on the account if any outstanding balance remains on the account.

**Returned Checks**

It is unlawful to issue bad checks.  When banks return checks for any reason, the cashier will notify the student to appear in person to make payment.  The student will be charged a $30 returned check fee.  The college will no longer accept checks from

any student who issues a bad check to the college. The Director of Registration and Records will not release any student records until students satisfy financial obligations to the college.

Not attending classes does not relieve students from the responsibility of paying for bad checks. If the matter is not satisfactorily resolved, the cashier's office will refer the matter to the Clarke County Magistrate Court for collection. Students are responsible for all court costs.

**Outstanding Account Balances.**

Athens Technical College attempts to collect outstanding balances due from student accounts. Correspondence will be mailed to all students with an outstanding balance due to the college and a hold will be placed on the student account. After the college has exhausted its attempts to collect from the student, the account will be turned over to a collection agency for collection attempts.

# 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. The college has partnered with BankMobile, a financial services company, to expedite financial aid disbursements and student refunds by using direct deposit to distribute refunds to students. This ensures students refunds will be available much more quickly and efficiently than with traditional paper checks. For more information visit refundselection.com or see the Student Accounts Specialist or the Cashier.

To view our institution's contract with BankMobile, a Division of Customer Bank, click here.

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.

The college will not issue refunds to students who stop attending classes and do not complete the formal withdrawal process (see Withdrawing from Classes).

If the 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 15 hours or more to less than 15 credit hours.

If an 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 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 the campus location to schedule an appointment. 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.

The federal processing center will email instructions on how to access online copies of the Student Aid Reports (SAR) or mail paper Student Aid Reports directly to students if valid emails are not provided.  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 notification emails to students' @student.athenstech.edu email accounts 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 emails to students' @student.athenstech.edu email and letters 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. 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. By utilizing this credit balance in the bookstore, the student is giving his/her authorization. The student may opt out of this agreement by not utilizing the credit balance available in the bookstore. 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 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 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 files must be completed by the financial aid application deadline as indicated in the 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. 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.

Students must be United States citizens or eligible non-citizens 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 home study programs, 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 home study programs, 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 Move On When Ready 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. Students who have a break in enrollment for two or more consecutive semesters and reside outside of Georgia for 12 or more consecutive months 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 (p. 3) in order to be eligible to receive HOPE benefits.

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

Students who have repaid defaulted loans, repaid refunds, or resolved default statuses may be eligible to receive HOPE benefits beginning with the academic term in which the repayments were 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 settlement.

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 benefits 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 2.00 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 are 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.

Beginning with the 2013-2014 Award Year, students who are receiving the HOPE Grant may also be eligible for additional financial assistance from Georgia's Strategic Industries Workforce Development Grant (SIWDG) for specific diploma programs. The designated SIWDG programs of study list approved by the Commission is updated and published by July 1 each year. A list of current year programs is available on the college website.

The Zell Miller Grant is for students seeking a technical certificate or diploma, regardless of the student's high school grade point average or graduation date. To be eligible for the Zell Miller Grant a student must earn and maintain a minimum 3.5 cumulative postsecondary GPA.

## 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 Aid 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 eligible high schools with minimum cumulative grade point averages of 3.7 on a 4.0 scale may be eligible for the Zell Miller Scholarship. High school students also must obtain minimum combined scores 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 minimum cumulate grade point averages (CPGAs) 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 minimum CGPAs 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 home study programs.

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 minimum GPAs 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 minimum CGPAs 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 for additional information.

Students who had received HOPE Scholarship benefits prior to Summer Quarter 2011 may receive Zell Miller Scholarship benefits until June 30, 2099, 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 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; 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 (p. 23)). 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), a quantitative measure (percentage of coursework successfully completed), and a maximum period for program completion. The qualitative and quantitative measures are defined as:

- Qualitative — Students must maintain cumulative grade point averages 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 higher. Students enrolled in programs of study of more than two academic years must have GPAs of at least a 2.0.

Failure to maintain satisfactory academic progress will result in the loss of all financial aid. The SAP policy applies to all students, regardless of whether they have previously received aid.

The Financial Aid Office will notify students through their @student.athenstech.edu email accounts 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 plans to maintain satisfactory academic progress if the appeals are approved. This form is available in the Financial Aid Office on the Athens Campus and in the administrative office at the Elbert County, Greene County, and Walton County campuses. 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 the academic plan. Otherwise, the Financial Aid staff will again place students on financial aid exclusion. They 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 Foundation Scholarships, Awards, and Access Funds

The Athens Tech Foundation Inc. provides merit-based scholarships to recognize students who achieve academic excellence.  Merit-based scholarships for current Athens Technical College students and graduating high school students within the college's service area are posted during spring semester. Many additional opportunities are available through scholarships, awards, and access funds which are posted each semester. Information about the opportunities is available on the Athens Tech Foundation's webpage (www.athens tech.edu/Foundation).

Disbursements do not begin until the following semester. Recipients must reimburse the Athens Tech Foundation if they withdraw from classes within seven calendar days after the start of the semester. Recipients who leave the college for two consecutive semesters or who graduate forfeit any unused portion of their funds if applicable.

### How to Apply for Athens Tech Foundation Scholarships, Awards, and Access Funds

Detailed information about scholarships, awards, and access funds available through the Athens Tech Foundation is accessible on the Foundation scholarship website. Students should review each scholarship for specific application deadlines, eligibility requirements, and instructions on the application process. Students must apply for scholarships online. Existing students begin the application process by clicking on the *Retrieve Password* link on the scholarship website, while new students begin by clicking on the *Sign-Up* link. A selection committee will evaluate applications and recipients will be contacted by the Athens Tech Foundation.

## 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 accounts to inform 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 are 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 signatures and permission of students.

## 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 K-614C 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.

# COMMUNITY OUTREACH

## Adult Education

The goal of the Adult Education program is to help adults of all ages acquire skills that will make them more successful in the workplace and in college. Adult education offers participants a stepping stone to brighter futures through classes that prepare them to earn a GED and/or transition to college or the workforce. The college offers these free basic and secondary-level instructions for adults at locations in the following counties: Clarke, Elbert, Greene, Hart, Madison, Oconee, Oglethorpe, Taliaferro, Walton, and Wilkes. The college provides classes 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.

- Career training and job placement.

- Tech Prep: Accuplacer test preparation.

The GED test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science, Social Studies, Mathematical Reasoning, and Reasoning Through Language Arts. 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 adult education centers in all service area counties. The college conducts GED testing sessions at the main campus of Athens Technical College 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 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 Building I, Suite 402, on the Athens Campus. The telephone number is (706) 583-2551. Information is also available on the college website.

### Accelerating Opportunities

The Accelerating Opportunities initiative combines accelerated career training and job placement with personalized educational support. By offering students the chance to work on their GEDs while taking college courses, AO-Athens is rethinking traditional adult education by removing barriers that prevent adults from entering and completing their education. The program is committed to helping adults get the training and skills they need today to get the jobs they want tomorrow.

Accelerating Opportunities-Athens requires a two-step application process:

- *Phase One* requires students to attend an initiation orientation where they will learn about selected pathways and GED requirements. They will also be assessed on their entry education level. Prospective AO students must score a minimum of 6.9 on the TABE assessment.

- *Phase Two* requires qualified applicants to meet with advisors/success coaches to begin the college admissions process.

### Bridge to Success

Bridge to Success is an Adult Education career training and job placement program for out-of-school youth ages 18-24. The program links students to career opportunities with local employers. Eligible students can enter with or without a high school diploma.

Funded by the Northeast Georgia Regional Commission, the mission of Bridge to Success is to provide young people direct career training and job placement. After an intensive two-week work readiness course, at the end of which they will receive a GA Best Certification, students will enter career training classes at Athens Technical College. Upon receiving a Technical Certificate of Credit (TCC), Bridge to Success will assist students to find meaningful and gainful "on-the-job" training

opportunities, through paid internships. Bridge to Success also provides GED instruction, employability and work readiness classes, and ongoing job placement assistance.  Qualified students will receive full tuition assistance, travel reimbursement, and stipends for completing their GED (if applicable).

The Bridge to Success program is offering career training in Air Conditioning Technology, Automotive Collision Repair, Commercial Truck Driving, Diesel Truck Maintenance, Healthcare Access Representative, Machine Tool Technology, Manufacturing Operations, and Welding Technology. The classes are based at the Athens Technical College Elbert County Campus, Walton County Campus, and Main Campus; although, the program will serve people within the College's 10-county area in Northeast Georgia.

## Economic Development Services

The mission of the Office of Economic Development Services is to provide non-credit workforce development programs and lifelong learning opportunities to businesses and individual citizens within the counties served by Athens Technical College: Clarke, Elbert, Greene, Hart, Madison, Oconee, Oglethorpe, Taliaferro, Walton, and Wilkes. Economic Development Services provides training opportunities for the following sectors: manufacturing, hospitality, government, education, logistics, non-profit organizations, professional services firms, retail units, and health care. The goal of the unit is to become a strategic partner with organizations to enhance a culture of continuous process improvement and develop quality management systems.

## Business and Industry Services

Business and Industry Services provides customized training and workforce development programs to business, industry, and non-profit organizations that are seeking to increase the skills levels of their existing employees. The customized training is tailored to meet specific needs and include a variety of subject areas, including safety, computer workshops, first aid, CPR, management and supervisory development, maintenance improvements, quality systems such as Six Sigma, and forklift training. The customized courses may be taught on-site at the organization or at Athens Technical College campuses. The college offers these courses to accommodate all shifts.

## 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. A listing of the continuing education courses is available on the college website.

## Workforce Development and External Testing

Athens Technical College administers the ACT National Career Readiness Certificate. The NCRC is a portable credential that demonstrates achievement and a certain level of workplace employability skills. Individuals can earn the certificate by taking three WorkKeys® assessments:

- Applied mathematics
- Locating information
- Reading for information

WorkKeys® assessments measure "real world" skills that employers believe are critical to job success.  Test questions are based on situations in the everyday work world.

Athens Technical College offers NCRC assessments at its Athens, Elbert, and Walton Campuses, as well as in Hart County.  For more information, please review the information sheet or call (706) 369-5763.

Athens Technical College is also a test center for several testing agencies. These tests are for professional certifications and do not include tests for college admission. Options include the National Center for Competency Testing (NCCT), Pearson Vue, NATE, Applied Measurement Professionals, as well as proctored exams. Exam dates vary and availability may be limited. Additional information is available by calling (706) 357-0014.

Athens Technical College also administers the Georgia Pest Control Exam. Call (706) 340-3962 for information or visit http://www.gapestexam.com.

## 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 compliance issues, and Environmental Protection Agency and hazardous materials training, among others.

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 needing emphasis or that do not meet current or proposed Occupational Safety and Health Administration or Environmental Protection Agency 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

## Computer Academy

Athens Technical College offers seminars and workshops on a variety of computer applications through its Computer Academy. Consulting services are also available. Classes assist 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 qualified 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 resources development. Service training includes company orientation, customer service training, personal interaction skills, product information training, job procedures, and professional development.  For more information on Quick Start, contact the Office of Economic Development Services by calling (706) 369-5763 or visit the Quick Start website.

## 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. Qualified businesses may receive a tax credit of 50 percent of their direct training expenses with up to a $500 credit per full-time employee per training program. The annual maximum of the credit amounts to $1,250 per employee. Eligible expenses include:

- Costs of instructors and teaching materials

- Employee wages during retraining

- Reasonable travel expenses

Retraining tax credits may be used to offset up to 50 percent of a company's Georgia corporate income tax liability. If the earned credit exceeds that limit, then the unused credit may be carried forward for up to 10 years and applied to future years' tax liability.

Any business filing a Georgia income tax return is eligible for the retraining tax credit. To qualify, training programs must be designed to enhance quality and productivity or teach certain software technologies.

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.

For questions or more information on any of these programs, please call (706) 369-5763.

## Georgia Work Keys®

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.

## Short-Term Training Programs

Athens Technical College offers short-term training programs in Nurse Aide, Workplace Fundamentals, and Manufacturing 101.

- The Nurse Aide program provides strong academic and clinical educational that allows the nurse aide to serve an important role in a healthcare setting. As a member of the health care team, nurse aides work together with physicians, nurses, and other health care providers in the performance of clinical procedures and care. The training program provides a foundation for professional development and lifelong learning. Upon successful completion of the program, students will be eligible to take the written/oral skills competency examination (National Nurse Aide Assessment Program Examination). The training program at Athens Technical College is regulated by the Georgia Medical Care Foundation.

- Manufacturing 101 and Workplace Fundamentals are short-term training programs designed to help individuals gain the knowledge and skills they need to obtain employment in various businesses and industries. Participants receive OSHA 10 and forklift certifications through these programs. Both programs also cover business etiquette, balancing home and career, computer skills, math skills, and resume building.

# ACADEMIC AND STUDENT SUPPORT SERVICES

## Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, 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 member 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) —Rebekah Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

- Title IX (Students) — Jennifer Benson, Vice President for Student Affairs, (706) 355-5124, jbenson@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 K-614A, 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.

## Special Population Services

At Athens Technical College, we recognize the difficulties that students often face in trying to balance school, work, and family. Our Special Populations Program is available to assist students in need of help, who are in one or more of the following categories: economically disadvantaged, non-traditional, single parent, displaced homemaker, and/or individual with limited English proficiency.

Students can learn to set achievable goals, find community resources to resolve personal issues that may interfere with school, and develop life skills that will carry them well into the future. Services include seminars on money management, health issues, and life skills; career guidance and exploration; lending library; and referrals to community agencies for assistance with non-academic issues.

For assistance through the Office of Special Populations, please contact the coordinator at 706-355-5010.

## Veterans Services

Athens Technical College is committed to providing support needed for student veterans to transition from military to civilian college life by providing access to resources that will assist them in achieving their academic and career goals.

The college is a current member of the Service Member Opportunity Colleges (SOC) and holds voluntary partnership with the U.S. Department of Defense through DANTES to assist veterans.

For additional information related to veterans' services contact the Director of Veterans Services at 706-355-5081 or the college's Certifying Official at 706-355-5146. Additional information and resources may be found through the Office of Veterans Services link on the college's website.

## 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.

In addition, the Academic Support Centers, which are located at the campuses in Athens-Clarke County, Elbert County, Greene County, and Walton County, offer free tutoring assistance in many core content areas. Supplemental instruction and with web-based tutorials present content in an interactive and relatable format are available at the center.

Updated schedules are posted to the Academic Support Centers webpage each semester to provide information on available tutoring sessions, academic workshops, and content-specific resources designed to assist students in meeting their academic goals. For more information, please visit one of the center or email tutoring@athenstech.edu.

## 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 Police and Security

The safety of students, visitors, faculty, and staff is a priority of Athens Technical College. Campus Police and Security Officers are responsible for providing high visibility patriots by uniformed officers who monitor the activities occurring on campus. Campus Police and Security Officers also complete crime and accident reports and respond to emergencies and calls for service. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

Police and Security Officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The Campus Chief of Police 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.

- The investigation is classified as open.

In addition to campus security officers, Athens Technical College operates the Athens Technical College Police Department and 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 Athens Technical College Police Department 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 Campus Police Chief and Director of 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 Campus Police Chief and 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 the Campus Chief of Police or other 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 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.

Career Services staff offer regularly scheduled seminars on topics such as career exploration, resume development, cover letter writing, and interviewing skills.

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 comprehensive career interest assessments to assist in matching individuals to compatible career paths, as well as information including 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. Athens Technical College has partnered with Optimal Resume, a career management program, where students and alumni will find a variety of tools to help create, present, manage, and share their professional credentials including resumes, cover letters, portfolios, and websites. Optimal Resume also provides up to date and relevant assistance with interviewing techniques and other job search 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 posting 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 Services staff contacts alumni of Athens Technical College upon graduation to obtain feedback on employment outcomes. This feedback is collected to ensure that the college matches educational outcomes with the knowledge and skills required by employers so that our graduates thrive in a competitive job market.

For additional information, contact the career services coordinator at (706) 583-2893 or review the Career Services homepage. Career service assistance is available on all campuses of the college.

## Disability Services

The Office of Disability Services for Athens Technical College provides assistance to individuals with appropriately documented disabilities who request academic accommodations and/or auxiliary aids in the classroom or for testing while attending 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 limit 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 Office of Disability Services requires 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 accommodations 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 to 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 each semester. These requests outline appropriate accommodations which students are eligible to receive during testing and in the classroom. The provision of academic accommodations is always disability-related and specifically addresses the unique needs of the individual student.

The Disability Services Application packet (PDF) is available through the Office of Disability Services or on the college website. This packet provides detailed information about how students can enroll in Disability Services. 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 1-822-255-0056 (TYY only). Please direct voice calls to the Georgia Relay Center by calling 1-800-255-0135.

## Emergency Action Plan

Each classroom and laboratory contain 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 the college receptionist at (706) 355-5038 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 Counseling Services. Although not able to provide ongoing counseling, the counseling coordinator 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. The University of Georgia's Center for Counseling is able to provide ongoing counseling onsite at Athens Technical College as needed.

Students may also obtain assistance from Counseling Services staff in developing career goals, learning to manage academic programs, and dealing with work-related, personal, or financial problems. Students may contact the Counseling Coordinator at (706) 227-7174 to obtain assistance through the Office of Counseling Services.

## 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 $20 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 A (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 are 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. Student email accounts are periodically removed when students are no longer enrolled at the college.

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; 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). 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 during the annual Graduation Ceremony, 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, regardless of academic standing, 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. The Spring Semester graduation ceremony is the only sanctioned ceremony held by Athens Technical College. Programs that complete in another semester may participate in pinning and/or recognition ceremonies with prior approval from the vice president of academic affairs; however, the Spring ceremony is the only formal ceremony to recognize students. Students participating in the ceremony must wear academic attire purchased from the college bookstore. Academic attire (caps and gowns) must be free from ornaments, signs, posters, and/or other decorations. Programs who wish to decorate academic caps must have prior approval from the vice president of academic affairs.

# 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).

## 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.

## Protection Against Unreasonable Searches and Seizures

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.

## 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).

## 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.

## 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/or academic setting. The possession, carrying, or transportation of a firearm, rifle, weapon, or explosive compound/material at Athens Technical College shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

Related Authority:

| | |
|---|---|
| O.C.G.A.§ 16-8-12(a)(6)(A)(iii) | O.C.G.A.§ 16-11-127.1 |
| O.C.G.A.§ 16-7-80 | O.C.G.A.§ 16-11-129 |
| O.C.G.A.§ 16-7-81 | O.C.G.A.§ 16-11-130 |
| O.C.G.A.§ 16-7-85 | O.C.G.A.§ 16-11-133 |
| O.C.G.A.§ 16-11-121 | O.C.G.A.§ 16-11-135 |
| O.C.G.A.§ 16-11-125.1 | O.C.G.A.§ 16-11-137 |
| O.C.G.A.§ 16-11-126 | O.C.G.A.§ 43-38-10 |
| O.C.G.A.§ 16-11-127 | |

Weapon as defined in O.C.G.A. 16-11-127.1 (2014)

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chakka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

Unless otherwise provided by law, Athens Technical College expressly prohibits the possession of a firearm, rifle, weapon, or explosive compound or material on any campus and center or within the designated school safety zone, which is defined as, in or on any real property or building owned by or leased to:

(A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and

(B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, rifle, 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.

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.

The following are applicable exemptions to the weapons restrictions: (Also see: O.C.G.A. 16-11-130)

- 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 police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof.

- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state.

- A weapon possessed by a license holder which is under the possessor's control in a motor vehicle or which 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 one which is in a locked container or a locked forearms rack which is on a mother vehicle.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal and may be referred to local law enforcement for criminal prosecution. 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.

## 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.

## 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 vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs 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 respond to the vice president for student affairs within five days, fails to appear at the meeting, or reschedules the meeting more than once, the vice president for student affairs will consider all of the available evidence without the student's input and make a determination.

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. Based on the severity of the incident, the vice president for student affairs may take one of two actions.

1. If it is determined that the student is guilty of a violation of the Student Code of Conduct, the vice president for student affairs or designee may impose without referral to the Hearing Body, one or more of the following 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).

2. If it is determined that the student is guilty of a violation of the Student Code of Conduct, the vice president for student affairs or designee may recommend one or more of the following disciplinary sanctions. The vice president for student affairs recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions.

- *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 vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs 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 vice president for student affair 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 vice president for student affairs or designee. A suspended or expelled student must contact the vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs or designee for the student to enter the college premises for the duration of that hearing.

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

*Appeals Procedures*

A student who wishes to appeal a disciplinary decision of the vice president for student affairs 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 vice president for student affairs or designee of the sanctions imposed for violating the Student Code of Conduct.

The vice president for student affairs 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 vice president for student affairs 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 vice president for student affairs 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. The standard of proof in all hearings shall be a preponderance of the evidence.

  - 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 vice president of student affairs in writing of the judicial body's decision. The vice president for student affairs 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 vice president for student affairs within ten business days. The decision of the president shall be final and binding.

## 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.

## 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 (including e-cigarettes and alternate smoking devices) 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.

# STUDENT RIGHT-TO-KNOW INFORMATION

## Grievance Procedures

Athens Technical College has established the following grievance procedures to address issues related to academic grades, complaints, and harassment charges.

### 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.

### 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.

### Reporting Discrimination or Harassment

Athens Technical College takes all complaints regarding discrimination and/or harassment seriously. If you need to report a complaint regarding discrimination or harassment, please contact the appropriate college personnel listed below.

- Title VI, Title VII, and Title IX (Employees) - Rebekah Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

- Title IX (Students) - Jennifer Benson, Interim Vice President for Student Affairs, (706) 355-5124, jbenson@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 K-614A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

### Grade Discrepancy Policy

Students who receive final course grades they believe are incorrect must first address the matter with their instructors; instructors will review course grades and calculations and determine if grade changes are warranted. Absent extraordinary circumstances, this process should conclude within two weeks of the date final course grades were issued. If students are not satisfied with the decisions of their instructors, they may request in writing for the vice president of academic affairs to review the grades assigned by instructors. They must include in their written requests brief explanations of why they believe the grades issued were incorrect. Absent extraordinary circumstances, students must file written appeals within six weeks from the date final course grades were issued. The vice president of academic affairs will examine the facts to ensure that grades were determined fairly and according to the criteria stated in the course syllabi and will communicate the results of reviews to students and instructors. The decision of the vice president of academic affairs is final.

## 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

*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.

# Campus Political Activity

**Campus Political Activity**

Political activity on campus must essentially support an educational purpose and not be used primarily as a call to action for a particular candidate. Political activities on campus must be conducted in a neutral and nonpartisan manner and should be limited to voter education, civic duty, and other educational topics.

**Candidates and Campaigning**

Campaigning for public office is prohibited on campus. Prohibited activities include campaign rallies, fundraising activities, speaking with student groups for the intention of securing votes, posting or handing out flyers, and other related campaigning activities.

An appearance by a political member must be for educational purposes only and must not create a conflict of interest or the appearance of a conflict of interest. Political appearances must be approved by the College President in advance.

# 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 personal 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.

- *Domestic Violence* — The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimated partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- *Dating Violence* — The term "dating violence" means violence committed by a person

    1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

    2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

    a. The length of the relationship

    b. The type of relationship

    c. The frequency of interaction between the persons involved in the relationship

- *Sexual Assault* — means any nonconsensual sexual act proscribed by federal, tribal, or state law. Including when the victim lacks capacity to consent.

- *Stalking* — The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

    - Fear for his or her safety of others; or

    - Suffers substantial emotional distress

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 approach 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 an 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 registration and records office at the student's technical college.

The registration and records 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 maybe 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.

**Reporting Discrimination or Harassment**

Athens Technical College takes all complaints regarding discrimination and/or harassment seriously. If you need to report a complaint regarding discrimination or harassment, please contact the appropriate college personnel listed below.

- Title VI, Title VII, and Title IX (Employees) - Rebekah Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

- Title IX (Students) - Jennifer Benson, Interim Vice President for Student Affairs, (706) 355-5124, jbenson@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 K-614A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601.

# 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 |
| | Elberton |
| WNGC — FM 106.1 | Athens |
| WHLR — FM 92.1 | Lavonia |
| WAGA — Channel 5 | Atlanta |
| 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-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: Rebekah Burton, Director of Human Resources, Athens Technical College, 800 U.S. Highway 29 North, Athens, GA 30601; bburton@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.

## 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 the Walton County Campus. Students can also register to vote online through the Georgia Secretary of State's Office.

# 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 and/or phone, the date, time, and location of the hearing. The student judiciary committee hearing will be held no more than fifteen days after the student reasonably should have received notification. 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 are 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.

# BUSINESS AND EDUCATION

## Accounting

## ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business 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 associate of science degree program in Consumer Economics and the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business, Education, and Humanities: Applied Technical Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant. ACBSP Quality Assurance Report August 2015.

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities courses and programs that prepare students for employment or advancement in Georgia's economy.

The associate of applied science 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.

## NATURE OF THE WORK

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. 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 costs revenues. They also produce financial statements and prepare reports and summaries for supervisors and managers. 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. 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.

## EMPLOYMENT

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 11 percent nationally from 2012 to 2022, 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 275,000 new jobs expected nationally over the projection's decade.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Financial Clerks.

## EARNINGS

The median annual wage of bookkeeping, accounting, and auditing clerks was $34,960 in May 2012. The lowest 10 percent earned less than 3,840. The top 10 percent earned more than $51,440.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Financial Clerks.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in Accounting will be able to complete the following task:

• Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting practices.

• Use technology to complete accounting-related tasks.

• Search out and use resources to answer questions, compile information, and convey findings using appropriate and effective communication methods.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the associate degree program in Accounting will be able to complete the following tasks:

• Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting practices.

• Demonstrate mastery of accounting competencies related to managerial and cost accounting concepts and practices.

• Use technology to complete accounting-related tasks.

• Search out and use resources to answer questions, compile information, and convey findings using appropriate and effective communication methods.

• Identify legal issues that may occur in the business environment.

• Identify and comply with federal and state regulations related to business.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Computerized Accounting Specialist will be able to complete the following tasks:

• Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting practices.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Office Accounting Specialist will be able to complete the following tasks:

• Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting practices.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Payroll Accounting Specialist will be able to complete the following tasks:

• Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting practices.

• 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 a 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $3,100 for the associate degree program, $2,100 for the diploma program, and $550 to $850 for the certificate programs)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## ACCOUNTING DIPLOMA (MAJOR CODE: AC12)

**Credential: Diploma**
**Campus Locations: Athens and Elbert**

**CURRICULUM OUTLINE**

**College Requirement**
FSSE 1000    First Semester Seminar

**Subtotal: 3**

**Academic Core**

**Subtotal: 8-9**

**Language Arts**
ENGL 1010    Fundamentals of English I

**Subtotal: 3**

**Mathematics**

Students must choose one of the following courses:
MATH 1011    Business Mathematics
MATH 1012    Foundations of Mathematics

**Subtotal: 3**

**Social Science**

Students must choose one of the following courses:
EMPL 1000    Interpersonal Relations and
                      Professional Development
PSYC 1010    Basic Psychology

**Subtotal: 2-3**

**Accounting Major Courses**
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 |
| COMP 1000 | Introduction to Computers |

**Subtotal: 30**

**Total Credit Hours: 41-42**

## ACCOUNTING ASSOCIATE DEGREE (MAJOR CODE: AC13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose one of the following courses:

| ECON 2105 | Macroeconomics |
| ECON 2106 | Microeconomics |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |

**Subtotal: 3**

**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 |

**Subtotal: 3**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| PSYC 1101 | Introductory Psychology |
| SOCI 1101 | Introduction to Sociology |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

## College Requirement

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Accounting Major

| 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 |
| COMP 1000 | Introduction to Computers |

**Subtotal: 36**

## Electives

Speak to your advisor about recommended electives.

**Subtotal: 9**

**Total Credit Hours: 63-64**

## COMPUTERIZED ACCOUNTING SPECIALIST (MAJOR CODE: CAY1)

**Credential: Certificate**
**Campus Locations: Athens and Elbert**

### CURRICULUM OUTLINE

**Computerized Accounting Specialist Major**
ACCT 1100    Financial Accounting I
ACCT 1105    Financial Accounting II
ACCT 1115    Computerized Accounting
ACCT 1120    Spreadsheet Applications
COMP 1000    Introduction to Computers
FSSE 1000    First Semester Seminar

**Subtotal: 21**

**Elective**

Students may choose any ACCT, BUSN, CIST, MKTG, MGMT, HRTM, or PARA course for which they have met the prerequisites/corequisites.

**Subtotal: 3**

**Total Credit Hours: 24**

## OFFICE ACCOUNTING SPECIALIST TCC (MAJOR CODE: OA31)

**Credential: Certificate**
**Campus Locations: Athens and Elbert**

### CURRICULUM OUTLINE

**Office Accounting Specialist Major**
ACCT 1100    Financial Accounting I
ACCT 1105    Financial Accounting II
ACCT 1115    Computerized Accounting
COMP 1000    Introduction to Computers

**Subtotal: 14**

**Total Credit Hours: 14**

## PAYROLL ACCOUNTING SPECIALIST TCC (MAJOR CODE: PA61)

**Credential: Certificate**
**Campus Locations: Athens and Elbert**

### CURRICULUM OUTLINE

**Payroll Accounting Specialist Major**
ACCT 1100    Financial Accounting I
ACCT 1105    Financial Accounting II
ACCT 1115    Computerized Accounting
ACCT 1130    Payroll Accounting
COMP 1000    Introduction to Computers

**Total Credit Hours: 17**

**Subtotal: 17**

# Applied Technical Management

## PROGRAM DESCRIPTION

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

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 an associate of applied science degree. During the program, students receive instruction in the fields of accounting, management, and marketing. Upon completion of the program, graduates are equipped with the skills and knowledge to establish and operate their own businesses.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Applied Technical Management will be able to complete the following tasks in addition to those gained through the completion of their chosen diploma program:

- Demonstrate mastery of accounting competencies related to introductory financial accounting principles and concepts and accounting principles.

- Explain the creation of business laws and identify the sources of business law.

- Plan, organize, lead, and control a broad range of business and industry-related activities that allow organizations to operate efficiently and effectively.

- Describe the role of business in both domestic and international contexts.

- Describe various market systems and the role of supply and demand.

- Describe how a business' finances must be managed.

- Demonstrate how to lead, manage, and motivate employees.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## 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:

Admissions Fees

- Nonrefundable application fee $25

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $900)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## APPLIED TECHNICAL MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: AS33)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  | **Subtotal: 15** |
|---|---|

**Area I: Language Arts and Communications**

ENGL 1101    Composition and Rhetoric

|  | **Subtotal: 3** |
|---|---|

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

|  | **Subtotal: 3** |
|---|---|

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning |
|---|---|
| MATH 1101 | Mathematical Modeling |

|  | **Subtotal: 3** |
|---|---|

**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 |

|  | **Subtotal: 3** |
|---|---|

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| MATH 1112 | College Trigonometry |
| MATH 1127 | Introduction to Statistics |
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3**

**Completion of Diploma Program**

**Subtotal: 37**

**Applied Technical Management Major**

**Subtotal: 16**

| | |
|---|---|
| ACCT 1100 | Financial Accounting I |
| MGMT 1100 | Principles of Management |
| MGMT 1105 | Organizational Behavior |
| MGMT 2125 | Performance Management |

**Subtotal: 13**

**Legal Course**

Students must choose one of the following courses:

| | |
|---|---|
| ACCT 2140 | Legal Environment of Business |
| MKTG 1130 | Business Regulations and Compliance |

**Subtotal: 3**

**Total Credit Hours: 68**

# Business Technology

## ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business 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 associate of science degree program in Consumer Economics and the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business, Education, and Humanities: Applied Technical Management, Business Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant. ACBSP Quality Assurance Report August 2015.

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Business 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.

## 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.

## EMPLOYMENT

Administrative professionals held about 3.9 million jobs throughout the United States in 2012. Administrative professionals work in organizations of every type. Approximately 60 percent work in service-providing industries, including health care and social services, education, government services, and science and technical services. The employment of administrative professionals is expected to increase by 12 percent nationally through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Handbook, 2014-2015 edition*, Secretaries and Administrative Assistants.

## EARNINGS

Median annual wages nationally of administrative professionals was $35,330 in May 2012. The lowest 10 percent earned less than $21,910. The top 10 percent earned more than $57,750.

Median annual wages for different types of administrative assistants in May 2012:

- $47,500 for executive secretaries

- $42,170 for legal secretaries

- $31,350 for medical secretaries

- $32,410 for all others

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Handbook, 2014-2015 edition*, Secretaries and Administrative Assistants.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Business 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.

- Use technology to complete accounting-related tasks.

- Demonstrate proficiency in querying a database.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the diploma program in Business 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.

- 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 certificate program in Administrative Support Assistant will be able to complete the following tasks:

- Demonstrate proficiency in keyboarding 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 certificate program in Microsoft Excel Application Professional will be able to complete the following tasks:

- 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 certificate program in Microsoft Office Application Professional will be able to complete the following tasks:

- Demonstrate proficiency in keyboarding skills.

- 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 certificate program in Microsoft Word Application Professional will be able to complete the following task:

- Demonstrate proficiency in keyboarding skills.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,623 for the associate degree program, $2,622 for the diploma program, $542 for MS Word Application Professional, $859 for Administrative Support Assistant, $715 for MS Excel Application Professional, and $952 for MS Office Application Professional)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- 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 Technology: BUSN 1100, BUSN 1240, BUSN 1400, BUSN 1440, and BUSN 2190.

## BUSINESS TECHNOLOGY DIPLOMA (MAJOR CODE: BA22)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**College Requirement**

FSSE 1000    First Semester Seminar

| | **Subtotal: 3** |
|---|---|

**Academic Core**

| | **Subtotal: 8-9** |
|---|---|

**Language Arts**

ENGL 1010    Fundamentals of English I

| | **Subtotal: 3** |
|---|---|

**Mathematics**

Students must choose one of the following courses:

MATH 1011    Business Mathematics
MATH 1012    Foundations of Mathematics

| | **Subtotal: 3** |
|---|---|

**Social Science**

Students must choose one of the following courses:

EMPL 1000    Interpersonal Relations and
Professional Development
PSYC 1010    Basic Psychology

| | **Subtotal: 2-3** |
|---|---|

**Business Technology Major**

BUSN 1100    Introduction to Keyboarding
BUSN 1190    Digital Technologies in Business
BUSN 1240    Office Procedures
BUSN 1400    Word Processing 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 2210    Applied Office Procedures
COMP 1000    Introduction to Computers

| | **Subtotal: 39** |
|---|---|

**Accounting**

Students must choose one of the following courses:

| ACCT 1100 | Financial Accounting I |
| BUSN 2200 | Office Accounting |

**Subtotal: 4**

**Spreadsheet Applications**

Students must choose from one of the following courses:

| ACCT 1120 | Spreadsheet Applications |
| BUSN 1410 | Spreadsheet Concepts and Applications |

**Subtotal: 4**

**Total Credit Hours: 50-51**

## BUSINESS TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: BA23)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15**

**Area I: Language Arts and Communications**

| ENGL 1101 | Composition and Rhetoric |
| ENGL 1102 | Literature and Composition |
| | OR |
| SPCH 1101 | Public Speaking |

**Subtotal: 6**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |

**Subtotal: 3**

**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 |
| --- | --- |

**Subtotal: 3**

**College Requirement**

| FSSE 1000 | First Semester Seminar |
| --- | --- |

**Subtotal: 3**

**Business Technology Major**

| 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 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 2210 | Applied Office Procedures |
| COMP 1000 | Introduction to Computers |
| MGMT 1100 | Principles of Management |

**Subtotal: 49**

**Accounting**

Students must choose one of the following courses:

| ACCT 1100 | Financial Accounting I |
| --- | --- |
| BUSN 2200 | Office Accounting |

**Subtotal: 4**

**Spreadsheet Applications**

Students must choose one of the following courses:

| ACCT 1120 | Spreadsheet Applications |
| --- | --- |
| BUSN 1410 | Spreadsheet Concepts and Applications |

**Subtotal: 4**

**Total Credit Hours: 67**

## ADMINISTRATIVE SUPPORT ASSISTANT TCC (MAJOR CODE: AS21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Elective**

Students must choose 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 |

**Subtotal: 3**

**Administrative Support Assistant Major**

| | |
|---|---|
| BUSN 1100 | Introduction to Keyboarding |
| BUSN 1240 | Office Procedures |
| BUSN 1400 | Word Processing Applications |
| BUSN 1440 | Document Production |
| COMP 1000 | Introduction to Computers |

**Subtotal: 17**

**Total Credit Hours: 20**

## MICROSOFT EXCEL APPLICATION PROFESSIONAL TCC (MAJOR CODE: ME51)

**Credential: Certificate**
**Campus Locations: Athens**

### CURRICULUM OUTLINE

**Microsoft Excel Application Major**

| | |
|---|---|
| BUSN XXXX | Elective |
| COMP 1000 | Introduction to Computers |

**Subtotal: 6**

Students must register for a 3-credit hour (minimum) BUSN elective course.

Students must select one of the following courses:

| | |
|---|---|
| ACCT 1120 | Spreadsheet Applications |
| BUSN 1410 | Spreadsheet Concepts and Applications |

**Subtotal: 4**

Students must select one of the following courses:

| | |
|---|---|
| MATH 1011 | Business Mathematics |
| MATH 1012 | Foundations of Mathematics |

**Subtotal: 3**

**Total Credit Hours: 13**

## MICROSOFT OFFICE APPLICATION PROFESSIONAL TCC (MAJOR CODE: MF41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Microsoft Office Application Professional Major**

| | |
|---|---|
| BUSN 1100 | Introduction to Keyboarding |
| BUSN 1400 | Word Processing Applications |
| BUSN 1420 | Database Applications |
| BUSN 1430 | Desktop Publishing and Presentation Applications |
| COMP 1000 | Introduction to Computers |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 21**

Students must select one of the following courses:

| ACCT 1120 | Spreadsheet Applications |
| BUSN 1410 | Spreadsheet Concepts and Applications |

**Subtotal: 4**

**Total Credit Hours: 25**

## MICROSOFT WORD APPLICATION PROFESSIONAL TCC (MAJOR CODE: MWA1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Microsoft Word Application Professional Major**

| BUSN 1100 | Introduction to Keyboarding |
| BUSN 1400 | Word Processing Applications |
| BUSN 1440 | Document Production |
| COMP 1000 | Introduction to Computers |

**Subtotal: 14**

**Total Credit Hours: 14**

# Business Management

## NATURE OF THE WORK

Graduates of the associate of applied science degree program in Business Management may be employed in a variety of jobs, including positions as first-line supervisors, quality assurance specialists, human resources specialists, logistics control analysts, shipping and warehousing supervisors, and small business managers.

First-line supervisors directly supervise and coordinate the activities of production and operating workers such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.

Quality assurance specialists conduct tests to determine the quality of raw materials, as well as bulk, intermediate, and finished products. They may also perform process quality audits, statistical sampling, plotting of control charts, and problem-solving activities.

Human resources specialists perform activities in the human resources area, including screening, recruiting, interviewing, and placing workers.

Logistics control analysts study product delivery or supply chain processes to identify or recommend changes. Shipping and warehousing supervisors plan, director, and coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing new materials or products.

Small business managers run all aspects of fledgling companies or established businesses with less than 20 employees. They plan, lead, organize, and control the work of a small number of employees at the direction of the business owner.

## EMPLOYMENT

Employment of 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 supervisory and managerial productivity, thus allowing the organizations in which they are employed to continually improve and maximize both their efficiency and effectiveness.

**Source**

O*Net Online. First-Line Supervisors of Production and Operating Workers, Quality Control Analysts, Human Resources Specialists, Logistics Analysts, and Shipping Supervisors.

## EARNINGS

Median wages for the different operations described in the *Nature of the Work* section range from $44,000 for a quality assurance specialist to $84,000 for logistics and warehousing supervisors or managers. The median annual wages for different types of managers/supervisors is as follows:

• $55,000 for First-Line Supervisors

• $44,000 for Quality Assurance Specialists

• $56,000 for Human Resources Specialists

• $73,000 for Logistics Control Analysts.

These salaries are the median salaries nationwide. Local starting wages may vary somewhat from the nationwide median depending on general economic conditions, local business and industry conditions, and regional wage differentials.

**Source**

O*Net Online. First-Line Supervisors of Production and Operating Workers, Quality Control Analysts, Human Resources Specialists, Logistics Analysts, and Shipping Supervisors.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Business Management will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating technical information in both written and oral forms.

- Demonstrate facility with current software applications.

- Plan, organize, lead, and control a broad range of business and industry related activities that allow organizations to operate efficiently and effectively.

- Apply management techniques to monitor and direct the work of operative employees.

- Demonstrate an understanding of basic laws and regulations that apply to business and industry.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in General Supervision will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating detailed operating instructions in both written and oral forms.

- Demonstrate facility with current software applications. Apply management techniques to plan, direct, and monitor the work of operative employees.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Human Resources Management will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating technical information in both written and oral forms.

- Implement organizational policies and procedures for recruiting, orienting, training, and assessing staff performance.

- Demonstrate an understanding of basic laws and regulations as they apply to employment.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Operations Management will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating technical information in both written and oral forms.

- Demonstrate an operational understanding of industrial processes, scheduling and cost control, and quality principles.

- Demonstrate the ability to plan, organize, lead, and control industrial operations employees to optimize effectiveness and efficiency.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Quality Assurance Specialist will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating technical information in both written and oral forms.

- Demonstrate the ability to discuss the DMAIC approach to quality improvement.

- Utilize data gathering procedures to determine areas affecting quality.

- Utilize basic statistical tools for evaluating outcomes of solutions.

- Demonstrate the ability to initiate a Six Sigma Green Belt project and supervise a team that brings it to successful completion.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Quality Assurance Professional will be able to complete the following tasks:

- Implement leadership skills in a team setting.
- Utilize facilitation skills.
- Implement statistical tools for process improvement.
- Ensure proper controls are in place to maintain improvement of process or flow.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Supply Chain Management will be able to complete the following tasks:

- Demonstrate effective written and oral communication skills, with a particular emphasis on communicating technical information in both written and oral forms.
- Demonstrate facility with current software applications in general, particularly with enterprise resource management software.
- Apply management techniques to monitor and direct the work of operative employees in the areas of material control, warehousing, and transportation.
- 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 a field of study after graduation. For students to be successful in the Business Management 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 multitasking skills.
- Use good judgment and problem-solving skills.
- Listen effectively to clients, supervisors, and colleagues.
- 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, and information technology to the operations of the organization.
- Possess sufficient strength, coordination, mobility, and manual dexterity to perform tasks accurately, safely, and efficiently.

Physical requirements vary depending on the specific position and business location. The physical requirements may include:

- 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

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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Semester Fees</u>

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee (40 per term)

- Instruction Fee ($55 per term)

-  Parking Fee ($20 per term)

- Campus Safety Fee ($25)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $2,960 for the associate degree program and from $345 to $1,000 for the certificate programs)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## BUSINESS MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: BM13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 24**

**Area I: Language Arts and Communications**

<div align="right"><b>Subtotal: 9</b></div>

| ENGL 1101 | Composition and Rhetoric |
| ENGL 1105 | Technical Communications |

<div align="right"><b>Subtotal: 6</b></div>

Students must choose one of the following courses:

| COMM 1500 | Introduction to Interpersonal Communication |
| SPCH 1101 | Public Speaking |

<div align="right"><b>Subtotal: 3</b></div>

**Area II: Social and Behavioral Sciences**

| ECON 2106 | Microeconomics |
| PSYC 1101 | Introductory Psychology |
| POLS 1101 | American Government |

<div align="right"><b>Subtotal: 9</b></div>

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |
| MATH 1127 | Introduction to Statistics |

<div align="right"><b>Subtotal: 3</b></div>

**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 |

<div align="right"><b>Subtotal: 3</b></div>

**College Requirement**

| FSSE 1000 | First Semester Seminar |

<div align="right"><b>Subtotal: 3</b></div>

**Business Management Major**

| ACCT 1100 | Financial Accounting I |
| ACCT 1120 | Spreadsheet Applications |
| ACCT 2140 | Legal Environment of Business |
| COMP 1000 | Introduction to Computers |
| MGMT 1100 | Principles of Management |
| MGMT 1105 | Organizational Behavior |
| MGMT 1115 | Leadership |
| MGMT 1120 | Introduction to Business |
| MGMT 1125 | Business Ethics |
| MGMT 2130 | Employee Training and Development |

<div align="right"><b>Subtotal: 32</b></div>

**Business Management Specializations**

Students must select one of the following specializations:

| | | **Subtotal: 9-12** |
|---|---|---|

**Customer Service Specialist**

| HRTM 1130 | Business Etiquette and Communication |
|---|---|
| MKTG 1161 | Service Industry Business Environment |
| MKTG 1162 | Customer Contact Skills |
| MKTG 1370 | Consumer Behavior |

| | | **Subtotal: 12** |
|---|---|---|

**General Supervision**

| ACCT 1105 | Financial Accounting II |
|---|---|
| ACCT 1110 | Managerial Accounting |
| MGMT 2145 | Business Plan Development |

| | | **Subtotal: 10** |
|---|---|---|

**Human Resources Management**

| MGMT 1111 | Employee Compensation and Benefits |
|---|---|
| MGMT 2115 | Human Resources Management |
| MGMT 2125 | Performance Management |

| | | **Subtotal: 9** |
|---|---|---|

**Operations Management**

| MGMT 2155 | Quality Management Principles |
|---|---|
| MGMT 2200 | Production and Operations Management |
| MGMT 2216 | Schedule and Cost Control |

| | | **Subtotal: 9** |
|---|---|---|

**Quality Assurance Specialist**

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

| | | **Subtotal: 9** |
|---|---|---|

**Small Business Management**

| MGMT 2145 | Business Plan Development |
|---|---|
| MKTG 2210 | Entrepreneurship |
| MKTG 2270 | Retail Operations Management |

| | | **Subtotal: 12** |
|---|---|---|

**Supply Chain Management**

| SCMA 1001 | Inventory Control Procedures |
|---|---|
| SCMA 1002 | Purchasing |
| SCMA 2800 | Supply Chain Management Principles I |
| SCMA 2810 | Supply Chain Management Principles II |

| | | **Subtotal: 12** |
|---|---|---|

**Total Credit Hours: 68-71**

## GENERAL SUPERVISION

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Supervision Major**

| | | |
|---|---|---|
| ENGL 1101 | Composition and Rhetoric | |
| ENGL 1105 | Technical Communications | |
| MGMT 1100 | Principles of Management | |
| MGMT 1115 | Leadership | |
| MGMT 1120 | Introduction to Business | |

**Subtotal: 15**

Students must select one of the following courses:

| | | |
|---|---|---|
| MATH 1103 | Quantitative Skills and Reasoning | |
| MATH 1101 | Mathematical Modeling | |
| MATH 1127 | Introduction to Statistics | |

**Subtotal: 3**

**Total Credit Hours: 18**

## HUMAN RESOURCES MANAGEMENT

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Human Resource Management Major**

| | | |
|---|---|---|
| MGMT 1105 | Organizational Behavior | |
| MGMT 1111 | Employee Compensation and Benefits | |
| MGMT 2115 | Human Resources Management | |
| MGMT 2125 | Performance Management | |
| MGMT 2130 | Employee Training and Development | |
| PSYC 1101 | Introductory Psychology | |

**Subtotal: 18**

**Total Credit Hours: 18**

## OPERATIONS MANAGEMENT

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Operations Management Major**

| | | |
|---|---|---|
| ENGL 1101 | Composition and Rhetoric | |
| ENGL 1105 | Technical Communications | |
| FSSE 1000 | First Semester Seminar | |
| MGMT 1100 | Principles of Management | |
| MGMT 2155 | Quality Management Principles | |
| MGMT 2200 | Production and Operations Management | |
| MGMT 2216 | Schedule and Cost Control | |

**Subtotal: 21**

Students must select one of the following courses:
MATH 1103    Quantitative Skills and Reasoning
MATH 1101    Mathematical Modeling
MATH 1127    Introduction to Statistics

**Subtotal: 3**

**Total Credit Hours: 24**

## QUALITY ASSURANCE SPECIALIST TCC (MAJOR CODE: QA31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Quality Assurance Specialist Major**
MGMT 1310    Introduction to Quality Assurance
MGMT 1315    Define and Measure
MGMT 1320    Analyze, Improve, Control

**Subtotal: 9**

**Total Credit Hours: 9**

## QUALITY ASSURANCE PROFESSIONAL TCC (MAJOR CODE: QA21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Quality Assurance Professional Major**
MGMT 1340    Quality Assurance Philosophy
MGMT 1350    Quality Assurance Tools
MGMT 1360    Advanced Quality Assurance Process

**Subtotal: 9**

**Total Credit Hours: 9**

## SUPPLY CHAIN MANAGEMENT

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Supply Chain Management Major**
FSSE 1000    First Semester Seminar
MGMT 1120    Introduction to Business
SCMA 1001    Inventory Control Procedures
SCMA 1002    Purchasing
SCMA 2800    Supply Chain Management Principles I
SCMA 2810    Supply Chain Management Principles II

**Subtotal: 18**

Students must select one of the following courses:

| | | |
|---|---|---|
| MATH 1103 | Quantitative Skills and Reasoning | |
| MATH 1101 | Mathematical Modeling | |
| MATH 1127 | Introduction to Statistics | |

**Subtotal: 3**

**Total Credit Hours: 21**

# Consumer Economics

## PROGRAM DESCRIPTION

The associate of science degree program in Consumer Economics is a transferable program of study developed in collaboration with the College of Family and Consumer Sciences at The University of Georgia. The program includes general education courses that satisfy core curriculum requirements established by the University, as well as Consumer Economics major courses that satisfy requirements toward a bachelor of science degree in Consumer Economics at the University.

The Consumer Economics major at the University prepares students to understand how consumers make choices in their daily lives. Students learn how fraud and deception, products of varying quality, and inadequate information affect consumer decisions. Graduates of the program receive the associate of science degree in Consumer Economics from Athens Technical College. They are then eligible to apply for admission as a junior to the bachelor of science degree program in Consumer Economics at the University. Graduates must meet the transfer admissions requires at the time they submit their application for admission to the University. Information on the transfer admission requirements are available on the University of Georgia website.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of science degree program in Consumer Economics will be able to complete the following tasks:

• Demonstrate effective written communication skills.

• Apply mathematical and quantitative skills to solving problems associated with finance and the economy.

• Analyze complex situations and ideas with critical thinking skills by integrating concepts and drawing conclusions based on thorough reading and exploration of legitimate evidence.

• Demonstrate an understanding of the contributing factors and influences on the economy and consumer choices.

• 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 a field of study after graduation. For students to be successful in the Consumer Economics 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 multitasking 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 decisions.

• Exhibit leadership skills.

- Value diversity.

- Practice ethical leadership.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- 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

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## CONSUMER ECONOMICS ASSOCIATE DEGREE (MAJOR CODE: CE23)

**Credential: Associate of Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 32**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric
ENGL 1102    Literature and Composition

**Subtotal: 6**

**Area II: Social and Behavioral Sciences**

|  | **Subtotal: 9** |
|---|---|

| POLS 1101 | American Government |
|---|---|
|  | **Subtotal: 3** |

POLS 1101 satisfies the Georgia and U.S. Constitution requirement at The University of Georgia.

Students must choose two 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 |
| PSYC 1101 | Introductory Psychology |
| SOCI 1101 | Introduction to Sociology |
|  | **Subtotal: 6** |

HIST 2111 or HIST 2112 satisfies the United States and Georgia history required at The University of Georgia.

**Area III: Mathematics and Natural Sciences**

|  | **Subtotal: 11** |
|---|---|

| MATH 1113 | Precalculus |
|---|---|
| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |
|  | **Subtotal: 7** |

Students must choose one lecture/lab course grouping from the following list:

| CHEM 1151 | Survey of Inorganic Chemistry |
|---|---|
|  | AND |
| CHEM 1151L | Survey of Inorganic Chemistry Lab |
| CHEM 1211 | Chemistry I |
|  | AND |
| CHEM 1211L | Chemistry I Lab |
| PHYS 1110 | Conceptual Physics |
|  | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PHYS 1111 | Introductory Physics I |
|  | AND |
| PHYS 1111L | Introductory Physics I Lab |
|  | **Subtotal: 4** |

**Area IV: Humanities and Fine Arts**

Students must choose two 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 |
| --- | --- |

**Subtotal: 6**

**College Requirement**

| FSSE 1000 | First Semester Seminar |
| --- | --- |

**Subtotal: 3**

**Consumer Economics Major**

**Subtotal: 16**

| ECON 2105 | Macroeconomics |
| --- | --- |
| ECON 2106 | Microeconomics |
| HACE 2000 | Introduction to Family and Consumer Sciences |
| HACE 2100 | Family Economic Issues through the Life Course |
| MATH 1127 | Introduction to Statistics |

**Subtotal: 13**

Students must choose one of the following courses

| PSYC 1101 | Introductory Psychology |
| --- | --- |
| SOCI 1101 | Introduction to Sociology |

**Subtotal: 3**

**Electives**

Students may choose courses from Area II, Area III, Area IV, or from the following list:

| ACCT 1100 | Financial Accounting I |
| --- | --- |
| ACCT 1105 | Financial Accounting II |
| BIOL 1112 | Biology II |
| BIOL 1112L | Biology II Lab |
| 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 1212 | Chemistry II |
| CHEM 1212L | Chemistry II Lab |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1105 | Technical Communications |
| MATH 1101 | Mathematical Modeling |
| MATH 1111 | College Algebra |
| MATH 1112 | College Trigonometry |
| MATH 1131 | Calculus I |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| PSYC 2103 | Human Development |
| PSYC 2250 | Abnormal Psychology |
| SPCH 1101 | Public Speaking |

**Subtotal: 12**

**Total Credit Hours: 63**

# Cosmetology

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities courses and programs that prepare students for employment or advancement in Georgia's economy.

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.

## NATURE OF THE WORK

Cosmetologists focus on providing hair care services to enhance the appearance of customers. A number of workers offers specialized services. Manicurists and pedicurists work exclusively on nails and provide manicures, pedicures, polishing, and nail extensions to clients. Skin care specialists, or estheticians, 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. 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

Cosmetologists and other personal appearance workers held about 663,300 jobs nationally in 20012. Overall employment of cosmetologists and other personal appearance workers will grow by 13 percent nationally from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Barbers, Hairdressers, and Cosmetologists.

## EARNINGS

Median hourly wages in May 2012 for hairdressers, hairstylists, and cosmetologists were $10.95. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Barbers, Hairdressers, and Cosmetologists.

## STUDENT LEARNING OUTCOMES

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 advanced skin care services.

• Perform advanced nail care services.

• Perform daily duties associated with salon management.

• Perform duties associated in the dispensary, including formulating color, inventory control and storage methods.

• 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.

Graduates of the certificate program in Esthetician will be able to complete the following tasks:

- Demonstrate an appreciation of the art of esthetics.
- Perform all related skills associated with the profession of a licensed esthetician, including skin care treatments, hair removal services, makeup applications and body treatments.
- Practice infection control measures that follow state policy and procedures as outlined by the Georgia State Board of Cosmetology.
- Demonstrate management skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Hair Designer will be able to complete the following tasks:

- Perform all related skills associated with the profession of a licensed Hair Designer, including scalp treatments, styling, haircuts, chemical texture services, and chemical color services.
- Perform daily duties associates with salon management.
- Perform duties associates in the dispensary, including formulating color, inventory control, and storage methods.
- 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.

Graduates of the certificate program in Shampoo Technician will be able to complete the following tasks:

- Perform basic shampooing techniques.
- Know and follow safety and sanitation rules and regulations in the areas of shampooing.
- 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 a 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, position clients in shampoo chairs and styling chairs, perform minor lifting, and possess finger dexterity.
- Ability to multitask.
- 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.

<u>Ability to Understand Need for a Safe Work Environment.</u>

- 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.

<u>Ability to Communicate.</u>

- 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.

<u>Ability to Problem Solve.</u>

- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's salons and spas. Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.
- Ability to react and adjust as directed by instructors during lab or shop instruction or based on customer's needs. Ability to handle client discrepancies.

<u>Ability to Maintain Emotional Stability.</u>

- 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.

<u>Ability to Perform Practical Outcomes.</u>

- 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

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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Outside Vendor Fees Prior to Beginning COSM or ESTH Courses</u>

- Program kits (approximately $750 for the Cosmetology program, $290 for the Esthetician program, and $100 for the Shampoo Technician program)
- Uniforms (Approximately $100 for the Cosmetology program and $50 for the Esthetician and Shampooing Technician programs)
- Professional Beauty Association membership fee ($20)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $400 for the Cosmetology program, $405 for the Esthetician program, and $250 for the Shampooing Technician program)

- Supply Fees (Varies — See course descriptions for exact amounts)

- Practical exam supplies (Approximately $20)

Outside Vendor Fees At Program Completion

- State Board Exam ($109 for the Cosmetology and Esthetician programs)

- State Board License Application ($30 for the Cosmetology and Esthetician programs)

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. Information for the Esthetician program is also found on the college website.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- 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 Spring Semester. Students who declare Cosmetology as their program of study gain admission on a first come, first served basis upon completion of their academic core courses. Students gain admission to the Esthetician and Shampoo Technician certificate programs during Fall Semester. The Shampoo Technician certificate program is specifically for dual enrollment students.

## COSMETOLOGY DIPLOMA (MAJOR CODE: CO12)

**Credential: Diploma**
**Campus Locations: Athens, Elbert, Greene, and Walton**

### CURRICULUM OUTLINE

**Academic Core**

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

**Subtotal: 8**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Cosmetology Major**

| | |
|---|---|
| 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 | Physical Hair Services Practicum |
| COSM 1090 | Hair Services Practicum I |
| COSM 1100 | Hair Services Practicum II |
| COSM 1110 | Hair Services Practicum III |
| COSM 1120 | Salon Management |
| COSM 1115 | Hair Services Practicum IV |
| COSM 1125 | Skin and Nail Care Practicum |

**Subtotal: 44**

**Total Credit Hours: 55**

## HAIR DESIGNERS TCC (MAJOR CODE: HD21)

**Credential: Certificate**
**Campus Location: Athens, Elbert, Greene, and Walton**

### CURRICULUM OUTLINE

**Hair Designers Major**

| | |
|---|---|
| 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 1080 | Physical Hair Services Practicum |
| COSM 1090 | Hair Services Practicum I |
| COSM 1100 | Hair Services Practicum II |
| COSM 1110 | Hair Services Practicum III |

| COSM 1115 | Hair Services Practicum IV |
| COSM 1120 | Salon Management |
| FSSE 1000 | First Semester Seminar |

## ESTHETICIAN TCC (MAJOR CODE: CE11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Esthetician Major**

| 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 |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 36**

**Total Credit Hours: 36**

## SHAMPOO TECHNICIAN TCC (MAJOR CODE: ST11)

**Credential: Certificate**
**Campus Locations: Athens, Elbert, Greene, and Walton**

### CURRICULUM OUTLINE

**Shampoo Technician Major**

| COSM 1000 | Introduction to Cosmetology Theory |
| COSM 1020 | Hair Care and Treatment |
| COSM 1040 | Styling |
| COSM 1120 | Salon Management |

**Subtotal: 13**

**Total Credit Hours: 13**

## Culinary Arts

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities 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.

## NATURE OF THE WORK

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. In more formal restaurants, a chef provides specific guidelines and exacting standards on how to prepare each item.

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

Chefs, head cooks, and food preparation and serving supervisors held 982,740 jobs nationally in 2012. Food preparation and serving supervisors held 88 percent of these jobs and chefs and head cooks held the remaining 12 percent. Employment of chefs, head cooks, and food preparation and serving supervisors is expected to increase by 5 percent from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Chefs and Head Cooks.

## EARNINGS

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 $42,480 nationally in May 2012. The lowest 10 percent earned less than $24,530, and the highest 10 percent earned more than $74,120.

Median annual wages in the industries employing the largest numbers of chefs and head cooks in 2012:

- $48,210 at traveler accommodations, including hotels and motels

- $47,490 at other amusement and recreation industries

- $42,960 at special food services

- $39,790 at restaurants and other eating places

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Chefs and Head Cooks.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in Culinary Arts have the skills to complete the following tasks:

• Obtain ServSafe certification from the National Restaurant Association Education Foundation.

• Identify and properly use a variety of food service tools, equipment, and basic key food ingredients in a production kitchen.

• Demonstrate skills and knowledge required of culinarians and apply them in a commercial kitchen operation.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate an understanding of purchasing in the hospitality industry by writing food specifications, applying purchasing practices, interpreting market trends, and using new technology applications.

• Create an extensive business portfolio that displays an up-to-date resume, cover letter, skills set, work philosophy, career goals, and work samples.

Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

• Graduates of the associate of applied science degree program 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 certified pastry designation from the American Culinary Federation.

• Identify and properly use various food service tools, equipment, and basic key food ingredients in a production kitchen.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate an understanding of purchasing in the hospitality industry by writing food specifications, applying purchasing practices, interpreting market trends, and using new technology applications.

• Demonstrate the ability to work in a professional kitchen as a prep, line, and pantry cook.

• Utilize technology for culinary research.

• Create an extensive business portfolio that displays an up-to-date resume, cover letter, skill set, work philosophy, career goals, and work samples.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Baking and Pastry Specialist will have the skills to complete the following tasks:

• Demonstrate the application of advance cooking methods in the professional bake shop.

• Apply knowledge of foods and supplies and their cost.

• Demonstrate basic knife skills and techniques.

• Operate and maintain kitchen equipment.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Catering Specialist will have the skills to complete the following tasks:

• Demonstrate the principles and methods of catering production, display, planning, and scheduling.

• Demonstrate the principles and methods of quality food preparation, serving, and storage.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Culinary Nutrition Assistant will have the skills to complete the following tasks:

• Demonstrate the application of quality food production and menu planning.

• Demonstrate basic nutrition and dietary knowledge in preparing dietary menus.

• Operate and maintain kitchen equipment in a kitchen/classroom environment.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Food Production I will have the skills to complete the following tasks:

• Demonstrate the application of basic cooking methods.

• Apply knowledge of foods, supplies, and their cost.

• Demonstrate basic knife skills and techniques.

• Operate and maintain kitchen equipment.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Prep Cook will have the skills to complete the following tasks:

• Demonstrate a variety of cooking techniques in hot food production.

• Understand and use kitchen mathematics.

• Apply knowledge of safety and sanitation in a kitchen/classroom environment.

• 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 a 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; and 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.

<u>Ability to Understand Food Safety.</u>

- 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.

<u>Ability to Communicate.</u>

- 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).

<u>Ability to Solve Problems.</u>

- 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.

<u>Ability to Maintain Emotional Stability.</u>

- 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.

<u>Ability to Perform Practical Outcomes.</u>

- Be able to function under the practical guidelines of cooking techniques under timed kitchen labs.

## PROGRAM EXPENSES

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Outside Vendor Fees Prior to Beginning CUUL Courses</u>

- American Culinary Foundation Membership ($85 — one-time fee)
- Knife Kit (Approximately $160 regardless of program)
- National Restaurant Association Test Voucher ($36)
- Pastry Kit (Approximately $310 for the Baking and Pastry Specialist program)
- Uniforms (Approximately $250 regardless of program)

<u>Semester Fees</u>

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $1,508 for the associate degree program, $1,060 for the diploma program, $550 for the Catering Specialist program, $295 for the Food Production I program, $260 for the Prep Cook program, $445 for the Culinary Nutrition Assistant program, and $565 for the Baking and Pastry Specialist program)
- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- American Culinary Federation Practical Exam Test ($100)
- Comeria Test Fee ($75)
- Hepatitis B Immunization ($200)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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 (MAJOR CODE: CA44)

**Credential: Diploma**
**Campus Locations: Athens Community Career Academy and Walton**
**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| | | **Subtotal: 8** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Culinary Arts Major**

| | |
|---|---|
| COMP 1000 | Introduction to Computers |

| | | |
|---|---|---|
| CUUL 1000 | Fundamentals of Culinary Arts | |
| CUUL 1110 | Culinary Safety and Sanitation | |
| CUUL 1122 | Foundations of Cooking Principles | |
| CUUL 1124 | Foundations of Cooking Techniques | |
| 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 | |
| CUUL 2160 | Contemporary Cuisine | |
| CUUL 2190 | Principles of Culinary Leadership | |

**Subtotal: 44**

**Total Credit Hours: 55**

## CULINARY ARTS ASSOCIATE DEGREE (MAJOR CODE: CA43)

**Credential: Associate of Applied Science**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
MATH 1103    Quantitative Skills and Reasoning
MATH 1101    Mathematical Modeling

**Subtotal: 3**

**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 |

**Subtotal: 3**

## General Education Electives

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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

## College Requirement

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Culinary Arts Major

| | |
|---|---|
| COMP 1000 | Introduction to Computers |
| CUUL 1000 | Fundamentals of Culinary Arts |
| CUUL 1110 | Culinary Safety and Sanitation |
| CUUL 1122 | Foundations of Cooking Principles |
| CUUL 1124 | Foundations of Cooking Techniques |
| 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 |
| CUUL 2160 | Contemporary Cuisine |
| CUUL 2190 | Principles of Culinary Leadership |

| CUUL 2260 | Bread and Dessert for Retail Productions |
| CUUL 2270 | Advanced Cakes and Sugar and Chocolate Techniques |

**Subtotal: 50**

**Total Credit Hours: 68-69**

## BAKING AND PASTRY SPECIALIST TCC (MAJOR CODE: BA51)

**Credential: Certificate**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**Baking and Pastry Specialist Major**
| CUUL 1110 | Culinary Safety and Sanitation |
| CUUL 1122 | Foundations of Cooking Principles |
| CUUL 1124 | Foundations of Cooking Techniques |
| CUUL 1220 | Baking Principles |
| CUUL 1370 | Culinary Nutrition and Menu Development |
| CUUL 2260 | Bread and Dessert for Retail Productions |
| CUUL 2270 | Advanced Cakes and Sugar and Chocolate Techniques |
| FSSE 1000 | First Semester Seminar |
| MATH 1012 | Foundations of Mathematics |

**Subtotal: 28**

**Total Credit Hours: 28**

## CATERING SPECIALIST TCC (MAJOR CODE: CS61)

**Credential: Certificate**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**Catering Specialist Major**
| CUUL 1110 | Culinary Safety and Sanitation |
| CUUL 1122 | Foundations of Cooking Principles |
| CUUL 1124 | Foundations of Cooking Techniques |
| CUUL 1129 | Fundamentals of Restaurant Operations |
| CUUL 1220 | Baking Principles |
| CUUL 1320 | Garde Manger |
| CUUL 2160 | Contemporary Cuisine |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 28**

**Total Credit Hours: 28**

## CULINARY NUTRITION ASSISTANT TCC (MAJOR CODE: CNB1)

**Credential: Certificate**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**Culinary Nutrition Assistant**

| | | |
|---|---|---|
| CUUL 1110 | Culinary Safety and Sanitation | |
| CUUL 1122 | Foundations of Cooking Principles | |
| CUUL 1124 | Foundations of Cooking Techniques | |
| CUUL 1170 | Introduction to Culinary Nutrition | |
| CUUL 1370 | Culinary Nutrition and Menu Development | |
| EMPL 1000 | Interpersonal Relations and Professional Development | |

**Subtotal: 16**

**Total Credit Hours: 16**

## FOOD PRODUCTION WORKER I TCC (MAJOR CODE: FPW1)

**Credential: Certificate**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**Food Production Worker I Major**

| | | |
|---|---|---|
| CUUL 1000 | Fundamentals of Culinary Arts | |
| CUUL 1110 | Culinary Safety and Sanitation | |
| CUUL 1122 | Foundations of Cooking Principles | |
| CUUL 1124 | Foundations of Cooking Techniques | |
| CUUL 1129 | Fundamentals of Restaurant Operations | |

**Subtotal: 16**

**Total Credit Hours: 16**

## PREP COOK TCC (MAJOR CODE: PC51)

**Credential: Certificate**
**Campus Locations: Athens Community Career Academy and Walton**

### CURRICULUM OUTLINE

**Prep Cook Major**

| | | |
|---|---|---|
| CUUL 1000 | Fundamentals of Culinary Arts | |
| CUUL 1110 | Culinary Safety and Sanitation | |
| CUUL 1122 | Foundations of Cooking Principles | |
| CUUL 1124 | Foundations of Cooking Techniques | |

**Subtotal: 12**

**Total Credit Hours: 12**

# Early Childhood Care and Education

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Early Childhood Care and Education program is to provide students with a combination of child development theory and practical applications necessary for successful employment.

## NATURE OF THE WORK

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

Childcare workers held about 1.3 million jobs nationally in 2012. Child daycare services employed about 24 percent of all childcare workers, and about 11 percent worked primarily in educational services. About 24 percent of childcare workers were self-employed. Employment of childcare workers is projected to increase by 14 percent from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Childcare Workers.

## EARNINGS

The median annual wage of preschool teachers was $27,130 in May 2012.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Childcare Workers.

## STUDENT LEARNING OUTCOMES

Graduates of the associate degree program in Early Childhood Care and Education will be able to complete the following tasks:

• Demonstrate their understanding of young children's characteristics and needs, and of multiple interacting influence on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.

• Demonstrate knowledge about, understanding of, and value the importance and complex characteristics of children's families and communities and use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.

• Demonstrate knowledge about and understanding of the goals, benefits, and uses of assessment and knowledge about and uses of systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child.

• Demonstrate an understanding that teaching and learning with young children is a complex enterprise, and its details vary depending on children's age, characteristics, and the settings within which teaching and learning occur; understanding and using positive relationships and supportive interactions as the foundation for their work with young children and families; and knowledge, understanding, and using of a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.

- Demonstrate use of knowledge of developmental domains and academic (or content) disciplines in early childhood curriculum and other resources to design, implement, and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child.

- Conduct themselves as a member of the early childhood profession, know and use ethical guidelines and other professional standards related to early childhood practice, are continuous, collaborative learnings who demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources, and are informed advocates for sound educational practices and policies.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

- Document strategies for including children with developmental disabilities into an inclusive classroom and demonstrate foundational knowledge of various disabilities.

Graduates of the diploma program in Early Childhood Care and Education will be able to complete the following tasks:

- Demonstrate their understanding of young children's characteristics and needs, and of multiple interacting influence on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.

- Demonstrate knowledge about, understanding of, and value the importance and complex characteristics of children's families and communities and use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.

- Demonstrate knowledge about and understanding of the goals, benefits, and uses of assessment and knowledge about and uses of systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of every child.

- Demonstrate an understanding that teaching and learning with young children is a complex enterprise, and its details vary depending on children's age, characteristics, and the settings within which teaching and learning occur; understanding and using positive relationships and supportive interactions as the foundation for their work with young children and families; and knowledge, understanding, and using of a wide array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning.

- Demonstrate use of knowledge of developmental domains and academic (or content) disciplines in early childhood curriculum and other resources to design, implement, and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child.

- Conduct themselves as a member of the early childhood profession, know and use ethical guidelines and other professional standards related to early childhood practice, are continuous, collaborative learnings who demonstrate knowledgeable, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources, and are informed advocates for sound educational practices and policies.

- 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 their understanding of young children's characteristics and needs, and of multiple interacting influence on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each child.

- Demonstrate knowledge about, understanding of, and value the importance and complex characteristics of children's families and communities and use this understanding to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning.

- 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 a 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 required by school/center policy and/or teacher recommendations or are required for individual students.

- Work with individual students or 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 an 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $3,500 for the associate degree program, $2,7000 for the diploma program, and $1,000 for the certificate program)
- Supply Fees (Varies — See course descriptions for exact amounts)
- Malpractice Insurance Fee ($11 per year)
- Criminal Record Check ($40-$50 per year)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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 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 programs 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 (MAJOR CODE: ECC2)

**Credential: Diploma**
**Campus Locations: Athens, Greene, and Walton**

### CURRICULUM OUTLINE

**Academic Core**

| | Subtotal: 8-9 |
|---|---|

| ENGL 1010 | Fundamentals of English I |
| MATH 1012 | Foundations of Mathematics |

| | Subtotal: 6 |
|---|---|

Students must choose one of the following courses:

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

**Subtotal: 2-3**

**College Requirement**

| FSSE 1000 | First Semester Seminar |
|-----------|------------------------|

**Subtotal: 3**

**Early Childhood Care and Education Major**

| 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 |

**Subtotal: 45**

*Students must pass ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1112, ECCE 1121, and ECCE 2240 with grades of C or higher.*

**Total Credit Hours: 56-57**

## EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE DEGREE (MAJOR CODE: EC13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15**

**Area I: Language Arts and Communications**

Student must choose two of the following courses:

| ENGL 1101 | Composition and Rhetoric |
|-----------|--------------------------|
| ENGL 1102 | Literature and Composition |
| SPCH 1101 | Public Speaking |

**Subtotal: 6**

**Area II: Social and Behavioral Sciences**

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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning |
|-----------|-----------------------------------|
| MATH 1101 | Mathematical Modeling |
| MATH 1127 | Introduction to Statistics |

**Subtotal: 3**

**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 |

**Subtotal: 3**

**College Requirement**
| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Early Childhood Care and Education Major**

**Subtotal: 60**

| | |
|---|---|
| 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 |

**Subtotal: 48**

Students must choose from the following courses:
| | |
|---|---|
| ECCE 2310 | Paraprofessional Methods and Materials AND |
| ECCE 2312 | Paraprofessional Roles and Practices OR |
| ECCE 2360 | Classroom Strategies for Exceptional Children AND |
| ECCE 2362 | Exploring Your Role in the Exceptional Environment |

**Subtotal: 12**

*Students must pass ECCE 1101 with a grade of C or higher, ECCE 1103 with a grade of C or higher, ECCE 1105 with a grade of C or higher, ECCE 1112 with a grade of C or higher, ECCE 1121 with a grade of C or higher, and ECCE 2240 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.*

**Total Credit Hours: 78**

## EARLY CHILDHOOD CARE AND EDUCATION BASICS TCC (MAJOR CODE: EC31)

**Credential: Certificate**
**Campus Locations: Athens, Greene, and Walton**

### CURRICULUM OUTLINE

**Early Childhood Care and Education Basics**

| | | |
|---|---|---|
| ECCE 1101 | Introduction to Early Childhood Care and Education | |
| ECCE 1103 | Child Growth and Development | |
| ECCE 1105 | Health, Safety, and Nutrition | |

**Subtotal: 9**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 9**

# Early College Essentials

## PROGRAM DESCRIPTION

The certificate program in Early College Essentials provides high school students the opportunity to begin earning college credit while still in high school. The courses included in this program also satisfy high school graduation requirements.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $850)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## EARLY COLLEGE ESSENTIALS TCC (MAJOR CODE: EC21)

**Credential: Certificate**
**Campus Locations: Athens Career Academy and Broad River College and Career Academy**

**CURRICULUM OUTLINE**

**Area I: Language Arts and Communications**
ENGL 1101      Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

  PSYC 1101     Introductory Psychology

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

**Subtotal: 7-8**

Students must select one of the following courses:

  MATH 1101     Mathematical Modeling
  MATH 1111     College Algebra
  MATH 1113     Precalculus
  MATH 1131     Calculus I

**Subtotal: 3-4**

Students must choose one lecture/lab course grouping from the following list:

  BIOL 1111      Biology I
                 AND
  BIOL 1111L     Biology I Lab
  CHEM 1151      Survey of Inorganic Chemistry
                 AND
  CHEM           Survey of Inorganic Chemistry Lab
  1151L
  CHEM 1211      Chemistry I
                 AND
  CHEM           Chemistry I Lab
  1211L
  PHYS 1110      Conceptual Physics
                 AND
  PHYS 1110L     Conceptual Physics Lab

**Subtotal: 4**

**Area IV: Humanities and Fine Arts**

Students must select 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

**Subtotal: 3**

**Total Credit Hours: 16-17**

# Hotel, Restaurant, and Tourism Management

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities 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 needed to be successful in fast-paced environments that are centered on working with people.

## NATURE OF THE WORK

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.

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. Larger full-service properties usually have a variety of retail shops on the premises. 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.

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.

## THE RESTAURANT AND FOOD SERVICE INDUSTRY

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 the 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-resources 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.

## EMPLOYMENT

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. Lodging managers held about 50,400 jobs nationally in 2012. Employment is expected to remain steady from 2012 through 2022.

Food service managers held about 321,400 jobs nationally in 2012. The majority of managers are salaried, but about 40 percent were self-employed as owners of independent restaurants or other small food service establishments. Food service manager jobs are expected to remain steady from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Lodging Managers and Food Service Managers.

## EARNINGS

Median annual wages of lodging managers were $46,810 in May 2012. The lowest 10 percent earned less than $29,290 and the highest 10 percent earned more than $89,530.

Median annual wages of food service managers were $47,960 in May 2012. The lowest 10 percent earned less than $30,820, and the highest 10 percent earned more than $81,030.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Lodging Managers and Food Service Managers.

## STUDENT LEARNING OUTCOMES

Graduates of the associate degree program 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 resolving guest complaints.
- **Financial Analysis:** 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 diploma program 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 resolving guest complaints.
- **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 certificate program 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, timeline utilization, staffing, contracted services, execution of the event, and post-event evaluation.
- Design an event and produce 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 certificate program 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 certificate program 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 rations (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 certificate program 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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

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 a 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $2,300 for the associate degree program, $1,500 for the diploma program, $1,174 for the Event Management program, $1,310 for the Food and Beverage Management program, $514 for the Food and Beverage Supervisor program, $552 for the Front Office Supervisor Program, $1,241 for the Hotel Management program, and $560 for the Human Resources Assistance program)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination). Proof of legal presence in the United States.

## HOTEL, RESTAURANT, AND TOURISM MANAGEMENT DIPLOMA (MAJOR CODE: HM12)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

| | | Subtotal: 8 |
|---|---|---|

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |

| | | Subtotal: 5 |
|---|---|---|

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1011 | Business Mathematics | |
| MATH 1012 | Foundations of Mathematics | |

| | | Subtotal: 3 |
|---|---|---|

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |

| | | Subtotal: 3 |
|---|---|---|

**Hotel, Restaurant, and Tourism Management Major**

| | |
|---|---|
| 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 |

| | | Subtotal: 33 |
|---|---|---|

**Total Credit Hours: 44**

## HOTEL, RESTAURANT, AND TOURISM MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: HM13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

| | | Subtotal: 15-17 |
|---|---|---|

**Area I: Language Arts and Communications**

| | |
|---|---|
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

## Area II: Social and Behavioral Sciences

Students must choose 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 |

**Subtotal: 3**

## Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| | |
|---|---|
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |
| MATH 1127 | Introduction to Statistics |

**Subtotal: 3-4**

## 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 |

**Subtotal: 3**

## General Education Electives

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 |
| COMM 1500 | Introduction to Interpersonal Communication |

| ENGL 1102 | Literature and Composition |
| MATH 1112 | College Trigonometry |
| PHYS 1110 | Conceptual Physics AND |
| PHYS 1110L | Conceptual Physics Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Hotel, Restaurant, and Tourism Management Major**

| 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 |

**Subtotal: 36**

**Electives**

Students must choose two courses from the following list:

| ACCT XXXX | Elective |
| BUSN XXXX | Elective |
| CIST XXXX | Elective |
| CUUL XXXX | Elective |
| HRTM XXXX | Elective |
| MGMT XXXX | Elective |
| MKTG XXXX | Elective |

**Subtotal: 6**

**Total Credit Hours: 60-62**

## EVENT COORDINATOR TCC (MAJOR CODE: SES1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Event Coordinator Major**
HRTM 1150    Event Planning
HRTM 1201    Hospitality Marketing
HRTM 1210    Hospitality Law

**Subtotal: 9**

**Total Credit Hours: 9**

## FOOD AND BEVERAGE DIRECTOR TCC (MAJOR CODE: FAB1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Food and Beverage Director Major**
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

**Subtotal: 15**

**Total Credit Hours: 15**

## FRONT OFFICE MANAGER TCC (MAJOR CODE: FFM1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Front Office Manager Major**
HRTM 1130    Business Etiquette and
                Communication
HRTM 1140    Hotel Operations Management
HRTM 1210    Hospitality Law
HRTM 1220    Supervision and Leadership in the
                Hospitality Industry

**Subtotal: 12**

**Total Credit Hours: 12**

## HOSPITALITY CUSTOMER SERVICE PROVIDER TCC (MAJOR CODE: HC11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Hospitality Customer Service Provider**

| | | |
|---|---|---|
| COMP 1000 | Introduction to Computers | |
| HRTM 1100 | Introduction to Hotel, Restaurant, and Tourism Management | |
| HRTM 1130 | Business Etiquette and Communication | |

**Subtotal: 9**

**Total Credit Hours: 9**

## HOSPITALITY INDUSTRY HUMAN RESOURCES ASSISTANT TCC (MAJOR CODE: HIH1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Hsopitality Industry Human Resources Assistant Major**

| | | |
|---|---|---|
| COMP 1000 | Introduction to Computers | |
| HRTM 1130 | Business Etiquette and Communication | |
| HRTM 1210 | Hospitality Law | |
| HRTM 1220 | Supervision and Leadership in the Hospitality Industry | |

**Subtotal: 12**

**Total Credit Hours: 12**

## HOSPITALITY OPERATIONS ASSOCIATE TCC (MAJOR CODE: HP31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Hospitality Operations Associate Major**

| | | |
|---|---|---|
| HRTM XXXX | Elective | |
| HRTM 1100 | Introduction to Hotel, Restaurant, and Tourism Management | |
| HRTM 1160 | Food and Beverage Management | |
| HRTM 1201 | Hospitality Marketing | |

**Subtotal: 12**

*Students must register for a 3-credit hour (minimum) HRTM elective course.*

**Total Credit Hours: 12**

## HOTEL MANAGEMENT SPECIALIST TCC (MAJOR CODE: HM21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Hotel Management Specialist Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 15**

**Total Credit Hours: 15**

## RESTAURANT MANAGER TCC (MAJOR CODE: RM11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Restaurant Manager Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 14**

**Total Credit Hours: 14**

## TRAVEL AND TOURISM ASSOCIATE TCC (MAJOR CODE: TAT1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Travel and Tourism Associate Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 18**

**Total Credit Hours: 18**

## Interior Design

### MISSION STATEMENT

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.

### NATURE OF THE WORK

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.

Interior designers must be able to read construction documents, 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.

### EMPLOYMENT

Interior designers held about 58,900 jobs nationally in 2014, with approximately 25 percent being self-employed. The industries that employed the most interior designers in 2012 were as follows:

- Specialized design services (30 percent)

- Architectural, engineering, and related services (15 percent)

- Furniture stores (8 percent)

- Merchant wholesalers of durable goods (6 percent)

- Construction (4 percent)

Employment of interior designers is expected to grow 4 percent from 2014 through 2024.

**Source:**

 Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, 2016-2017 edition.

### EARNINGS

Median annual wages nationally for interior designers were $48,400 in May 2014. The lowest 10 percent earned less than $25,670, and the top 10 percent earned more than $86,800. The median annual wages in 2014 for interior designers in the top five industries in which they worked were as follows:

- $54,360 in architectural, engineering, and related services

- $48,550 in merchant wholesalers for durable goods

- $47,090 in specialized design services

- $44,320 in construction

- $39,930 in furniture stores

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-2017 edition,* Interior Designers.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program 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 interior's 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 associate of applied science degree program in Interior Design will be able to complete the following tasks:

- Apply design skills learned in the classroom to an interior design project.
- Utilize job-related terminology and communication techniques in a job environment.
- 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 interior's 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 certificate program in Interior Design Color Consultant will be able to complete the following tasks:

- Identify the design and color needs of clients and guide them in all color selections for the interior environment.
- Apply the principles and elements of design to interior design projects.
- Apply creative and critical thinking skills to solve problems and issues in the interior's environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Interior Design Sales Consultant will be able to complete the following tasks:

- Apply the principles and elements of design to interior design projects.
- Research project requirements to develop an understanding of demands.
- Propose design solutions to meet project requirements using creative and critical thinking skills.
- Demonstrate knowledge of the history of interiors and architecture.

Graduates of the certificate program in Interior Design Technology will be able to complete the following tasks:

- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Apply creative and critical thinking skills to solve problems and issues in the interior's environment.
- Apply the principles and elements of design to interior design projects.
- Communicate intentions with other professionals as required for planning and designing residential and commercial spaces.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Interior Design Specifier will be able to complete the following tasks:

- Specify furnishings, fixtures, equipment, and finish materials to achieve the project goals.
- Communicate intentions with other professionals as required for planning and designing residential and commercial spaces.

- Apply the principles and elements of design to interior design projects.

- Propose design solutions to meet project requirements using creative and critical thinking skills.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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 creative and critical thinking skills to solve problems and issues 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

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 a 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 long periods of time and ability to lift, move, and transfer weight of at least 25 pounds.

- Ability to work while in hot/humid and/or cold conditions.

- Ability to efficiently use a computer to create CAD drawings.

Ability to Understand Need for a Safe Work Environment.

- Ability to wear necessary safety gear when working with computer equipment, especially printers and plotters.

- 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, managers, clients, customers, the general public, and instructors.

- Ability to write and perform routine mathematical calculations clearly and correctly as applied to the industry.

- Basic proficiency in technology 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 directed by instructors 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $2,475 for the associate degree program and $1,850 for the diploma program)
- Supply Fees (Varies — See course descriptions for exact amounts)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## INTERIOR DESIGN DIPLOMA (MAJOR CODE: IN12)

**Credential: Diploma**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Academic Core**

**Subtotal: 8-9**

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

**Subtotal: 6**

| EMPL 1000 | Interpersonal Relations and Professional Development | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 2-3** |

**College Requirement**

| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Interior Design Major**

| 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 | |
| | | **Subtotal: 48** |

**Total Credit Hours: 59-60**

## INTERIOR DESIGN ASSOCIATE DEGREE (MAJOR CODE: IN13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

| | | **Subtotal: 15-16** |
| --- | --- | --- |

**Area I: Language Arts and Communications**

| ENGL 1101 | Composition and Rhetoric | |
| | | **Subtotal: 3** |

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

## Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| MATH 1101 | Mathematical Modeling |
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |

**Subtotal: 3**

## 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 |

**Subtotal: 3**

## General Education Electives

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**
FSSE 1000    First Semester Seminar

**Subtotal: 3**

**Interior Design Major**
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

**Subtotal: 51**

**Total Credit Hours: 69-70**

## INTERIOR DESIGN COLOR CONSULTANT TCC (MAJOR CODE: ID21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Interior Design Color Consultant Major**
INDS 1100    Interior Design Fundamentals
INDS 1115    Technical Drawing for Interior
             Designers
INDS 1125    Lighting Technologies for Interiors
INDS 1130    Materials and Resources
INDS 1135    Textiles for Interiors

**Subtotal: 17**

**Total Credit Hours: 17**

## INTERIOR DESIGN SALES CONSULTANT TCC (MAJOR CODE: ID31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Interior Design Sales Consultant Major**
FSSE 1000    First Semester Seminar

| INDS 1100 | Interior Design Fundamentals |
| INDS 1130 | Materials and Resources |
| INDS 1135 | Textiles for Interiors |
| INDS 1150 | History of Interiors and Architecture I |
| INDS 1155 | History of Interiors and Architecture II |

**Subtotal: 22**

**Elective**

Students must choose one of the following electives:

| INDS 1160 | Interiors Seminar |
| INDS 2240 | Business Practices for Design Professionals |
| MKTG 1160 | Professional Selling |

**Subtotal: 3-5**

**Total Credit Hours: 25-27**

## INTERIOR DESIGN TECHNOLOGY TCC (MAJOR CODE: IT31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Interior Design Technology Major**

| INDS 1115 | Technical Drawing for Interior Designers |
| INDS 1145 | CAD Fundamentals for Interior Design |
| INDS 2210 | Design Studio I |

**Subtotal: 10**

**Elective**

| MATH 1012 | Foundations of Mathematics |
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |
| MATH 1111 | College Algebra |

**Subtotal: 3**

**Total Credit Hours: 13**

## INTERIORS SPECIFIER TCC (MAJOR CODE: ID71)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Interiors Specifier Major**

| INDS 1100 | Interior Design Fundamentals |
| INDS 1120 | Codes and Building Systems for Interiors |
| INDS 1130 | Materials and Resources |
| INDS 1135 | Textiles for Interiors |

**Subtotal: 14**

**Total Credit Hours: 14**

## KITCHEN AND BATH DESIGNER TCC (MAJOR CODE: KAB1)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Kitchen and Bath Designer Major**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| 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 | |

**Subtotal: 39**

**Total Credit Hours: 39**

# Marketing Management

## ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business 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 associate of science degree program in Consumer Economics and the following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business, Education, and Humanities: Applied Technical Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant. ACBSP Quality Assurance Report August 2015.

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Marketing Management 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, small business management, social media, and sports marketing. The program prepares students for careers in marketing, sales, retail management, entrepreneurship, social media marketing, and sports marketing.

## NATURE OF THE WORK

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 Management 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. They also help to monitor trends that indicate the need for new products and services.

Advertising sales agents — also referred to as account executives or advertising sales representatives — sale or solicit advertising primarily for newspapers and periodicals, television and radio, web sites, telephone directories, direct mail, and outdoor advertisers. 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 sale, sales representatives' primary duties are to make customers interested in their merchandise and to arrange the sale of that merchandise. 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 worker supervisors oversee the work of 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. 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 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.

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

Marketing professionals were found in virtually every industry. Sales representatives held about 359,300 jobs nationally in 2012; about 63 percent were employed in wholesale trade, retail trade, manufacturing, and the finance and insurance industries. Advertising and promotions representatives held about 216,000 jobs nationally in 2012; about 24 percent worked in advertising, public relations, and related services. Overall employment of marketing professionals is expected to increase by 12 percent nationally from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Advertising, Promotions, and Marketing Managers and Sales Managers.

## EARNINGS

Median annual wage of advertising and promotions managers was $88,590 in May 2012. The lowest 10 percent earned less than $43,270. The top 10 percent earned more than $187,200.

Median annual wage for marketing managers was $119,480 in May 2012. The lowest 10 percent earned less than $62,250. The top 10 percent earned more than $187,200.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Advertising, Promotions, and Marketing Managers and Sales Managers.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Marketing Management 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 diploma program in Marketing Management 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.

• 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 certificate program 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 certificate program 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 certificate program in Retail Merchandise Manager will be able to complete the following tasks:

- Follow trends for merchandise to be purchased.
- Be responsible for the purchasing 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 certificate program 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 certificate program 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

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 a field of study after graduation. For students to be successful in the Marketing Management 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 multitask.
- Ability to verify 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 Management 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 tasks accurately, safely, and efficiently. Physical requirements 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Malpractice Insurance Fee ($11 per year)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,000 for the associate of applied science degree program, $2,300 for the diploma program, $550 for the Entrepreneurship program, $450 for the Marketing Specialist program, $800 for the Retail Merchandise Manager program, $550 for the Small Business Marketing Manager program, $650 for the Social Media program, and $760 for the Sports Management program)
- Supply Fees (Varies — See course descriptions for exact amounts)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## MARKETING MANAGEMENT DIPLOMA (MAJOR CODE: MM12)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

| | **Subtotal: 6** |
|---|---|

| ENGL 1010 | Fundamentals of English I |
|---|---|
| | **Subtotal: 3** |

Students must choose one of the following courses:

| MATH 1011 | Business Mathematics |
|---|---|
| MATH 1012 | Foundations of Mathematics |
| | **Subtotal: 3** |

**College Requirement**

| FSSE 1000 | First Semester Seminar |
|---|---|
| | **Subtotal: 3** |

**Marketing Management Core**

| COMP 1000 | Introduction to Computers |
|---|---|
| MKTG 1100 | Principles of Marketing |
| MKTG 1130 | Business Regulations and Compliance |
| MKTG 1160 | Professional Selling |
| MKTG 1190 | Integrated Marketing Communications |
| MKTG 2090 | Marketing Research |

| MKTG 2300 | Marketing Management |
|---|---|

**Subtotal: 21**

**Marketing Specialization**

Students must choose one of the following specializations:

**Subtotal: 12**

**Marketing Management Specialization**

| MKTG 1370 | Consumer Behavior |
|---|---|
| MKTG 2060 | Marketing Channels |
| MKTG 2070 | Buying and Merchandising |
| MKTG XXXX | Elective |

**Subtotal: 12**

*Students must register for a 3-credit hour (minimum) MKTG elective course.*

**Entrepreneurship Specialization**

| MKTG 2010 | Small Business Management |
|---|---|
| MKTG 2070 | Buying and Merchandising |
| MKTG 2210 | Entrepreneurship |

**Subtotal: 12**

**Retail Management Specialization**

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

**Subtotal: 12**

**Social Media Marketing**

| MKTG 1370 | Consumer Behavior |
|---|---|
| MKTG 2070 | Buying and Merchandising |
| MKTG 2500 | Exploring Social Media |
| MKTG 2550 | Analyzing Social Media |

**Subtotal: 12**

**Sports Management**

| 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 |

**Subtotal: 12**

**Total Credit Hours: 42**

## MARKETING MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: MM13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

Subtotal: 15-16

**Area I: Language Arts and Communications**

ENGL 1101    Composition and Rhetoric
SPCH 1101    Public Speaking

Subtotal: 6

**Area II: Social and Behavioral Sciences**

Students must choose 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

Subtotal: 3

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

MATH 1103    Quantitative Skills and Reasoning
MATH 1101    Mathematical Modeling
MATH 1111    College Algebra
MATH 1113    Precalculus
MATH 1131    Calculus I

Subtotal: 3-4

**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

Subtotal: 3

**College Requirement**

FSSE 1000    First Semester Seminar

Subtotal: 3

**Marketing Management Core**

Subtotal: 27

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 1160 | Professional Selling |
| MKTG 1190 | Integrated Marketing Communications |
| MKTG 2090 | Marketing Research |

**Subtotal: 24**

Students must choose one of the following courses:

| ACCT 2140 | Legal Environment of Business |
| MKTG 1130 | Business Regulations and Compliance |

**Subtotal: 3**

## Marketing Specialization

Students must choose one of the following specializations:

**Subtotal: 12**

## Marketing Management Specialization

| MKTG 1370 | Consumer Behavior |
| MKTG 2060 | Marketing Channels |
| MKTG 2070 | Buying and Merchandising |
| MKTG XXXX | Elective |

**Subtotal: 12**

*Students must register for a 3-credit hour (minimum) MKTG elective course.*

## Entrepreneurship Specialization

| MKTG 2010 | Small Business Management |
| MKTG 2070 | Buying and Merchandising |
| MKTG 2210 | Entrepreneurship |

**Subtotal: 12**

## Retail Management Specialization

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

**Subtotal: 12**

## Social Media Marketing

| MKTG 1370 | Consumer Behavior |
| MKTG 2070 | Buying and Merchandising |
| MKTG 2500 | Exploring Social Media |
| MKTG 2550 | Analyzing Social Media |

**Subtotal: 12**

## Sports Management

| 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 |

**Subtotal: 12**

**Electives**

Students must choose two courses from the following list:

| | | |
|---|---|---|
| MKTG 2000 | Global Marketing | |
| MKTG 2290 | Marketing Internship/Practicum | |
| MKTG 2300 | Marketing Management | |

**Subtotal: 6**

**Total Credit Hours: 63-64**

## ENTREPRENEURSHIP TCC (MAJOR CODE: EN11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Entrepreneurship Major**

**Subtotal: 12**

| | | |
|---|---|---|
| MKTG 1130 | Business Regulations and Compliance | |
| MKTG 2210 | Entrepreneurship | |

**Subtotal: 9**

Students must choose one of the following courses:

| | | |
|---|---|---|
| MGMT 1100 | Principles of Management | |
| MKTG 2010 | Small Business Management | |

**Subtotal: 3**

**Total Credit Hours: 12**

## RETAIL MERCHANDISE MANAGER TCC (MAJOR CODE: RMM1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Retail Merchandise Major**

**Subtotal: 15**

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

**Subtotal: 12**

Students must choose one of the following courses:

| | | |
|---|---|---|
| MGMT 1100 | Principles of Management | |
| MKTG 2010 | Small Business Management | |

**Subtotal: 3**

**Total Credit Hours: 15**

## SMALL BUSINESS MARKETING MANAGER TCC (MAJOR CODE: SB51)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Small Business Marketing Manager Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 15**

**Total Credit Hours: 15**

## SPORTS MANAGEMENT TCC (MAJOR CODE: RM21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM

**Sports Management Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 18**

**Total Credit Hours: 18**

# Paralegal Studies

## APPROVAL

The associate of applied science degree program in Paralegal Studies is approved by the American Bar Association (ABA).

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities 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.

## NATURE OF THE WORK

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.

## EMPLOYMENT

Paralegals and legal assistants held about 279,500 jobs in 2014. Legal services and private law firms employed about 72 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 8 percent between 2014 and 2024.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Paralegals and Legal Assistants.

## EARNINGS

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 2014, the median annual wage of paralegals and legal assistants was $48,350. The lowest 10 percent earned less than $30,280. The top 10 percent earned more than $77,830.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Paralegals and Legal Assistants.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science 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; identify appropriate work ethics for a law office and demonstrate application of these ethics.

## 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 a 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, and 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.

  - Produce documents.

  - 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Malpractice Insurance Fee ($11 per year)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,086)
- Supply Fees (Varies — See course descriptions for exact amounts)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## PARALEGAL STUDIES ASSOCIATE DEGREE (MAJOR CODE: PS13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

Subtotal: 18-19

**Area I: Language Arts and Communications**
  ENGL 1101      Composition and Rhetoric

| SPCH 1101 | Public Speaking | |
|---|---|---|
| | | **Subtotal: 6** |

**Area II: Social and Behavioral Sciences**

| | **Subtotal: 6** |
|---|---|

| PSYC 1101 | Introductory Psychology | |
|---|---|---|
| | | **Subtotal: 3** |

Students must choose one of the following courses:

| ECON 2105 | Macroeconomics | |
|---|---|---|
| ECON 2106 | Microeconomics | |
| | | **Subtotal: 3** |

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning | |
|---|---|---|
| MATH 1101 | Mathematical Modeling | |
| | | **Subtotal: 3-4** |

**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 | |
| | | **Subtotal: 3** |

**College Requirement**

| FSSE 1000 | First Semester Seminar | |
|---|---|---|
| | | **Subtotal: 3** |

**Paralegal Studies Core**

| COMP 1000 | Introduction to Computers | |
|---|---|---|
| | | **Subtotal: 3** |

**Paralegal Studies Major**

| 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 |

**Subtotal: 45**

**Paralegal Studies Elective**

Students must choose one of the following courses:

| | |
|---|---|
| PARA 1200 | Bankruptcy/Debtor-Creditor Relations |
| PARA 1210 | Legal and Policy Issues in Healthcare |
| PARA 1215 | Administrative Law |

**Subtotal: 3**

*The director of registration and records will only consider for transfer credit those Paralegal Studies major courses taken at ABA-approved schools.*

*Students must complete at least four courses in the Paralegal Studies major category and PARA 2210 and PARA 2215 at Athens Technical College.*

*Students must take at least 10 semester credit hours in the Paralegal Studies major category in a traditional classroom setting.*

**Total Credit Hours: 72-73**

# Social Work Assistant

## MISSION STATEMENT

The Business, Education, and Humanities Division supports the mission of the College by offering business, education, and humanities 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.

## NATURE OF THE WORK

Social Work Assistants work with individuals experiencing natural life transitions or unexpected life crises to assist them in obtaining the help needed while also making certain that they can reach their maximum level of independent functioning. Social Work Assistants provide direct and/or indirect services either as leas case managers or through work under the direction of social workers, psychologists, or others who have more education or experience. Social Work Assistants have many social service job titles, such as case work aide, clinical social work aide, family service assistant, addictions counselor assistant, and human service worker. The populations with which Social Work Assistants provide services are quite varied. They may work with children and families, people with mental illnesses or disabilities, the elderly, the homeless, or the unemployed, to name a few. Social Work Assistants may work in schools, medical facilities, offices, residential facilities, shelters or directly in homes and communities. They also may work for non-profit or private-for-profit social service agencies, or state and local governments. Because of the skills, knowledge, ethics and sensitivity to human needs, Social Work Assistants may also work in non-social service agencies.

Social Work Assistants play a variety of roles in a community to support their clients. They may assist clients in need of counseling or crisis intervention or facilitate group activities. Often times, they work with other professional care providers to provide emotional support and training so as to empower them to become involved in their own wee-being. They may help clients master everyday living skills, improve communication skills or learn how to get along better with others. However, accessing available resources is a major function of a Social Work Assistant. They not only maintain an awareness of available resources, but also make referrals, assist with applying for those services, and then conduct follow up to ensure that clients are receiving the services needed.

## EMPLOYMENT

Social and human service assistants held about 386,600 jobs in 2014. The industries that employed the most social and human services assistants in 2014 were as follows:

- Individual and family services (28 percent)

- State and local government (20 percent)

- Residential care facilities (16 percent)

- Community and vocational rehabilitation services (11 percent)

- Religious, grant making, civic, professional, and similar organizations (8 percent)

Employment of social and human service assistants is projected to grow 18 percent from 2014 to 2024, faster than the average for all occupations. Growth will be due to an increase in the elderly population and rising demand for health care and social services.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Social and Human Service Assistants.

## EARNINGS

The median hourly wage for social and human service assistants was $14.32 in May 2014. The lowest 10 percent earned less than $9.55, and the top 10 percent earned more than $22.85.  The median pay for 2014 was $29,790 per year. In May 2014, the median hourly wages for social and human service assistants in the top five industries in which these assistants worked were as follows:

- $17.07 in state and local government
- $15.15 in religious, grant making, civic, professional, and similar organizations
- $14.04 in individual and family services
- $12.84 in community and vocational rehabilitation services
- $16.65 in residential care facilities

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-2017 edition,* Social and Human Service Assistants.

## DIRECT SUPPORT PROFESSIONAL

The Direct Support Professional certificate 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

Graduates of the associate of applied science degree 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:** Assess their own experiences, strengths, and weaknesses and monitor their actions in light of this self-awareness.
- **Problem Solving/Critical Thinking:** 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:** Work with a variety of client populations without regard to clients' age, class, color, race, religion, and sexual orientation.
- **Specialization:** Understand the unique needs of people dealing with a particular social issue and apply the interpersonal qualities and skills needed.
- **Work Ethics:** Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the 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:** Assess their own experiences, strengths, and weaknesses and monitor their actions in light of this self-awareness.
- **Problem Solving/Critical Thinking:** 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:** 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 certificate program in Addictions Specialist will be able to complete the following tasks:

- Define the classifications of mood-altering substances.
- Discuss substance use in the terms of use, abuse, and dependency.
- Recognize the biological, psychology, and social aspect of addiction.
- Understand the theoretical approaches, to substance abuse treatment.
- Identify the roles of professionals in the field of substance abuse.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Direct Support Professional 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.

Graduates of the certificate program in Domestic and Family Violence will be able to complete the following tasks:

- Identify and discuss the causes and consequences of domestic and family violence.
- Recognize procedures and processes related to human services and domestic violence.
- Understand the theoretical approaches to human services and domestic violence.
- Demonstrate the skills needed to be a domestic and family violence specialist.
- 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 a field of study after graduation. To be successful in the Social Work Assistant programs, students must meet the following essential functions:

- Provide direct services to clients as directed by assigned workers or supervisors.

- 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, obtaining information as necessary, explaining program policies and procedures, and giving directions and instructions to clients so that they may receive services.

- Assist social workers in obtaining and verifying client information, assisting in the formulation of service objectives and the development of service plans, arranging for the delivery of services, and recording cases and summarizing services provided for various reports.

- Coordinate outreach and fundraising activities.

- Serve on agency and community committees.

- Assist with referrals and in obtaining 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $2,586 for the associate degree program, $2,086 for the diploma program, $311 for the Addictions Specialist certificate, $65 for the Direct Support Professional certificate, $311 for the Domestic and Family Violence certificate, and $300 for the Gerontology Specialist)

- Malpractice Insurance ($11 when enrolled in SOCW 2080)

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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Provide proof of legal presence in the United States.
- Official birth certificate, passport, driver's license, or state-issued photo identification card to document the applicant is at least 18 years of age.

## SOCIAL WORK ASSISTANT DIPLOMA (MAJOR CODE: SW12)

**Credential: Diploma**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Academic Core**

| | |
|---|---|
| | **Subtotal: 11** |

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 8** |

Students must choose from one of the following courses:

| | | |
|---|---|---|
| MATH 1012 | Foundations of Mathematics | |
| MATH 1013 | Algebraic Concepts | |
| MATH 1015 | Geometry and Trigonometry | |
| | | **Subtotal: 3** |

**Social Work Assistant Major**

| | |
|---|---|
| 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 Service |

**Subtotal: 45**

**Total Credit Hours: 59**

## SOCIAL WORK ASSISTANT ASSOCIATE DEGREE (MAJOR CODE: SW23)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15**

**Area I: Language Arts and Communications**
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**
| PSYC 1101 | Introductory Psychology |
| SOCI 1101 | Introduction to Sociology |

**Subtotal: 6**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |
| MATH 1127 | Introduction to Statistics |

**Subtotal: 3**

**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 |

**Subtotal: 3**

**College Requirement**
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Social Work Major**
| 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 Service | |

**Subtotal: 45**

**Elective**

Students must choose one of the following courses:

| | |
|---|---|
| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |
| BIOL 1112 | Biology II |
| BIOL 1112L | Biology II Lab |
| CRJU XXXX | Elective |
| SOCW XXXX | Electives |
| DRSP 1100 | Facilitating Access to Community Living |
| DRSP 1130 | Direct Support Professional Practicum |
| ECCE 1105 | Health, Safety, and Nutrition |
| ECCE 1113 | Creative Activities for Children |
| ECCE 2201 | Exceptionalities |
| ECCE 2202 | Social Issues and Family Involvement |
| ECCE 2203 | Guidance and Classroom Management |
| ENGL 1102 | Literature and Composition |
| HRTM 1130 | Business Etiquette and Communication |
| MGMT 1100 | Principles of Management |
| MGMT 1115 | Leadership |
| MGMT 2145 | Business Plan Development |
| PARA 1100 | Introduction to Law and Ethics |
| PSYC 2103 | Human Development |
| PSYC 2250 | Abnormal Psychology |

**Subtotal: 3**

**Total Credit Hours: 66**

## ADDICTIONS SPECIALIST TCC (MAJOR CODE: AS41)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM**

**Addictions Specialist Major**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| SOCW 2010 | Introduction to Case Management | |
| SOCW 2020 | Human Behavior and the Social Environment | |
| SOCW 2030 | Interviewing Techniques with Individuals | |
| SOCW 2050 | Group Work Intervention | |
| SOCW 2080 | Social Work Field Practicum I | |
| SOCW 2140 | Addictions, Theories, and Treatment | |

**Subtotal: 24**

**Total Credit Hours: 24**

## DOMESTIC AND FAMILY VIOLENCE TCC (MAJOR CODE: DVP1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM**

**Domestic and Family Violence Major**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| SOCW 2010 | Introduction to Case Management | |
| SOCW 2020 | Human Behavior and the Social Environment | |
| SOCW 2030 | Interviewing Techniques with Individuals | |
| SOCW 2050 | Group Work Intervention | |
| SOCW 2080 | Social Work Field Practicum I | |
| SOCW 2150 | Domestic and Family Violence | |

**Subtotal: 24**

**Total Credit Hours: 24**

## GERONTOLOGY SPECIALIST

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM**

**Gerontology Specialist Major**

| | | |
|---|---|---|
| GERT 1040 | Healthy Aging | |
| GERT 1060 | Alzheimer's Disease and Dementia | |
| GERT 1080 | Death and Dying | |
| SOCW 2010 | Introduction to Case Management | |
| SOCW 2030 | Interviewing Techniques with Individuals | |
| SOCW 2070 | Social Policies and Programs for the Aging | |

SOCW 2130    Social Welfare and Community
                    Service

**Subtotal: 19**

**Total Credit Hours: 19**

# Technical Specialist

## MISSION STATEMENT

The mission of the certificate program in Technical Specialist 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 associate degree level.

## NATURE OF THE WORK

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.

## STUDENT LEARNING OUTCOMES

Graduates of the certificate program 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

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 a 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $1,500)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## TECHNICAL SPECIALIST TCC (MAJOR CODE: TC31)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 30-31**

**Area I: Language Arts and Communications**
  ENGL 1101     Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose two 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 |

**Subtotal: 6**

**Area III: Mathematics**

Students must choose one of the following courses:

| | |
|---|---|
| MATH 1101 | Mathematical Modeling |
| MATH 1127 | Introduction to Statistics |

**Subtotal: 3-4**

**Area IV: Humanities and Fine Arts**

Students must choose two 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 |

**Subtotal: 6**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PHYS 1111 | Introductory Physics I |
| | AND |
| PHYS 1111L | Introductory Physics I Lab |

| PHYS 1112 | Introductory Physics II |
|---|---|
| | AND |
| PHYS 1112L | Introductory Physics II Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 12**

**College Requirement**
| FSSE 1000 | First Semester Seminar |
|---|---|

**Subtotal: 3**

**Technical Specialist Major**
| ENGL 1105 | Technical Communications |
|---|---|
| MGMT 1100 | Principles of Management |
| MGMT 1120 | Introduction to Business |
| MKTG 1100 | Principles of Marketing |

**Subtotal: 12**

**Total Credit Hours: 45-46**

# LIFE SCIENCES AND PUBLIC SAFETY

## Agricultural Science

## MISSION STATEMENT

The mission of the Agricultural Science program is to provide education and hands-on training to equip students with the knowledge and skills necessary to enter the workforce as agricultural professionals. This program emphasizes science, leadership, and problem solving in an agriculturally-based environment.

## NATURE OF WORK

Agriculturalists are the foundation of the food, fiber, ornamental horticulture, and biofuels industry. Employment in this industry includes agricultural producers of all types: farmers, ranchers, nursery, and greenhouse growers. Employment opportunities also encompass researchers, buyers, sales people, consultants, etc., all of whom work together to provide safe, affordable agricultural goods while maintaining a profitable business.

Agricultural companies can be small or large; some producers are sole proprietors who plant, cultivate, harvest, and sell their crops to local consumers; maintain their own equipment; and make all the management decisions. On the other end of the spectrum, an agriculturalist can be an employee of a large corporation who manages just one small portion of a much larger business.

Regardless of the size of the organization, all agriculturalists need to have a good comprehension of life sciences so they can understand how to grow crops and implement appropriate business practices so they will have a financially sound business. This diversified nature of the industry requires agriculturalists to have a grasp of many subjects: biology, mechanics, electricity, computers, finance, leadership, and problem solving.

Agriculture is a rewarding industry, allowing an individual to nurture a crop from infancy to harvest, supply customers with safe crops that help nourish and clothe them, and make sound financial decisions for a profitable business. There are positions that allow a person to work in the outdoors or inside at a desk, and opportunities extending from an entrepreneurial venture to corporate CEO.

## EMPLOYMENT

Agricultural and food science technicians held about 25,900 jobs in 2012. The industries that employed the most agricultural and feed science technicians in 2012 were as follows:

- Food manufacturing (26 percent)

- Colleges, universities, and professional schools (19 percent)

- Support activities for agriculture and forestry (17 percent)

- Research and development in the physical, engineering, and life sciences (8 percent)

- Animal production and aquaculture (7 percent) Employment of agricultural and food technicians is projected to grow 3 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Agricultural and Food Science Technicians.

## EARNINGS

The median annual wage for agricultural and food science technicians was $34,070 in May 2012. The lowest 10 percent earned less than $22,410, and the top ten percent earned more than $53,460.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Agricultural and Food Science Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Agricultural Science will be able to complete the following tasks:

• Demonstrate technical competence of agricultural concepts.

• Identify possible problems within an agricultural environment and develop appropriate solutions for them.

• Describe how the systems of plant and/or animal science, mechanics, finance, and leadership are interconnected within an agricultural organization.

• Describe how to appropriately manage agricultural systems for efficiency.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Agricultural Systems and Mechanics will be able to complete the following tasks:

• Demonstrate proper safety procedures for working with 120- and 240-volt electrical service, metal welding and cutting equipment, and small engines.

• Wire a three-way lamp circuit to a load center.

• Join two pieces of metal using stick (SMAW) and MIG (GMAW) welding techniques.

• Cut metal using oxifuel and plasma.

• Demonstrate the proper methods to construct an agricultural building.

• Plumb water connections using galvanized, copper, and PVC pipe.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate in Precision Agriculture will be able to complete the following tasks:

• Understand how GIS can be used to improve the production of agronomic crops.

• Collect information about soil and field attributes, yield data, or field boundaries using field data recorders and basic geographic information systems (GIS).

• Demonstrate the uses and applications of geospatial technology such as global positioning system (GPS), geographic information systems (GIS), automatic tractor guidance systems, variable rate chemical input applicators, surveying equipment, and computer mapping software.

• Illustrate how GIS systems can be used to improve agricultural production and management systems.

• 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 a field of study after graduation. For students to be successful in the Agriculture Sciences programs, they must be able to perform the following essential functions:

• Engage in effective verbal and written communications with supervisors and coworkers.

• Receive, comprehend, write, and interpret verbal and written instructions.

• Work effectively as a team member, follower, and leader.

- Work in a wide variety of environments including hot, humid, cold, dusty, unclean, odiferous, and/or wet conditions.
- Manual dexterity to efficiently and safely use equipment, power tools, hand tools, and other small and large equipment in a safe manner while utilizing appropriate personal protective equipment.
- Demonstrate problem solving skills to meet challenges of the agricultural environment and industry.
- Use environmental controllers and computers to control equipment and log data.
- Perform mathematical calculations that relate to the field of agriculture science.
- Read and properly interpret warning labels on agricultural products.
- Lift materials weighing up to 50 pounds.
- Computer skills to input, manipulate, and analyze data.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Instruction Fee ($50 per term)
- Malpractice Insurance Fee ($11 per year)
- Parking Fee ($20 per term)
- Public Safety Fee ($25)
- Registration Fee ($40 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $1,800 for the associate degree program)
- Supply Fees (Varies — See course descriptions for exact amounts)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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.

## AGRICULTURAL SCIENCE (MAJOR CODE: AS63)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  | **Subtotal: 19-20** |
|---|---|

**Area I: Language Arts and Communications**

|  | **Subtotal: 6** |
|---|---|

| ENGL 1101 | Composition and Rhetoric |
|---|---|
|  | **Subtotal: 3** |

Students must choose one of the following courses:

| COMM 1500 | Introduction to Interpersonal Communication |
|---|---|
| SPCH 1101 | Public Speaking |
|  | **Subtotal: 3** |

**Area II: Social and Behavioral Sciences**

Students must choose 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 |
|  | **Subtotal: 3** |

**Area III: Mathematics and Natural Sciences**

|  | **Subtotal: 7-8** |
|---|---|

Students must choose one of the following courses:

| MATH 1101 | Mathematical Modeling |
|---|---|
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |
|  | **Subtotal: 3-4** |

Students must choose one lecture/lab course grouping from the following list:

| BIOL 1111 | Biology I |
|---|---|
|  | AND |
| BIOL 1111L | Biology I 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 |

**Subtotal: 4**

### 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 |

**Subtotal: 3**

### College Requirement

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

### Agricultural Science Major

**Subtotal: 18**

### Intro and Internship

| AGRB 2800 | Agribusiness Internship |
| AGSC 1001 | Introduction to Agriculture |

**Subtotal: 6**

Students must choose one of the following courses:

| AGRB 1110 | Agribusiness Management |
| MGMT 1120 | Introduction to Business |
| MKTG 2010 | Small Business Management |

**Subtotal: 3**

Students must choose one of the following courses:

| AGRB 1120 | Leadership in Agribusiness |
| HRTM 1220 | Supervision and Leadership in the Hospitality Industry |

**Subtotal: 3**

Students must choose one of the following courses:

| ACCT 2145 | Personal Finance |
| AGRB 1150 | Agricultural Finance and Credit |

**Subtotal: 3**

Students must choose one of the following courses:

| AGRB 2380 | Agricultural Mechanics |
| AGSC 2330 | Agricultural Structures Design and Construction |

**Subtotal: 3**

**Agricultural Specialization**

Students must choose one of the following specializations:

**Subtotal: 12-14**

**Poultry Specialization**

| | | |
|---|---|---|
| AGSC 2220 | Introduction to Poultry Science | |
| AGSC 2260 | Poultry Production and Management | |
| AGSC 2520 | Food Safety and Health in Agriculture | |

**Subtotal: 9**

**Horticulture Specialization**

**Subtotal: 13-14**

| | | |
|---|---|---|
| AGRB 2200 | Principles of Agronomy | |

**Subtotal: 3**

Students must choose one of the following courses:

| | | |
|---|---|---|
| HORT 1010 | Woody Plant Identification I | |
| HORT 1020 | Herbaceous Plant Identification | |

**Subtotal: 3**

Students must choose two of the following courses:

| | | |
|---|---|---|
| HORT 1030 | Greenhouse Management | |
| HORT 1100 | Introduction to Sustainable Agriculture | |
| HORT 1110 | Small Scale Food Production | |
| HORT 1250 | Plant Production and Propagation | |

**Subtotal: 7-8**

**Livestock Specialization**

| | | |
|---|---|---|
| AGRB 2200 | Principles of Agronomy | |
| AGRB 2250 | Survey of the Animal Industry | |
| AGSC 2150 | Grasses and Forages in Agriculture | |
| AGSC 2270 | Livestock Production and Management | |

**Subtotal: 12**

**Agricultural Electives**

Students must choose from AGRB, AGSC, ESCI, GIFS, HORT, or other occupational courses as approved by the program chair.

**Subtotal: 8**

**Total Credit Hours: 60-63**

## AGRICULTURAL SYSTEMS AND MECHANICS (MAJOR CODE: AS51)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Agricultural Systems and Mechanics Major**

| | | |
|---|---|---|
| AGRB 1120 | Leadership in Agribusiness | |
| AGSC 2330 | Agricultural Structures Design and Construction | |

| AGSC 2380 | Agricultural Mechanics |
| ESCI 1180 | Applied Surveying |

**Subtotal: 13**

**Total Credit Hours: 13**

## PRECISION AGRICULTURE (MAJOR CODE: PA41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Precision Agriculture Major**

| AGRB 2200 | Principles of Agronomy |
| AGRB 2300 | Precision Agricultural Systems |
| AGSC 2380 | Agricultural Mechanics |
| GIFS 1101 | Introduction to Geographic Information Systems |

**Subtotal: 14**

**Total Credit Hours: 14**

# BioScience

## MISSION STATEMENT

The mission of the BioScience 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.

## NATURE OF THE WORK

BioScience 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.

Biological technicians work with biologists studying living organisms. Many assist scientists who conduct medical research such as helping to find a cure for cancer or AIDS. 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.

## EMPLOYMENT

Biological technicians held about 80,200 jobs in 2012. The industries employing the most biological technicians in 2012 were as follows:

- Colleges, universities, and professional schools (32 percent)

- Research and development in the physical, engineering, and life sciences (23 percent)

- Federal government (15 percent)

- Chemical manufacturing (8 percent)

- Hospitals (8 percent)

- Testing laboratories (4 percent)

Employment of biological technicians is projected to grow by 10 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Biological Technicians.

## EARNINGS

The median annual wage for biological technicians was $39,750 in May 2012. The lowest 10 percent earned less than $25,280, and the top 10 percent earned more than $64,880. In May 2012, median annual wages for biological technicians in the top six industries employing these technicians were as follows:

- $45,380 in chemical manufacturing

- $42,330 in research and development in the physical, engineering, and life sciences

- $40,450 in colleges, universities, and professional schools

- $38,450 in hospitals
- $36,260 in testing laboratories
- $33,630 in the federal government

## Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Biological Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in BioScience 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 analyzes 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 analyzes.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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 analyzes 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 analyzes.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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.
- Compile and interpret results of tests and analyzes.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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

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 a field of study after graduation. The objective of the BioScience 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 supervisors 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Malpractice Insurance Fee ($11 per year)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,500 for the associate degree program, $1,700 for the Biological Sciences Laboratory Technician program, $2,000 for the Environmental Chemistry Laboratory Technician program, and $1,300 for the Regulatory Compliance Technician program)

- Supply Fees (Varies — See course descriptions for exact amounts). These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Provide proof of legal presence in the United States.

## BIOSCIENCE WEBSITE

Additional information about the BioScience program, including information about its students, faculty, courses, upcoming events, and special projects, can be found on the BioScience webpage.

## BIOSCIENCE ASSOCIATE DEGREE (MAJOR CODE: BI13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  |  | **Subtotal: 20** |
|---|---|---|

**Area I: Language Arts and Communications**

| ENGL 1101 | Composition and Rhetoric | |
|---|---|---|
| | | **Subtotal: 3** |

**Area II: Social and Behavioral Sciences**

Students must choose 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 |
| | **Subtotal: 3** |

**Area III: Mathematics and Natural Science**

| BIOL 1111 | Biology I |
|---|---|
| BIOL 1111L | Biology I Lab |
| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| MATH 1111 | College Algebra |
| | **Subtotal: 11** |

**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 | |

**Subtotal: 3**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**BioScience Major**

| | |
|---|---|
| BIOC 2100 | Biochemistry |
| BIOC 2100L | Biochemistry Lab |
| BIOC 2203 | Recombinant DNA Methods |
| BIOC 2203L | Recombinant DNA Methods Lab |
| 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 |

**Subtotal: 44**

**BioScience Specialization**

Students must choose one of the following specializations:

**Subtotal: 4**

**Biology**

| | |
|---|---|
| BIOL 1112 | Biology II |
| BIOL 1112L | Biology II Lab |

**Subtotal: 4**

**Organic Chemistry**

| | |
|---|---|
| CHEM 2212 | Organic Chemistry II |

| CHEM 2212L | Organic Chemistry II Lab | |
|---|---|---|
| | | **Subtotal: 4** |

**Water Treatment**

| ESCI 1150 | Introduction to Water Treatment Processes | |
|---|---|---|
| | | **Subtotal: 4** |

**Wastewater Treatment**

| ESCI 1160 | Introduction to Wastewater Treatment | |
|---|---|---|
| | | **Subtotal: 4** |

*Students must pass all BIOC, BIOL, BTEC, CHEM, ESCI, FSSE, and MATH courses with grades of C or higher.*

**Total Credit Hours: 71**

## BIOLOGICAL SCIENCES LABORATORY TECHNICIAN TCC (MAJOR CODE: BS11)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**Biological Sciences Laboratory Technician Major**

| BIOL 1111 | Biology I | |
|---|---|---|
| BIOL 1111L | Biology I Lab | |
| 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 | |
| FSSE 1000 | First Semester Seminar | |
| MATH 1111 | College Algebra | |
| | | **Subtotal: 31** |

*Students must pass all BIOL, BTEC, CHEM, FSSE, and MATH courses with grades of C or higher.*

**Total Credit Hours: 31**

## ENVIRONMENTAL CHEMISTRY LABORATORY TECHNICIAN TCC (MAJOR CODE: ALT1)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**Environmental Chemistry Laboratory Technician**

| 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 |
| ENGL 1101 | Composition and Rhetoric |
| ESCI 1150 | Introduction to Water Treatment Processes |
| ESCI 1160 | Introduction to Wastewater Treatment |
| FSSE 1000 | First Semester Seminar |
| MATH 1111 | College Algebra |

**Subtotal: 32**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 32**

# BIOSCIENCE REGULATORY ASSURANCE TECHNOLOGIST TCC (MAJOR CODE: RC11)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

## CURRICULUM OUTLINE

**BioScience Major**

| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |
| 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 |
| ENGL 1101 | Composition and Rhetoric |
| MATH 1111 | College Algebra |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 28**

*Students must pass all BIOL, BTEC, CHEM, FSSE, and MATH courses with grades of C or higher.*

**Total Credit Hours: 28**

# Criminal Justice Technology

## MISSION STATEMENT

The mission of the Criminal Justice Technology program is to prepare students for employment in a variety of areas within the criminal justice system. The Criminal Justice Technology program provides students with the knowledge base to pursue career opportunities with enforcement, court, and correctional agencies.

## NATURE OF THE WORK

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 perform investigative duties such as gathering facts and collecting evidence. The daily activities of police and detectives vary with their occupational specialty and whether they work for a local, state, or federal agency. 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.

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.

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.

## EMPLOYMENT

Police and detectives held about 780,000 jobs nationally in 2012.Most policy and detectives work for local governments. Employment of police and detectives is projected to grow by 5 percent from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Police and Detectives.

## EARNINGS

The median annual wage for police and detectives was $56,980 in May 2012. The lowest 10 percent earned less than $33,060, and the top 10 percent earned more than $93,450. The median wages for police and detective occupations in May 2012 were as follows:

- $74,300 for detectives and criminal investigators
- $55,270 for police and sheriff's patrol officers
- $55,210 for transit and railroad police
- $48,070 for fish and game wardens

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Police and Detectives.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program 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 ethical problems encountered in criminal justice practice.
- Apply deductive and inductive approaches to the construction of problem-solving skills.
- Describe the impact of crime on a community and the proactive approaches to crime prevention.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the associate of applied science degree program 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 ethical problems encountered in criminal justice practice.
- Apply deductive and inductive approaches to the construction of problem-solving skills.
- Describe the impact of crime on a community and the proactive approaches to crime prevention.
- Explain the purpose and function of the various local, state and federal courts.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Criminal Justice Fundamentals will be able to complete the following tasks:

- Apply deductive and inductive approaches to the construction of problem solving-skills.
- Describe the impact of crime on a community and the proactive approaches to crime prevention
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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.
- Describe the impact of crime on a community and the proactive approaches to crime prevention.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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, and medical and drug screening 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:

- Prepare investigative and other reports.
- Exercise independent judgment skills.
- Operate law enforcement vehicles in various weather and road conditions.

- Communicate effectively and coherently.

- 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.

- Demonstrate court and formal communication skills.

- Endure verbal and mental abuse.

- Perform rescue functions under normal and adverse conditions.

- Read and comprehend legal and non-legal documents.

- Detect and collect evidence.

- Demonstrate and perform Defensive and Arrest Tactics (DAAT).

- Understand the perspectives of a wide variety of people in their jurisdiction and have a willingness to help the public.

- Determine the best way to solve a wide array of problems quickly.

- Be comfortable serving as a highly visible member of the community in that the public looks to them for assistance in emergency situations.

- Anticipate another person's reactions and understand why people act a certain way.

- Be in good physical shape both to pass required tests for entry into the field and to keep up with the daily rigors of the job.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,150 for the associate degree program, $2,150 for the diploma program, $425 for the Criminal Justice Fundamentals program, and $650 for the Criminal Justice Specialist program)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## CRIMINAL JUSTICE TECHNOLOGY DIPLOMA (MAJOR CODE: CJT2)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**
| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |

**Subtotal: 9**

**College Requirement**
FSSE 1000    First Semester Seminar

**Subtotal: 3**

**Criminal Justice Technology Major**
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

**Subtotal: 27**

**Criminal Justice Technology Practicum or Internship**

Students must choose one of the following courses:
CRJU 2090    Criminal Justice Practicum
CRJU 2100    Criminal Justice Externship

**Subtotal: 3**

**Electives**

Students must choose two of the following courses:
CRJU 1043    Probation and Parole
CRJU 1062    Methods of Criminal Investigations

| | | |
|---|---|---|
| CRJU 2060 | Criminology | |
| CRJU 2201 | Criminal Courts | |
| EMYT 1124 | Principles of Emergency Management | |
| FRSC 1141 | Hazardous Materials Operations | |
| FRSC 2141 | Incident Command | |
| FRSC 2170 | Fire and Arson Investigation | |
| PSYC 2250 | Abnormal Psychology | |

**Subtotal: 6**

*Students must pass all CRJU and FSSE courses with grades of C or higher.*

**Total Credit Hours: 48**

## CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: CJT3)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communication**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| | |
|---|---|
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |

**Subtotal: 3**

**Area IV: Humanities and Fine Art**

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 |

**Subtotal: 3**

**General Education Electives**

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 | |
| COMM 1500 | Introduction to Interpersonal Communication | |
| ENGL 1102 | Literature and Composition | |
| MATH 1112 | College Trigonometry | |
| MATH 1113 | Precalculus | |
| MATH 1127 | Introduction to Statistics | |
| MATH 1131 | Calculus I | |
| PHYS 1110 | Conceptual Physics | |
| | AND | |
| PHYS 1110L | Conceptual Physics Lab | |
| PORT 1001 | Elementary Portuguese I | |
| PORT 1002 | Elementary Portuguese II | |
| SPCH 1101 | Public Speaking | |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Criminal Justice Technology Major**

| | |
|---|---|
| COMP 1000 | Introduction to Computers |
| CRJU 1010 | Introduction to Criminal Justice |
| CRJU 1030 | Corrections |
| CRJU 1040 | Principles of Law Enforcement |
| CRJU 1062 | Methods of Criminal Investigations |
| 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 |
| CRJU 2201 | Criminal Courts |

**Subtotal: 33**

**Criminal Justice Technology Practicum or Internship**

Students must choose one of the following courses:
CRJU 2090     Criminal Justice Practicum
CRJU 2100     Criminal Justice Externship

**Subtotal: 3**

**Electives**

Students must choose two of the following courses:
CRJU 1043     Probation and Parole
CRJU 1062     Methods of Criminal Investigations
CRJU 2060     Criminology
CRJU 2201     Criminal Courts
EMYT 1124     Principles of Emergency Management
FRSC 1141     Hazardous Materials Operations
FRSC 2141     Incident Command
FRSC 2170     Fire and Arson Investigation
PSYC 2250     Abnormal Psychology

**Subtotal: 6**

*Students must pass all CRJU and FSSE courses with grades of C or higher.*

**Total Credit Hours: 60-61**

## CRIMINAL JUSTICE FUNDAMENTALS TCC (MAJOR CODE: CJ71)

**Credential: Certificate**
**Campus Locations: Athens, Athens Community Career Academy, Greene, and Walton**

### CURRICULUM OUTLINE

**Criminal Justice Fundamentals Major**
COMP 1000     Introduction to Computers
CRJU 1010     Introduction to Criminal Justice
CRJU 1030     Corrections
CRJU 1040     Principles of Law Enforcement

**Subtotal: 12**

*Students must pass all CRJU courses with grades of C or higher.*

**Total Credit Hours: 12**

## CRIMINAL JUSTICE SPECIALIST TCC (MAJOR CODE: CJ21)

**Credential: Certificate**
**Campus Locations: Athens, Greene, and Walton**

### CURRICULUM OUTLINE

**Criminal Justice Specialist Major**
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

**Subtotal: 15**

*Students must pass all courses with grades of C or higher.*
**Total Credit Hours: 15**

# Dental Assisting

## ACCREDITATION

The Dental Assisting program is accredited by the 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 60611-2678. The Commission's web address is http://www.ada.org/100.aspx.

## MISSION STATEMENT

The mission of the Dental Assisting diploma is to prepare competent and qualified dental assistants with the necessary knowledge and technical skills to respond in an ethical and professional manner to the needs of their patients and employer.

## NATURE OF THE WORK

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; 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. 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

The multi-service profession provides diversified employment opportunities for dental assistants, including general dentistry; group practice; specific dental specialties such as oral surgery, endodontics, orthodontics, prosthetics, periodontics, and pedodontics; dental school clinics; and federal, state, and community clinics. Dental assistants held about 303,200 jobs nationally in 2012. Employment is expected to grow by 25 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Dental Assistants.

## EARNINGS

The median annual wage for dental assistants was $34,500 in May 2012. The lowest 10 percent earned less than $23,550, and the top 10 percent earned more than $47,580.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Dental Assistants.

## STUDENT LEARNING OUTCOMES

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

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 a 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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning DENA Courses

- Hepatitis B Immunization ($200)

- Mumps, Measles, Rubella Immunizations ($25)

- Varicella Immunization ($25)

- Tetanus Shot ($25)

- Tuberculosis Skin Test ($25)

- Physical Examination (Approximately $100)

- Uniforms (Approximately $250)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Radiation Monitor Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)

- Textbooks (Approximately $600)

- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- General Chair-Side National Board Examination ($250)

- Infection Control National Board Examination ($250)

- Radiology Health and Safety National Board Examination ($250)

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

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 uses a competitive admissions 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.

Applicants to the program should be aware of the Bloodborne Pathogens Infectious Disease Policy in relation to patient care.

## PROGRAM PRELIMINARY REQUIREMENTS

To receive consideration for admission to the Dental Assisting program, applicants must submit the following information to the Admissions Office by March 1 of the year they seek admission to the program:

- Completed and signed application for admission and a $25 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). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- 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 16 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 selection process will be weighted toward students who have completed 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

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

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 (MAJOR CODE: DA12)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Dental Assisting Major**

| | |
|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body |
| ALHS 1040 | Introduction to Healthcare |
| 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 | |

**Subtotal: 47**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 59**

# Dental Hygiene

## ACCREDITATION

The Dental Hygiene program is accredited by the 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 60611-2678. The Commission's web address is http://www.ada.org/100.aspx.

## MISSION STATEMENT

The mission of the associate of applied science degree program in Dental Hygiene is to prepare competent and qualified dental hygienists with the necessary knowledge and technical skills to respond in an ethical and professional manner to the needs of their patients.

## NATURE OF THE WORK

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, 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. 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

Dental hygienists held about 192,800 jobs nationally in 2012. Almost all jobs for dental hygienist 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 by 33 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Dental Hygienists.

## EARNINGS

The median annual wage for dental hygienists was $70,210 in May 2012. The lowest 10 percent earned less than $46,540, and the top 10 percent earned more than $96,280.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Dental Hygienists.

## STUDENT LEARNING OUTCOMES

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.

• Demonstrate an appreciation for and an understanding of the importance of being a member of the dental team and the importance of continued learning and professional development.

• Pass the Dental Hygiene Written National Boards and the Dental Hygiene Regional Clinical Boards.

• Demonstrate an appreciation for community involvement and 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

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:

• 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.

• Be able to assist patients in and out of the dental chair and move, adjust, and position patients as needed.

• Be able to function with both hands and arms and have adequate manual dexterity to perform dental hygiene procedures.

• 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.

• 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.

• Be able to visibly differentiate the color spectrum for tissue discrimination.

• 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.

- Be able to read technical English rapidly and with comprehension.

- Be able to receive, comprehend, write, and interpret verbal and written communication in both the academic and clinical settings.

- Have the ability to assess the oral hygiene treatment needs of special patients, such as the medically, mentally, or physically compromised patients, as well as the socially and culturally disadvantaged patients.

- 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.

- Possess compassion, integrity, motivation, and concern for others.

- 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 the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($60)

Outside Vendor Fees Prior to Beginning DHYG Courses

- Cardiopulmonary Resuscitation Certification ($40)

- Hepatitis B Immunization ($200)

- Mumps, Measles, Rubella Immunizations ($25)

- Varicella Immunization ($25)

- Tetanus Shot ($25)

- Tuberculosis Skin Test ($25)

- Physical Examination (Approximately $100)

- Uniforms (Approximately $250)

- SADHA Dues ($90)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Radiation Monitor Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)

- Instrument Kit, Supplies, and Loupes (Approximately $4,000)

- Radiology Fee (Approximately $250)

- Textbooks (Approximately $600)

- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- National Board Examination Review ($500)

- National Board Examination ($285)

- Clinical Board Examination ($1,150)

- Clinical Board-Related Expenses ($500)

- Licensure Application Fee ($200)

- RDH Pin ($120)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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 Dental Hygiene program 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 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. Applicants to the program should be aware of the Bloodborne Pathogens Infectious Disease Policy in relation to patient care.

To receive consideration for admission to the program, applicants must submit the following documentation to the Admissions Office by the application deadline for the year they seek admission to the program:

- Completed and signed application for admission and a $25 nonrefundable application fee.

- Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past (see General Admission Requirements). Students must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Scores from Assessment Technologies Institute The Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations. 27

- Documentation showing the completion of 28 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.

The selection process will be weighted toward students who have completed human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), chemistry (CHEM 1151 and CHEM 1151L or CHEM 1211 and 1211L), and other core classes in the Dental Hygiene curriculum with grades of C or better by January 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 January 1 application deadline. 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 the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) no later than November to receive consideration for admission to the program.

Students selected for the program must 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.

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

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

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 ASSOCIATE DEGREE (MAJOR CODE: DH13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

Subtotal: 22

**Area I: Language Arts and Communications**

| | | |
|---|---|---|
| ENGL 1101 | Composition and Rhetoric | |
| SPCH 1101 | Public Speaking | |

Subtotal: 6

**Area II: Social and Behavioral Sciences**

| | | |
|---|---|---|
| PSYC 1101 | Introductory Psychology | |
| SOCI 1101 | Introduction to Sociology | |
| | | **Subtotal: 6** |

**Area III: Mathematics and Natural Sciences**

| | |
|---|---|
| | **Subtotal: 7** |

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1101 | Mathematical Modeling | |
| MATH 1111 | College Algebra | |
| | | **Subtotal: 3** |

Students must choose one lecture/lab course grouping from the following list:

| | | |
|---|---|---|
| CHEM 1151 | Survey of Inorganic Chemistry | |
| | AND | |
| CHEM 1151L | Survey of Inorganic Chemistry Lab | |
| CHEM 1211 | Chemistry I | |
| | AND | |
| CHEM 1211L | Chemistry I Lab | |
| | | **Subtotal: 4** |

**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 | |
| | | **Subtotal: 3** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Dental Hygiene Core**

| | | |
|---|---|---|
| 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 | |
| | | **Subtotal: 12** |

**Dental Hygiene Major**

| | |
|---|---|
| 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 | |

**Subtotal: 49**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 86**

# Emergency Medical Technician

## MISSION STATEMENT

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.

## NATURE OF THE WORK

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.

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.

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: emergency medical responder (EMR), emergency medical technician (EMT), advanced emergency medical technician (AEMT), 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

EMTs and paramedics held about 239,100 jobs nationally in 2012. 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. The industries that employed the most paid EMTs and paramedics in 2012 were as follows:

• Ambulance services (48 percent)

• Government (30 percent)

• Hospitals (17 percent)

Employment of emergency medical technicians and paramedics is expected to grow by 23 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* EMTs and Paramedics.

## EARNINGS

The median annual wage of EMTs and paramedics was $31,070 in May 2012. The lowest 10 percent earned less than $20,180, and the top 10 percent earned more than $53,550.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* EMTs and Paramedics.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in EMS Professions will be able to complete the following tasks:

• Pass the National Registry 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 patients to appropriate medical facilities or higher levels 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 certificate program in Emergency Medical Technician will be able to complete the following tasks:

• Pass the National Registry 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 patients to appropriate medical facilities or higher levels 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 certificate program in Advanced Emergency Medical Technician will be able to complete the following tasks:

• Pass the National Registry 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 patients to appropriate medical facilities or higher levels of care while delivering AEMT-level care.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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**

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 patients assigned to him/her for examination, diagnosis, and treatments, such observations 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**

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 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**

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, moving patients, applying oxygen, and administering medications (pills, sprays, auto-injectors).

- Assess patients on and extricate patients from irregular surfaces, stairs, trails, roadways, ditches, vehicles, dwellings, businesses, waterways, etc.

**Essential Function: Intellectual**

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**

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; and 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 an 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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($60)

Outside Vendor Fees Prior to Beginning EMSP Courses

- Hepatitis B Immunization ($200)

- Tuberculosis Skin Test ($45 for two tests)

- Equipment (Approximately $125)

- Uniforms (Approximately $75)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $110 per required check/screening)

- Malpractice Insurance ($47 per year)

- Textbooks (Approximately $600)
- Supply Fee (Varies — See course descriptions for exact amount)

<u>Outside Vendor Fees at Program Completion</u>

- 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 ($100)
- State of Georgia Licensure Fee ($75)

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

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.

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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.
- Official Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) scores, which are used to rank students for selective admission to the program.

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:

- 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 academic honesty form.
- Verification of completion of the online version of New Student Orientation.

## READMISSION POLICY

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

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.

## EMS PROFESSIONS DIPLOMA (MAJOR CODE: EP12)

**Credential: Diploma**
**Campus Locations: Athens, Elbert, and Walton**

### CURRICULUM OUTLINE

**Academic Core**

| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**EMS Professions Core**

| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| | | **Subtotal: 5** |

**EMS Professions Major**

| | | |
|---|---|---|
| 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 | |
| | | **Subtotal: 26** |

*Students must pass all ALHS, EMSP, and FSSE courses with grades of C or higher.*

**Total Credit Hours: 43**

## EMERGENCY MEDICAL TECHNICIAN TCC (EMT) (MAJOR CODE: EMJ1)

**Credential: Certificate**
**Campus Locations: Athens, Elbert, and Walton**

### CURRICULUM OUTLINE

**Emergency Medical Technician Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 16**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 16**

## ADVANCED EMERGENCY MEDICAL TECHNICIAN TCC (AEMT) (MAJOR CODE: EMH1)

**Credential: Certificate**
**Campus Locations: Athens, Elbert, and Walton**

### CURRICULUM OUTLINE

**Advanced Emergency Medical Technician Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 10**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 10**

# Fire Science Technology

## MISSION STATEMENT

The Fire Science Technology programs provide a strong foundation in the technical aspects of dealing with fire and hazardous materials and in the managerial and leadership attributes necessary for success in dealing with processes, projects, and people. 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.

The Firefighter I and Firefighter II certificate programs prepare students to become competent entry-level firefighters who meet state and national standards within the profession.

## NATURE OF THE WORK

Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Members of the fire service help protect the public against these dangers by responding to fires and a variety of other emergencies. Although they confine, control, and extinguish 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 pumps 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 may 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

Firefighters held about 307,000 jobs in 2012. The vast majority — about 91 percent — worked for local governments. Most of the remainder worked for federal and state governments. A few worked at airports, chemical plants, and other industrial sites. These employment numbers exclude volunteer firefighters. There are approximately twice as many volunteer firefighters as there are paid firefighters. Volunteer firefighters share the same duties as paid firefighters and account for the majority of firefighters in many areas. One source indicates that about 69 percent of fire departments were staffed entirely by volunteer firefighters in 2012. Employment of firefighters is projected to grow by 7 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Firefighters.

## EARNINGS

The median annual wage for firefighters was $45,250 in May 2012. The lowest 10 percent earned less than $22,030, and the top 10 percent earned more than $79,150.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Firefighters.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma and associate of applied science degree programs in Fire Science Technology will be able to complete the following tasks:

- Demonstrate management and leadership skills necessary to be effective supervisors 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 suppression, and fire protection systems.

- Deliver professional presentations concerning fire safety in the public and private sectors and produce clear, concise, and accurate written reports required in the profession.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Fire Officer I will be able to complete the following tasks:

- Exhibit an understanding of the laws, ordinances, and practices related to fire/EMS, fire prevention, fire suppression, and fire protection 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 certificate program 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.

- Identify common causes and methods of fire investigations, including the motives of fire setters 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 certificate programs in Firefighter I and Firefighter II will be able to complete the following tasks:

- Pass the State of Georgia Firefighter I and Georgia Firefighter II written and practical examinations.

- Use sound judgment in executing basic fireground evolutions in consistent with the standards on which the curriculum is based.

- Adhere to accepted safety standards in the accomplishment of task in both emergency and non-emergency environments.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Public/Private Crises Manager will be able to complete the following tasks:

- Explain the local, state, and federal roles in emergency management.

- Conduct a facility security check to identify and correct security vulnerabilities in a public facility.

- Provide strategies for the development of an emergency operation plan.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

## ESSENTIAL FUNCTIONS

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. The following list of essential functions provides students with an overview of the skills required of members of the fire service:

- Respond to calls for emergency and non-emergency needs and services.

- Keep fire station, equipment, and grounds in a clean and orderly condition.

- Participate in training activities and instruction sessions.

- Perform various public information or education tasks.

- Perform all work duties and activities in accordance with local policies and procedures.

- Follow safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring as outlined in a department's safety handbook.

- Respond to emergency calls for specialized service such as hazardous materials, confined space rescues, and extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues.

- Communicate conditions at an emergency scene to other firefighters and to emergency response crews.

- Make quick and smart decisions in an emergency.

- Carry heavy equipment and move debris at an emergency site.

- Carry victims who are injured or cannot walk.

## PROGRAM EXPENSES

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning FRSC Courses

- Physical Examination (Approximately $125 for the Firefighter I and Firefighter II programs)

- Personal Protective Equipment (Approximately $800 to rent for the Firefighter I and Firefighter II programs; personal/organizational gear is acceptable if it meets NFPA standards and passes inspection)

- Uniform (Approximately $100 for Firefighter I and Firefighter II programs)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Lab Fees ($100 for the Firefighter I and Firefighter II programs)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $180 for Firefighter I and II) (Approximately $200 a semester for degree)
- Supply Fee (Varies — See course descriptions for exact amount)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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 to the certificate programs in Firefighter I and Firefighter II will need to pass a physical administered by an approved physician before enrolling in courses.

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

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

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 (MAJOR CODE: FST2)

**Credential: Diploma**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**Academic Core**

**Subtotal: 8-9**

ENGL 1010     Fundamentals of English I
MATH 1012    Foundations of Mathematics

**Subtotal: 6**

Students must choose one of the following courses:

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

**Subtotal: 2-3**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Fire Science Technology Major**

| | |
|---|---|
| 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 |

**Subtotal: 44**

**Total Credit Hours: 55-56**

## FIRE SCIENCE TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: FS13)

**Credential: Associate of Applied Science**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

| | |
|---|---|
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

## Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1101 | Mathematical Modeling |

**Subtotal: 3**

## 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 |

**Subtotal: 3**

## General Education Electives

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MATH 1127 | Introduction to Statistics |
| MATH 1131 | Calculus I |
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

## College Requirement

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Fire Science Technology Major

| | |
|---|---|
| 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 |

**Subtotal: 44**

**Total Credit Hours: 62-63**

## BASIC FIRE COMPANY OFFICER TCC (MAJOR CODE: BF11)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**Basic Fire Company Officer Major**
| FRSC 1121 | Firefighting Strategy and Tactics |
| FRSC 2110 | Fire Service Hydraulics |
| FRSC 2130 | Fire Service Building Construction |
| FRSC 2141 | Incident Command |

**Subtotal: 13**

**Total Credit Hours: 13**

## FIRE OFFICER I TCC (MAJOR CODE: FF31)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**Fire Officer I Major**
| FRSC 1110 | Fire Administration: Supervision and Leadership |
| FRSC 1132 | Fire Service Instructor |
| FRSC 1141 | Hazardous Materials Operations |
| FRSC 2120 | Fire Protection Systems |

**Subtotal: 14**

**Total Credit Hours: 14**

## FIRE OFFICER II TCC (MAJOR CODE: FF51)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

## CURRICULUM OUTLINE

**Fire Officer II Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 14**

**Total Credit Hours: 14**

## FIREFIGHTER I TCC (MAJOR CODE: FF11)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

## CURRICULUM OUTLINE

**Firefighter I Major**

| | | |
|---|---|---|
| FRSC 1020 | Basic Firefighter — Emergency Services Fundamentals | |
| FRSC 1030 | Basic Firefighter — Module I | |
| FRSC 1040 | Basic Firefighter — Module II | |
| FRSC 1141 | Hazardous Materials Operations | |

**Subtotal: 15**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 15**

## FIREFIGHTER II TCC (MAJOR CODE: FF21)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

## CURRICULUM OUTLINE

**Firefighter II Major**

| | | |
|---|---|---|
| FRSC 1050 | Fire and Life Safety Educator I | |
| FRSC 1060 | Fire Prevention, Preparedness, and Maintenance | |
| FRSC 1070 | Introduction to Technical Rescue | |
| FRSC 1080 | Fireground Operations | |

**Subtotal: 13**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 13**

## PUBLIC/PRIVATE CRISIS MANAGER TCC (MAJOR CODE: PCF1)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Public/Private Crisis Manager Major**

| | | |
|---|---|---|
| EMYT 1124 | Principles of Emergency Management | |
| EMYT 1125 | Exercise Design and Evaluation | |
| EMYT 1127 | Emergency Planning | |
| EMYT 1137 | Facility Security | |
| EMYT 1138 | Effective Communications for Emergency Management | |

**Subtotal: 15**

**Total Credit Hours: 15**

# Healthcare Assistant and Healthcare Science

## MISSION STATEMENT

The missions of the certificate programs in Healthcare Assistant and Healthcare Science are 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.

## NATURE OF THE WORK

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 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. 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.

- *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.

- *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.

- 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.

- *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. 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 include 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

Healthcare jobs are grouped into five detailed industries: hospitals, offices of health practitioners, nursing and residential care facilities, home healthcare services, and outpatient, laboratory, and other ambulatory care services. More than 15.8 million jobs existed in these industries in 2013. Employment in each of the detailed industries in 2013 was as follows:

- 6.1 million in hospitals (39 percent of the total)

- 4.1 million in offices of health practitioners (26 percent)

- 3.2 million in nursing and residential care facilities (20 percent)

- 1.2 million in home health care services (8 percent)

- 1.2 million in outpatient, laboratory, and other ambulatory care services (8 percent)

Healthcare employment is projected to grow by 26 percent from 2012 through 2022, an increase of about 4.1 million jobs.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Quarterly, Spring 2014,* Healthcare: Millions of jobs now and in the future.

## EARNINGS

Median wage information for each of the life sciences and public safety programs offered at Athens Technical College is available through the following links:

- Agricultural Science
- Biotechnology
- Criminal Justice Technology
- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Fire Science Technology
- Health Information Management Technology
- Health Science
- Medical Assisting
- Nursing
- Paramedicine
- Phlebotomy Technician
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Surgical Technology
- Veterinary Technology

## STUDENT LEARNING OUTCOMES

Graduates of the certificate program 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.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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.

## 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. Healthcare Science is also 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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## HEALTHCARE ASSISTANT TCC (MAJOR CODE: HA21)

**Credential: Certificate**
**Campus Locations: Athens and Elbert**

### CURRICULUM OUTLINE

**Academic Core**

| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Healthcare Assistant Core**

| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| ALHS 1040 | Introduction to Healthcare | |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | |
| | | **Subtotal: 10** |

**Healthcare Assistant Major**

| | | |
|---|---|---|
| BUSN 1015 | Introduction to Medical Insurance | |
| HIMT 1105 | Essentials of Healthcare Access Services | |
| HIMT 1150 | Computer Applications in Healthcare | |
| HIMT 1205 | Review and Practice for the CHAA Exam | |
| | | **Subtotal: 12** |

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 34**

## HEALTHCARE SCIENCE TCC (MAJOR CODE: HS21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  | | **Subtotal: 12** |
|---|---|---|

**Area I: Language Arts and Communications**
ENGL 1101     Composition and Rhetoric

|  | | **Subtotal: 3** |
|---|---|---|

**Area II: Social and Behavioral Sciences**
PSYC 1101     Introductory Psychology

|  | | **Subtotal: 3** |
|---|---|---|

**Area III: Mathematics and Natural Sciences**
MATH 1101     Mathematical Modeling

|  | | **Subtotal: 3** |
|---|---|---|

*Students seeking admission to Radiography and Veterinary Technology must substitute MATH 1111 for MATH 1101.*

**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

|  | | **Subtotal: 3** |
|---|---|---|

**College Requirement**
FSSE 1000     First Semester Seminar

|  | | **Subtotal: 3** |
|---|---|---|

**Healthcare Science Core**
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

|  | | **Subtotal: 10** |
|---|---|---|

*Students seeking admission to Health Information Management Technology may substitute BIOL 2100 for BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L. Students seeking admission to Veterinary Technology must substitute VETT 1000, BIOL 1111, BIOL 1111L, CHEM 1211, and CHEM 1211L for ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L.*

**Healthcare Science Concentration**

Students must select one of the follow concentrations:

| | Subtotal: 3-11 |
|---|---|

**Dental Hygiene**

| | Subtotal: 11 |
|---|---|

| | | |
|---|---|---|
| BIOL 2117 | Introductory Microbiology | |
| BIOL 2117L | Introductory Microbiology Lab | |
| SPCH 1101 | Public Speaking | |
| | | **Subtotal: 7** |

Students must choose one lecture/lab course grouping from the following list:

| | | |
|---|---|---|
| CHEM 1151 | Survey of Inorganic Chemistry | |
| | AND | |
| CHEM 1151L | Survey of Inorganic Chemistry Lab | |
| CHEM 1211 | Chemistry I | |
| | AND | |
| CHEM 1211L | Chemistry I Lab | |
| | | **Subtotal: 4** |

**Health Information Technology**

*As a reminder applicant to the Health Information Management Technology program may substitute BIOL 2100 for BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L to satisfy a portion of the Healthcare Science Core requirements listed above.*

| | | |
|---|---|---|
| COMP 1000 | Introduction to Computers | |
| MAST 1120 | Human Diseases | |
| XXXX #### | General Education Elective | |
| | | **Subtotal: 9** |

**Nursing**

| | | |
|---|---|---|
| BIOL 2117 | Introductory Microbiology | |
| BIOL 2117L | Introductory Microbiology Lab | |
| PSYC 2103 | Human Development | |
| SOCI 1101 | Introduction to Sociology | |
| | | **Subtotal: 10** |

**Nursing Bridge Program**

| | | |
|---|---|---|
| BIOL 2117 | Introductory Microbiology | |
| BIOL 2117L | Introductory Microbiology Lab | |
| PSYC 2103 | Human Development | |
| SOCI 1101 | Introduction to Sociology | |
| | | **Subtotal: 10** |

**Paramedicine**

| | | |
|---|---|---|
| XXXX #### | General Education Elective | |
| | | **Subtotal: 3** |

**Physical Therapist Assistant**

| | | |
|---|---|---|
| PHYS 1110 | Conceptual Physics | |
| PHYS 1110L | Conceptual Physics Lab | |
| PSYC 2103 | Human Development | |
| | | **Subtotal: 7** |

**Radiography**

| | |
|---|---|
| XXXX #### | General Education Elective |

**Subtotal: 3**

**Surgical Technology**

| | |
|---|---|
| BIOL 2117 | Introductory Microbiology |
| BIOL 2117L | Introductory Microbiology Lab |
| XXXX #### | General Education Elective |

**Subtotal: 7**

**Veterinary Technology**

*Students seeking admission to Health Information Management Technology may substitute BIOL 2100 for BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L. Students seeking admission to Veterinary Technology must substitute VETT 1000, BIOL 1111, BIOL 1111L, CHEM 1211, and CHEM 1211L for ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L.*

| | |
|---|---|
| XXXX #### | General Education Elective |

**Subtotal: 3**

**Healthcare Science Major**

| | |
|---|---|
| BUSN 1015 | Introduction to Medical Insurance |
| HIMT 1105 | Essentials of Healthcare Access Services |
| HIMT 1150 | Computer Applications in Healthcare |
| HIMT 1205 | Review and Practice for the CHAA Exam |

**Subtotal: 12**

*Students must pass all courses in this certificate program with grades of C or higher.*

**Total Credit Hours: 40-48**

# Health Information Management Technology

## ACCREDITATION

The associate of applied science degree program in Health Information Management Technology is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

## MISSION STATEMENT

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 HIMT practitioners who will be assets to their community and to the healthcare profession.

## NATURE OF THE WORK

Medical records and health information management technicians assemble patients' health information, including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. They ensure the quality, accuracy, accessibility, and security of health information data. Technicians 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 management technicians. For example, technicians must be familiar with EHR computer software, maintain EHR security, and analyze electronic data to improve healthcare information. Technicians use EHR software to maintain data on patient safety, patterns of disease, and disease treatment and outcome.

Technicians can specialize in many aspects of health information. Some medical records and health information management technicians specialize in codifying patients' medical information for reimbursement purposes. They 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.

Technicians also may specialize in cancer registry. Cancer (or tumor) registrars maintain facility, regional, and national databases of cancer patients. They review patient records and pathology reports, and assign codes for the diagnosis and treatment of different cancers and selected benign tumors. Technicians 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

Health information technicians held about 186,300 jobs in 2012. Most technicians work in hospitals or physicians' offices. Others work in nursing care facilities and for government entities. The industries that employed the most technicians in 2012 were as follows:

• General medical and surgical hospitals (37 percent)

• Offices of physicians (22 percent)

• Nursing and residential care facilities (9 percent)

• Government (5 percent)

Employment of health information technicians is expected to grow by 22 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Medical Records and Health Information Technicians.

## EARNINGS

The median annual wage for health information technicians was $34,160 in May 2012. The lowest 10 percent earned less than $22,250, and the top 10 percent earned more than $56,200.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Medical Records and Health Information Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Health Information Management Technology will be able to complete the following tasks:

- Demonstrate factual, conceptual, and procedural knowledge of health information technology concepts through the five associate degree entry-level competencies.

- Demonstrate the use of critical thinking skills to identify and solve problems in discipline-specific situations.

- Accurately select and sequence diagnostic and procedural medical codes from routine in-patient and outpatient records based on official coding and reimbursement guidelines.

- Articulate the appropriate interaction with customers/clients and coworkers for health information management technology and the healthcare field as demonstrated by internships, role plays, or other discipline-specific methods of evaluation.

- 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.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the diploma program in Health Information Coding will be able to complete the following tasks:

- Classify medical records according to accepted standards.

- Demonstrate an understanding of etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures for coding.

- Assign correct codes and classifications of diagnoses and procedures.

- Capture accurate medical data for billing.

- 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 a 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 system.

- 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 analyzes 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 (LMPRP).

## 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.

- 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.
- 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 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

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Official Test of Essential Academic Skills (TEAS V) must be completed before the Admission Deadline for the term the student wishes to enroll.

- ATI TEAS scores will be used for selective admission to the program when demand exceeds capacity.

Before beginning HIMT coursework, applicants must complete the general core courses Anatomy and Physiology I (BIOL 2113 and BIOL 2113L) or Survey of Human Anatomy (BIOL 2100), College Algebra (MATH 1111) or Statistics (MATH 1127), and Composition and Rhetoric (ENGL 1101) with grades of C or higher.

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.

Students should be aware 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.

## HEALTH INFORMATION CODING DIPLOMA (MAJOR CODE: HI12)

**Credential: Diploma**
**Campus Locations: Athens and Walton**

**CURRICULUM OUTLINE**

**Academic Core**
ENGL 1010    Fundamentals of English I
MATH 1012   Foundations of Mathematics

| PSYC 1010 | Basic Psychology |
|-----------|------------------|

**Subtotal: 9**

**College Requirement**

| FSSE 1000 | First Semester Seminar |
|-----------|------------------------|

**Subtotal: 3**

**Health Information Coding Major**

| ALHS 1011 | Structure and Functioning of the Human Body |
|-----------|---------------------------------------------|
| ALHS 1090 | Medical Terminology for Allied Health Sciences |
| COMP 1000 | Introduction to Computers |
| HIMT 1100 | Introduction to Health Information Management 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 2400 | Coding and Classification System — CPT/HCPCS |
| HIMT 2410 | Revenue Cycle Management |
| HIMT 2500 | Certification Seminar |
| MAST 1120 | Human Diseases |

**Subtotal: 43**

**Total Credit Hours: 55**

# HEALTH INFORMATION MANAGEMENT TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: HI13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

| ENGL 1101 | Composition and Rhetoric |
|-----------|--------------------------|

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

| | Subtotal: 3 |
|---|---|

## Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1103 | Quantitative Skills and Reasoning | |
| MATH 1101 | Mathematical Modeling | |

| | Subtotal: 3 |
|---|---|

## 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 |

| | Subtotal: 3 |
|---|---|

## General Education Elective

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MATH 1127 | Introduction to Statistics |
| MATH 1131 | Calculus I |
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

| | Subtotal: 3-4 |
|---|---|

## College Requirement

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Health Information Management Technology Core**

| | | |
|---|---|---|
| ALHS 1090 | Medical Terminology for Allied Health Sciences | |
| BIOL 2100 | Survey of the Human Body | |
| COMP 1000 | Introduction to Computers | |
| MAST 1120 | Human Diseases | |

**Subtotal: 13**

*Students may substitute BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L for BIOL 2100.*

**Health Information Management Technology Major**

| | |
|---|---|
| HIMT 1100 | Introduction to Health Information Management 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 Management Technology Practicum |

**Subtotal: 38**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 69-70**

## HEALTHCARE ACCESS REPRESENTATIVE TCC (MAJOR CODE: HC21)

**Credential: Certificate**
**Campus Locations: Athens and Walton**

**CURRICULUM OUTLINE**

**Health Care Access Representative Major**

| | |
|---|---|
| ALHS 1090 | Medical Terminology for Allied Health Sciences |
| BUSN 1015 | Introduction to Medical Insurance |
| HIMT 1105 | Essentials of Healthcare Access Services |
| HIMT 1150 | Computer Applications in Healthcare |
| HIMT 1205 | Review and Practice for the CHAA Exam |

**Subtotal: 14**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 14**

## HEALTH INFORMATION TECHNICIAN (MAJOR CODE: HI41)

**Credential: Certificate**
**Campus Location: Online**

### CURRICULUM OUTLINE

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 3**

**Health Information Technician Core**

| | |
|---|---|
| HITC 1000 | Introduction to Healthcare and Public Health in the US |
| HITC 1005 | Health Management Information |
| HITC 1010 | History of Health Information Technology in the U.S. |
| HITC 1015 | Planning Management and Leadership for Health IT |
| HITC 1040 | Fundamentals of Health Workflow |
| HITC 1055 | Networking and Health Information Exchange |
| HITC 1075 | Working in Health IT Systems |

**Subtotal: 14**

**Health Information Technician Specialization**

Students must choose one of the following specializations:

**Subtotal: 8-10**

**Practice Workflow and Information Redesign Specialist**

Students with a _**healthcare**_ background must complete the following courses:

| | |
|---|---|
| HITC 1020 | Introduction to Information and Computer Science |
| HITC 1045 | Quality Improvement |
| HITC 1050 | Usability and Human Factors |
| HITC 1070 | Introduction to Project Management |

**Subtotal: 8**

**Practice Workflow and Information Redesign Specialist**

Students with an _**information technology**_ background must complete the following courses:

| | |
|---|---|
| HITC 1025 | The Culture of Healthcare |
| HITC 1030 | Terminology in Healthcare and Public Health Settings |
| HITC 1045 | Quality Improvement |
| HITC 1050 | Usability and Human Factors |
| HITC 1070 | Introduction to Project Management |

**Subtotal: 10**

**Implementation Support Specialist**

Students with a _**healthcare**_ background must complete the following courses:

| | |
|---|---|
| HITC 1020 | Introduction to Information and Computer Science |
| HITC 1085 | Installation and Maintenance of Health IT Systems |

| HITC 1090 | Configuring Electronic Health Records Systems |
| HITC 1095 | Special Topics Course on Vendor-Specific Systems |

**Subtotal: 8**

**Implementation Support Specialist**

Students with an _**information technology**_ background must complete the following course:

| HITC 1025 | The Culture of Healthcare |
| HITC 1030 | Terminology in Healthcare and Public Health Settings |
| HITC 1085 | Installation and Maintenance of Health IT Systems |
| HITC 1090 | Configuring Electronic Health Records Systems |
| HITC 1095 | Special Topics Course on Vendor-Specific Systems |

**Subtotal: 10**

**Total Credit Hours: 25-27**

## Health Science

## NATURE OF THE WORK

The associate of applied science degree program in Health Science includes three specializations: Certified Personal Trainer, Gerontology Specialist, and Public/Private Crises Manager. Certified fitness trainers lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. They work with people of all ages and skill levels.

Certified personal trainers design and carry out workout routines specific to the needs of their clients. They start by evaluating their clients' current fitness levels, personal goals, and skills. They then develop personalized training programs for their clients to follow, and they monitor the clients' progress.

The Gerontology specialization prepares individuals to work with the elderly as human service assistants. It also includes coursework on developing activities for the elderly. Human service assistants help clients stay in their own home and under their own care whenever possible. They coordinate meal deliveries or find personal care aides to help older people with their day-to-day needs such as running errands or bathing. In some cases, human service workers help look for residential care facilities for their clients.

Public/private crises managers prepare plans and procedures for responding to natural disasters or other emergencies. They also lead the response during and after emergencies, often in coordination with fire and law enforcement officials, elected officials, nonprofit organizations, and government agencies.

During an emergency, public/private crises managers lead the response, making adjustments or prioritizing certain actions if necessary. These actions may include ordering evacuations, conducting rescue missions, or opening up public shelters for those displaced by the disaster. The managers may also need to conduct press conference or other outreach activities to keep the public informed about the emergency. Following an emergency, crises managers must assess the damage to their community and coordinate getting assistance and supplies into the community.

## EMPLOYMENT

Fitness trainers held about 267,000 jobs in 2012. The industries that employed the most fitness trainers in 2012 were as follows:

- Fitness and recreational sports centers (58 percent)
- Civic and social organizations (13 percent)
- Health care and social assistance (4 percent)
- Other schools and instruction (4 percent)

About 1 out of 10 fitness trainers were self-employed in 2012. Employment is projected to grow by 13 percent from 2012 to 2022.

Human service assistants held about 372,700 jobs in 2012. Approximately 16 percent worked in residential care facilities. Employment opportunities are projected to increase by approximately 22 percent from 2012 through 2022.

Public/private crises managers held about 9,900 jobs in 2012. Most worked for state or local governments; however, some worked for private companies, hospitals, universities, and nonprofit organizations. The industries that employed the most crises managers in 2012 were as follows:

- Local government (54 percent)
- Healthcare and social assistance (17 percent)
- State government (12 percent)
- Professional, scientific, and technical services (4 percent)
- Educational services (3 percent)

Employment opportunities are projected to grow by approximately 8 percent from 2012 through 2022.

## Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Fitness Trainers and Instructors, Emergency Management Directors, and Social and Human Service Assistants.

## EARNINGS

The median annual wage for fitness trainers was $31,720 in May 2012. The lowest 10 percent earned less than $17,630, and the top 10 percent earned more than $66,530.

The median hourly wage for human service assistants was $13.87 in May 2012. The lowest 10 percent earned less than $8.34, and the top 10 percent earned more than $22.16. The median hourly wage for human service assistants working in residential care facilities was $11.98 in May 2012.

The median annual wage for public/private crises managers was $59,770 in May 2012. The lowest 10 percent earned less than $30,760, and the top 10 percent earned more than $107,810.

## Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Fitness Trainers and Instructors, Emergency Management Directors, and Social and Human Service Assistants.

## STUDENT LEARNING OUTCOMES

Graduates of the Certified Personal Trainer specialization in the associate of applied science degree program in Health Science and in the certificate program in Certified Personal Trainer will be able to complete the following tasks:

• Identify and describe major muscles, their origins, insertions, and actions.

• Demonstrate at least one strength exercise for every major muscle group.

• Describe the body's physiological responses and adaptations to exercise.

• Describe the relationship between body composition, nutrition, and exercise.

• Demonstrate proper execution of resistance, cardio-respiratory, endurance, and flexibility exercises.

• Assess an individual's level of fitness using ACE guidelines.

• Analyze fitness regimens.

• Discuss the legal and ethical issues related to the field of personal training/physical fitness.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the Gerontology specialization in the associate of applied science degree program in Health Science and the certificate program in Gerontology Specialist will be able to complete the following tasks:

• Examine the lifestyles conducive to healthy aging.

• Understand the aging process and the experience of aging from a variety of perspectives.

• Communicate effectively through speaking, writing, and listening and demonstrate these skills by interviewing, basic counseling, and completing required paperwork.

• Assist the aging client and support family and other community members who provide assistance to the elderly.

• Understand the death and dying process and the care needed to assist the dying patient and their family members.

• Assess common mental health issues of aging and evaluate interventions and resources.

• Demonstrate an understanding and appreciation of the volunteer needs of the aging population in their local communities.

• Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the Public/Private Crises Manager specialization in the associate of applied science degree program in Health Science will be able to complete the following tasks:

• Explain the local, state, and federal roles in emergency management.

- Conduct a facility security check to identify and correct security vulnerabilities in a public facility.

- Provide strategies for the development of an emergency operation plan.

- 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 a field of study after graduation.

For students to be successful in the Heath Science programs, they must be able to perform the following essential functions:

- **Instructing:** Teaching others how to do something.

- **Service Orientation:** Actively looking for ways to help people.

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.

- **Speaking:** Talking to others to convey information effectively.

- **Writing:** Communicating effectively in writing as appropriate to the needs of the audience.

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- **Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.

- **Monitoring:** Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

- **Coordination:** Adjusting actions in relation to others' actions.

- **Critical Thinking:** Using logic and understanding to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- **Persuasion:** Persuading others to change their minds or behavior.

- **Time Management:** Managing one's own time and the time of others.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($40 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Supply Fees (Varies — See course descriptions for exact amounts)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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.

## HEALTH SCIENCE ASSOCIATE DEGREE (MAJOR CODE: HS13)

**Credential: Associate of Applied Science**
**Campus Locations: Athens and Walton**

### CURRICULUM OUTLINE

**General Education**

|  |  | **Subtotal: 15** |
|---|---|---|

**Area I: Language Arts and Communications**

|  |  | **Subtotal: 6** |
|---|---|---|
| ENGL 1101 | Composition and Rhetoric | |
|  |  | **Subtotal: 3** |

Students must choose one of the following courses:

| COMM 1500 | Introduction to Interpersonal Communication | |
|---|---|---|
| SPCH 1101 | Public Speaking | |
|  |  | **Subtotal: 3** |

**Area II: Social and Behavioral Sciences**

| PSYC 1101 | Introductory Psychology | |
|---|---|---|
|  |  | **Subtotal: 3** |

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| MATH 1101 | Mathematical Modeling | |
|---|---|---|
| MATH 1111 | College Algebra | |
| MATH 1113 | Precalculus | |
| MATH 1127 | Introduction to Statistics | |
|  |  | **Subtotal: 3** |

**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 | |

**Subtotal: 3**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Health Science Core**

| | |
|---|---|
| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |
| 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 |
| PSYC 2103 | Human Development |

**Subtotal: 15**

**Health Science Specialization**

Students must choose one of the following specializations:

**Subtotal: 28-30**

**Emergency Preparedness**

| | |
|---|---|
| EMYT 1124 | Principles of Emergency Management |
| EMYT 1125 | Exercise Design and Evaluation |
| EMYT 1127 | Emergency Planning |
| EMYT 1137 | Facility Security |
| EMYT 1138 | Effective Communications for Emergency Management |
| FRSC 1141 | Hazardous Materials Operations |
| FRSC 1161 | Fire Service Safety and Loss Control |
| FRSC 2141 | Incident Command |
| MGMT 1105 | Organizational Behavior |

**Subtotal: 29**

**Gerontology**

| | |
|---|---|
| GERT 1040 | Healthy Aging |
| GERT 1060 | Alzheimer's Disease and Dementia |
| GERT 1070 | Legal and Ethical Aspects of Aging |
| GERT 1080 | Death and Dying |
| GERT 1090 | Activity Coordinator |
| GERT 2000 | Gerontology Practicum I |
| SOCW 2010 | Introduction to Case Management |
| SOCW 2030 | Interviewing Techniques with Individuals |
| SOCW 2070 | Social Policies and Programs for the Aging |
| SOCW 2130 | Social Welfare and Community Service |

**Subtotal: 30**

**Personal Fitness**

**Subtotal: 28**

| | | |
|---|---|---|
| ALHS 1040 | Introduction to Healthcare | |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | |
| COMM 1500 | Introduction to Interpersonal Communication | |
| MKTG 1100 | Principles of Marketing | |
| SFMA 1200 | Nutrition for Sports | |
| SFMA 1210 | Certified Personal Training I | |
| SFMA 1220 | Certified Personal Training II | |
| SFMA 1240 | Seminar in Sports and Fitness | |

**Subtotal: 24**

Students must choose one lecture/lab course grouping from the following list:

| | |
|---|---|
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PHYS 1111 | Introductory Physics I |
| | AND |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 4**

**Total Credit Hours: 61-63**

## CERTIFIED PERSONAL TRAINER TCC (MAJOR CODE: CP31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Certified Personal Trainer**

| | |
|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body |
| ALHS 1040 | Introduction to Healthcare |
| SFMA 1200 | Nutrition for Sports |
| SFMA 1210 | Certified Personal Training I |
| SFMA 1220 | Certified Personal Training II |
| SFMA 1240 | Seminar in Sports and Fitness |

**Subtotal: 21**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 21**

## GERONTOLOGY SPECIALIST

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM

**Gerontology Specialist Major**

| | |
|---|---|
| GERT 1040 | Healthy Aging |

| GERT 1060 | Alzheimer's Disease and Dementia |
| GERT 1080 | Death and Dying |
| SOCW 2010 | Introduction to Case Management |
| SOCW 2030 | Interviewing Techniques with Individuals |
| SOCW 2070 | Social Policies and Programs for the Aging |
| SOCW 2130 | Social Welfare and Community Service |

**Subtotal: 19**

**Total Credit Hours: 19**

## PUBLIC/PRIVATE CRISIS MANAGER TCC (MAJOR CODE: PCF1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Public/Private Crisis Manager Major**

| EMYT 1124 | Principles of Emergency Management |
| EMYT 1125 | Exercise Design and Evaluation |
| EMYT 1127 | Emergency Planning |
| EMYT 1137 | Facility Security |
| EMYT 1138 | Effective Communications for Emergency Management |

**Subtotal: 15**

**Total Credit Hours: 15**

# Medical Assisting

## CERTIFICATION

After completing the diploma program in Medical Assisting, students are eligible to take the certification exam administered by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 385, Overland Park, KS 66211).

## MISSION STATEMENT

The mission of the Medical Assisting program is to prepare students for employment in a variety of positions in today's medical offices. The program incorporates learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

## 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. 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.

## EMPLOYMENT

Medical assistants held about 560,800 jobs in 2012. More than half worked in physicians' offices. Employment opportunities are projected to increase by 20 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Medical Assistants.

## EARNINGS

The median annual wage for medical assistants was $29,370 in May 2012.  The lowest 10 percent earned less than $21,080, and the top 10 percent earned more than $41,570.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Medical Assistants.

## STUDENT LEARNING OUTCOMES

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

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 a 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**

- 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**

- Palpate pulses, muscle contractions, bony landmarks and edema.

- Differentiate between temperature and pressure variations.

**Auditory Standards**

- 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**

- 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**

- 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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning MAST Courses

- Cardiopulmonary Resuscitation Certification ($40 unless obtained in ALHS 1040)
- Hepatitis B Immunization ($200)
- Mumps, Measles, Rubella Immunizations ($25)
- Varicella Immunization ($25)
- Tetanus Shot ($25)
- Tuberculosis Skin Test ($25)
- Physical Examination (Approximately $100)
- Uniforms (Approximately $250)
- Watch with Second Hand (Approximately $40)
- Stethoscope (Approximately $25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Possible Background Checks and Drug Screenings

- Textbooks (Approximately $500)

- Supply Fee (Varies — See course descriptions for exact amount) 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

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 $25 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).

- Proof of legal presence in the United States.

- NLN Pre-admission PN Examination scores which are used to rank students for selective admission to the program (see Selective Admission Examinations).

- Documentation of completion of MATH 1012, ALHS 1011, ALHS 1090, and FSSE 1000 with grades of C or higher. *

- Completed and signed Intent form and technical standards form. Blank forms are available on the college website.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

* Students accepted into the Medical Assisting program, will have to show proof of Certification in Basic Life Support for Healthcare Providers (BLS HCP) prior to enrolling in MAST 1170.

Applicants 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 the required courses above.

## READMISSION POLICY

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

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 (MAJOR CODE: MA22)

**Credential: Diploma**
**Campus Locations: Athens and Elbert**

**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Medical Assisting Core**

| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | |
| | | **Subtotal: 7** |

**Medical Assisting Major**

| | | |
|---|---|---|
| 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 Diseases | |
| MAST 1170 | Medical Assisting Externship | |
| MAST 1180 | Medical Assisting Seminar | |
| | | **Subtotal: 35** |

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 54**

# Nanotechnology

## MISSION STATEMENT

The mission of the Nanotechnology program is to prepare students for careers as nanotechnology technicians in industrial and academic organizations through classroom instruction, hands-on training, and industry interaction.

## NATURE OF THE WORK

Nanotechnology engineering technicians Work under the supervision of engineering staff to test, produce, and modify nanotechnology materials from lab to production-scale. Their work involves calibrating equipment, measuring and mixing chemical compounds, and monitoring equipment during production operations. They also assist scientists and engineers in processing or characterizing materials according to physical or chemical properties.

## EARNINGS

The median annual wage for nanotechnology engineering technicians was $61,480 in 2014.

### Sources:

O*Net Online. Nanotechnology Engineering Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the degree or certificate program in Nanotechnology 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 manipulates 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

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 a field of study after graduation. For students to be successful in the Nanotechnology 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.
- 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.
- Ability to maintain a safe environment at all times following lab safety sheets and accepted engineering practices.

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.
- Basic proficiency in technology as the 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning Major-Specific Coursework

- Tools (Approximately $75)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Safety Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $600 - $900; costs vary by discipline)
- Supply Fees (Varies — See course descriptions for exact amount)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## NANOTECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: NA13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose two of the following courses:
MATH 1111    College Algebra
MATH 1113    Precalculus
MATH 1131    Calculus I

**Subtotal: 6-7**

**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 |

**Subtotal: 3**

## College Requirement
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Nanotechnology Major (32-33 credits)

**Subtotal: 29-30**

| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| ENGL 1105 | Technical Communications |
| NANO 1100 | Introduction to Nanotechnology |
| NANO 2250 | Characterization and Testing of Nanotechnology |
| PHYS 1111 | Introductory Physics I |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 19**

Students must choose one of the following courses:
| DFTG 1101 | CAD Fundamentals |
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 2010 | Engineering Graphics |

**Subtotal: 4**

Students must choose one of the following courses:
| MEGT 2020 | Engineering Materials |
| NANO 2020 | Material Science |

**Subtotal: 3-4**

## Nanotechnology Internship
| BTEC 2500 | Applied Biotechnology Internship |
| | OR |
| ENGT 2500 | Engineering Internship |

**Subtotal: 3**

## Nanotechnology Electives

Students must register 5 or more of the following courses for a minimum of 15 semester credit hours:
| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |
| BIOL 1112 | Biology II |
| BIOL 1112L | Biology II Lab |
| BTEC 2191 | Fundamental Microbial Biotechnology |
| BTEC 2191L | Fundamental Microbial Biotechnology Lab |
| BTEC 2221 | Regulatory Compliance in Biomanufacturing |
| CHEM 1212 | Chemistry II |
| CHEM 1212L | Chemistry II Lab |

| | |
|---|---|
| COMP 1000 | Introduction to Computers |
| ECET 1101 | Circuit Analysis I |
| EMET 2170 | Quality Management for Manufacturing |
| EMTX 1000 | Tech-Driven Problem Solving |
| EMTX 1101 | Microprocessors, Programming, and Mobile Units |
| ENGT 1000 | Introduction to Engineering Technology |
| ENGT 1100 | Engineering Biology |
| ENGT 1250 | Physical Metrology |
| MATH 1127 | Introduction to Statistics |
| MATH 1131 | Calculus I |
| NANO 2030 | Materials in Nanotechnology |
| NANO 2260 | Micro-Nano Fabrication Techniques |
| PHYS 1112 | Introductory Physics II |
| PHYS 1112L | Introductory Physics II Lab |

**Subtotal: 15**

**Total Credit Hours: 62-64**

## NANOTECHNOLOGY TECHNICIAN TCC (MAJOR CODE: NT51)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Nanotechnology Technician Major**

| | |
|---|---|
| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| ENGL 1101 | Composition and Rhetoric |
| ENGL 1105 | Technical Communications |
| FSSE 1000 | First Semester Seminar |
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |
| NANO 1100 | Introduction to Nanotechnology |
| NANO 2250 | Characterization and Testing of Nanotechnology |

**Subtotal: 27**

Students must choose at least two of the following courses for a minimum of 6 credit hours:

| | |
|---|---|
| ECET 1101 | Circuit Analysis I |
| EMET 2170 | Quality Management for Manufacturing |
| MATH 1127 | Introduction to Statistics |
| MEGT 2020 | Engineering Materials |
| NANO 2020 | Material Science |
| NANO 2030 | Materials in Nanotechnology |
| NANO 2260 | Micro-Nano Fabrication Techniques |
| PHYS 1111 | Introductory Physics I |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 6-7**

**Total Credit Hours: 33-34**

# Nursing

## ACCREDITATION

The associate of science degree program in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 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 Accreditation Commission for Education in Nursing (ACEN) at the above address and telephone number.

## MISSION STATEMENT

The mission of the associate of science degree program in Nursing 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.

## NATURE OF THE WORK

Registered nurses (RNs), regardless of specialty or work setting, assess patients; 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; explain post-treatment home care needs and diet, nutrition, and exercise programs; and teach the self-administration of medication and physical therapy.

When caring for patients, RNs establish a care plan or contribute to an existing plan. Plans may include numerous activities such as administering medication by carefully 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 collaborating 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. 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 provide initial assessments and care for patients with life-threatening conditions. Some emergency nurses may serve as transport nurses and are, therefore, qualified provide medical care to patients who are transported by helicopter or airplane to the nearest medical facility. Home healthcare nurses provide at-home nursing care for patients. 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. 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 procedures. Perioperative nurses assist surgeons by selecting and handling instruments, controlling bleeding, and suturing incisions. Psychiatric-mental health nurses provide care to 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

As the largest healthcare occupation, registered nurses held about 2.7 million jobs in 2012. The industries that employed the most registered nurses in 2012 were as follows:

- Hospitals (61 percent)

- Nursing and residential care facilities (7 percent)

- Offices of physicians (7 percent)
- Home health care services (6 percent)
- Government (6 percent)

Employment opportunities are expected to increase by approximately 16 percent from 2014 through 2024.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-2017 edition,* Registered Nurses.

## EARNINGS

Median annual wages nationally of registered nurses were $67,490 or 32.45 per hour in 2015. The lowest 10 percent earned less than $45,040, and the highest 10 percent earned more than $94,720. Median annual wages in the industries employing the largest numbers of registered nurses in 2015 were:

- $68,540 in government organizations
- $67,210 in hospitals
- $62,090 in home health care services
- $58,830 in nursing and residential care facilities
- $58,420 in offices of physicians

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-2017 edition,* Registered Nurses.

## STUDENT LEARNING OUTCOMES

The Nursing program will provide the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as a 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 educational 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

Certain physical and mental abilities are essential to function as a student and a nurse generalist. Students and nurses must be able to do the following:

- Function in an environment characterized by frequent exposure to blood, body tissues and fluids; moving equipment; and situations requiring the 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, as well as 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.

- Understand and apply 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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning RNSG Courses

- Basic Life Support for Healthcare Providers (Approximately $75)

- Immunizations (From approximately $40 to $400)

- Cogent ID ($52.50)

- Physical Examination (Approximately $100)

- Uniforms (Approximately $250)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instructional Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- ACEMAPP Clinical Placement Fee ($50 annually)

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)

- Malpractice Insurance ($11 per year)

- Textbooks (Approximately $1,500)

- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- Georgia Board of Nursing Application Fee ($40)

- National Council of State Boards of Nursing Application Fee ($200)

- Nursing Pin (Approximately $125)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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 licensure examination. 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 submit the following items to the Admissions Office by the application deadline of the year they seek admission to the program:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Completed and signed Intent form. Blank forms are available on the college website.

Students must 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) with grades of C or higher by January 1 of the year in which admission is sought. Applicants must also possess a minimum GPA of 2.75 on the five core courses listed above. 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.

Applicants 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. A minimum score of 70% percentile is required.

Students selected for admission to the Nursing program must attend a mandatory pre-admission orientation session once selected. Failure to attend or to make alternate arrangements to obtain necessary information may result in the forfeiture of admission to the program.

After gaining admission to the program and prior to enrolling in the first Nursing (RNSG) course, students must have the following 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.

• Proof of a flu vaccine.

• 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.

## READMISSION POLICY

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

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.

## LICENSURE AND CERTIFICATION

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.

## THE BRIDGE PROGRAM

Licensed practical nurses (LPNs), licensed GA paramedics, and Military 29W personnel may be eligible to enroll in a newly developed bridge program that requires a minimum of three semesters to complete the nursing (RNSG) courses. Qualified students may apply for the generic nursing program as described in the

Nursing section, or they may apply for the bridge program, which allows them to enter the second year of the nursing curriculum on a space-available basis. Interested students should contact the Admissions Office and request information on the bridge program in addition to the regular admission packet. Bridge program students are admitted each summer semester on a space-available basis. Prospective students may gain admission to the college initially as Healthcare Science program students/applicants to the Nursing Bridge Program in order to complete any learning support classes and required general education courses.

The application deadline for the bridge program is February 1 of the year the applicant is seeking admission to the program. Applicants must submit the following items to the Admissions Office by the application deadline for the year they seek admission to the program:

• Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- NLN Pre-admission RN Examination, AD Composite Score of no less than the 70th percentile that is less than five years old at the anticipated date of enrollment in the program (see Selective Admission Examinations).

- Proof of legal presence in the United States.

- Documentation of an unencumbered LPN license or paramedic license, or Military 29W documentation equivalent to the Paramedic license valid in the State of Georgia.

- Documentation showing two years of work experience (minimum of 1,000 hours) as a licensed practical nurse or paramedic.

- Completed and signed Intent form. Blank forms are available on the college website.

- Attend a pre-admission orientation session if invited.

Applicants to the bridge program must 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 grades of C or higher by January 1 of the year in which admission is sought. Applicants must also possess an overall GPA of 2.75 or higher on the five core courses listed above. 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. Although applicants must have a minimum grade of C in these courses, 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 grade of C are typically not competitive.

Students must complete PSYC 2103 prior to the starting the bridge program. After gaining admission to the bridge 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 the student is in satisfactory health.

- Results of two-step tuberculin skin test and/or chest x-ray.

- Evidence of immunity or proof of immunization to rubella, rubeola, mumps, varicella, and Hepatitis B.

- Documentation of current TDAP (tetanus, diphtheria, and pertussis) immunization.

- Proof of a flu vaccine.

- 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 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 ASSOCIATE DEGREE (MAJOR CODE: NU53)

**Credential: Associate of Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**College Requirement**
  FSSE 1000      First Semester Seminar

**Subtotal: 3**

**General Education**

**Subtotal: 15**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**
PSYC 1101    Introductory Psychology
SOCI 1101    Introduction to Sociology

**Subtotal: 6**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
MATH 1101    Mathematical Modeling

**Subtotal: 3**

**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

**Subtotal: 3**

**Nursing Core**
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
PSYC 2103    Human Development

**Subtotal: 15**

**Nursing Major**
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

**Subtotal: 37**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 70**

# NURSING BRIDGE PROGRAM ASSOCIATE DEGREE (MAJOR CODE: NTA3)

**Credential: Associate of Science**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**General Education**

| | | **Subtotal: 15** |
|---|---|---|

**Area I: Language Arts and Communications**
ENGL 1101     Composition and Rhetoric

| | | **Subtotal: 3** |
|---|---|---|

**Area II: Social and Behavioral Sciences**
PSYC 1101     Introductory Psychology
SOCI 1101     Introduction to Sociology

| | | **Subtotal: 6** |
|---|---|---|

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
MATH 1101     Mathematical Modeling

| | | **Subtotal: 3** |
|---|---|---|

**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

| | | **Subtotal: 3** |
|---|---|---|

**College Requirement**
FSSE 1000     First Semester Seminar

| | | **Subtotal: 3** |
|---|---|---|

**Nursing Core**
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
PSYC 2103     Human Development

| | | **Subtotal: 15** |
|---|---|---|

**Nursing Major**
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

**Subtotal: 37**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 70**

# Paramedicine

## ACCREDITATION

The diploma and associate of applied science degree programs in Paramedicine are accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The address and telephone number are Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

## MISSION STATEMENT

The mission of the Paramedicine program is to prepare students to become competent, professionally prepared entry-level paramedics who meet state and national expectations within the profession

## NATURE OF THE WORK

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.

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.

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: emergency medical responder (EMR), emergency medical technician (EMT), advanced emergency medical technician (AEMT), 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

EMTs and paramedics held about 239,100 jobs nationally in 2012. 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. The industries that employed the most paid EMTs and paramedics in 2012 were as follows:

- Ambulance services (48 percent)
- Government (30 percent)
- Hospitals (17 percent)

Employment of emergency medical technicians and paramedics is expected to grow by 23 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* EMTs and Paramedics.

## EARNINGS

The median annual wage of EMTs and paramedics was $31,070 in May 2012. The lowest 10 percent earned less than $20,180, and the top 10 percent earned more than $53,550.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* EMTs and Paramedics.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma and associate of applied science degree programs in Paramedicine 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

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 a field of study after graduation. For students to be successful in the Paramedicine programs, they must be able to perform the following essential functions:

- Be a confident leader who can accept the challenge and high degree of responsibility entailed in the position.

- Have excellent judgment.

- Be able to prioritize decisions and act quickly in the best interest of the patient

- 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.

- Be able to function independently at optimum level in a non-structured environment that is constantly changing.

- Be responsible for the safe and therapeutic administration of drugs, including narcotics.

- Be knowledgeable about medications and 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.

- Be 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-based 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.

- Obtain 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.

- Be aware of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food.

- Be aware of the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind those drugs may cross the placenta.

- 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.

- Be aware of the high abuse potential of controlled substances and the potential for addiction, be able to thoroughly report writing and to justify why a particular narcotic was used and why a particular amount was given.

- Have the ability to measure and re-measure drip rates for controlled substances and medications.

- Be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, and 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.

- Be able to locate sites for obtaining blood samples and perform this task.

- Be able to 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.

- 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.

- Be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system.

- Be cognizant that the route of administration is critical in relation to patient's needs and the effect that occurs.

- 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.

- Remain calm when working in difficult and stressful circumstances and capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position.

- Have good judgment along with advanced knowledge and technical skills to direct other team members to assist as needed.

- Provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility. 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.

- Deal with adverse and often dangerous situations, which include responding to calls in districts known to have high crime and mortality rates.

- Have self-confidence and a desire to work with people.

- Have solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

- Have 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.

- Have motor coordination because over uneven terrain, the well-being of the patient, paramedic and other workers must not be jeopardized.

- 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.

- Use advanced training and equipment to extend emergency physician services to the ambulance.

- Make accurate independent judgments while following oral directives.

- Perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

- Use telephone or radio dispatch for coordination of prompt emergency services.

- Accurately discerning street names through map reading and correctly distinguishing house numbers or business addresses.

- Concisely and accurately describing orally to dispatchers and other concerned staff one's impression of a patient's condition as the paramedic works in emergency conditions where there may not be time for deliberation.

- 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.

- Use verbal skills and reasoning skills.

## PARAMEDICINE PROGRAM EFFECTIVENESS

|  | **2015** | **2014** | **2013** | **2012** |
|---|---|---|---|---|
| **# of Students Beginning the Program** | 16 | 10 | 18 | 17 |
| **# of Students Graduating the Program** | 11 | 10 | 12 | 15 |
| **Successful Completion of NREMT Written** | 10 | 10 | 12 | 15 |
| **Successful Completion of NREMT Practical** | 10 | 10 | 12 | 15 |
| **Employment rate** | 100% | 100% | 100% | 100% |

## PROGRAM EXPENSES

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

 Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning EMSP Courses

- Flu Vaccine ($40)

- Hepatitis B Immunization ($200)

- Tuberculosis Skin Test ($25)

- Uniforms (Approximately $75)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $110 per required check/screening)

- Malpractice Insurance ($47 per year)

- Textbooks (Approximately $1,250 for the associate degree p10gram and $1,250 for the diploma program)

- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- NREMT Practical Examination ($150)

- NREMT Written Examination ($110)

- State Licensing Fee ($75)

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 to the Paramedicine program must hold a valid Georgia Emergency Medical Technician-Intermediate license or Advanced Emergency Medical Technician license. The Paramedicine 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 Paramedicine 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 to the Admissions Office by the application deadline for the year they seek admission to the program:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- 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 core classes (diploma: ALHS 1011, MATH 1012; degree: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, MATH 1101 or MATH 1100 or MATH 1111) with grades of C or better.

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: (The requirements listed below will be covered during the orientation. No action is necessary prior to orientation).

- 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 that includes the following: MMR, Varicella, HBV, TDAP, and evidence of a two-step TB test and/or chest x-ray. Proof of annual flu shot or signed declination form.

- Copy of current valid driver's license. Valid Healthcare Provider CPR card from the American Heart Association or the American Red Cross.

- Completed academic honesty form.

- Verification of completion of the online version of New Student Orientation.

- Completed criminal background check.

- Completed drug screen check.

## READMISSION POLICY

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

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 Paramedicine program.

## PARAMEDICINE DIPLOMA (MAJOR CODE: PT12)

**Credential: Diploma**
**Campus Location: Athens**
**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Paramedicine Core**

| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| | | **Subtotal: 5** |

**Paramedicine Major**

| | |
|---|---|
| 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 |

**Subtotal: 44**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 61**

## PARAMEDICINE ASSOCIATE DEGREE (MAJOR CODE: PT13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**
PSYC 1101    Introductory Psychology

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
MATH 1103    Quantitative Skills and Reasoning
MATH 1101    Mathematical Modeling

**Subtotal: 3**

**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

**Subtotal: 3**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| MATH 1131 | Calculus I |
| PHYS 1110 | Conceptual Physics AND |
| PHYS 1110L | Conceptual Physics Lab |
| POLS 1101 | American Government |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SOCI 1101 | Introduction to Sociology |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Paramedicine Core**

| | |
|---|---|
| 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 |

**Subtotal: 8**

**Paramedicine Major**

| | |
|---|---|
| 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 | |

**Subtotal: 44**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 70-71**

# Phlebotomy Technician

## APPROVAL

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

## MISSION STATEMENT

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 patients and the needs of the organization.

## NATURE OF THE WORK

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. They must like challenge and responsibility. Phlebotomy technicians 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's office, hospital, or laboratory, but may include:

- Drawing blood from patients or donors 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.

## EARNINGS

The median annual wage for phlebotomists was $29,730 in May 2012. The lowest 10 percent earned less than $21,340, and the top 10 percent earned more than $42,600.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Phlebotomists.

## STUDENT LEARNING OUTCOMES

Graduates of the certificate program 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

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 a 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**

The ability to discriminate between color differences and 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 (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**

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**

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**

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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning PHTL Courses

- Hepatitis B Immunization ($200)
- Tuberculosis Skin Test ($25)
- Flu Vaccine ($25)
- Physical Examination (Approximately $300)
- Scrubs (Approximately $30 per set; color is determined by the clinical site)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Textbooks (Approximately $700)
- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- National Center for Competency Testing Examination ($100)

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

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 based on the submission of the Intent form, the successful completion of the required prerequisite courses, and the completion of the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) exam. Application forms to take the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) 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 course 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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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.
- Official Assessment Technologies Institute Test of Essential Academic Skills (TEAS 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.
- Proof of current/valid immunizations.
- Completed background check.
- BLS healthcare provider
- CPR certification.
- Flu vaccination.
- TB/PPD test.

- Completed academic honesty form.

## READMISSION POLICY

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

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 TCC (MAJOR CODE: PT21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**College Requirement**
FSSE 1000      First Semester Seminar

**Subtotal: 3**

**Phlebotomy Technician Core**
ALHS 1011      Structure and Functioning of the Human Body
ALHS 1040      Introduction to Healthcare
ALHS 1090      Medical Terminology for Allied Health Sciences
ENGL 1010      Fundamentals of English I

**Subtotal: 13**

**Phlebotomy Technician Major**
PHLT 1030      Introduction to Venipuncture
PHLT 1050      Clinical Practice

**Subtotal: 8**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 24**

# Physical Therapist Assistant

## ACCREDITATION

The associate of applied science degree program in Physical Therapist Assistant 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.

VERIFY STATUS

## MISSION STATEMENT

The mission of the Physical Therapist Assistant program is to provide educational opportunities to those students wishing to pursue a career as 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.

## NATURE OF THE WORK

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

Physical therapist assistants held about 71,400 jobs in 2012. The industries that employed the most physical therapist assistants in 2012 were as follows:

- Offices of physical, occupational and speech therapists, and audiologists (40 percent)
- Hospitals (27 percent)
- Nursing care facilities (11 percent)
- Home health care services (8 percent)
- Offices of physicians (5 percent) Employment opportunities are projected to grow by approximately 41 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Physical Therapist Assistants and Aides.

## EARNINGS

The median annual wage for physical therapist assistants was $52,160 in May 2012. The lowest 10 percent earned less than $32,420, and the top 10 percent earned more than $72,720.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Physical Therapist Assistants and Aides.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science 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.

Graduates of the certificate program in Certified Personal Trainer will be able to complete the following tasks:

• Identify and describe major muscles, their origins, insertions, and actions.

• Demonstrate at least one strength exercise for every major muscle group.

• Describe the body's physiological responses and adaptations to exercise.

• Describe the relationship between body composition, nutrition, and exercise.

• Demonstrate proper execution of resistance, cardio-respiratory, endurance, and flexibility exercises.

• Assess an individual's level of fitness using ACE guidelines.

• Analyze fitness regimens.

• Discuss the legal and ethical issues related to the field of personal training/physical fitness.

• 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 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 a 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, and 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 medical records.
- Initiative to work independently yet recognize self-limitations.
- Accept guidance and supervision from superiors.
- Handle stressful situations related to dealing with patient response to pain, injury, or death and dying.

## PHYSICAL THERAPIST ASSISTANT PROGRAM OUTCOMES

The associate of applied science degree program in Physical Therapist Assistant has achieved the following results (3-year average) for the period from 2012 through 2014.

- Graduation Rate: 92.12 percent
- Licensure Pass Rate: 100 percent
- Employment Rate: 100 percent

## PROGRAM EXPENSES

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning PHTA Courses

- Immunizations (Approximately $400)
- Physical Examination (Approximately $100)
- Uniforms and name tag (Approximately $100)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)

- Malpractice Insurance ($11 per year)

- Textbooks (Approximately $1,500)

- Supply Fee (Varies — See course descriptions for exact amount)

- APTA and PTAG student membership ($87 per year)
  These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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 May 21 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 submit the following documentation to the Admissions Office by the application deadline for the year they seek admission to the program:

- Completed and signed application for admission and $25 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).

- A minimum grade point average of 3.0 on a 4.0 scale is required on college work attempted in order to be eligible for consideration for admission to the program.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Completed Physical Therapist Assistant Interest Form for the current application period. The form, which is available online, must be submitted electronically.

- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) that are less than five years old as of the application deadline. Students who take the ATI TEAS at another college or at a testing center must submit official scores to Athens Technical College. A minimum adjusted individual total score of 70 percent is required in order to be eligible for consideration for admission to the program. A score from the Health Occupations Basic Entrance Test (HOBET V) that is less than five years old as of the application deadline may be used in place of the ATI TEAS. Information about submitting official scores is on the college website.

- Signed document 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). Blank documents are available on the college website.

- Completed 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 minimum of 12 hours each in both inpatient and outpatient physical therapy practice settings. Applicants who have completed observation experiences during the previous application period may use those hours in the subsequent application period. Additional consideration will also be given to applicants who have been employed as a physical therapy aide for a minimum of 500 hours.

Applicants must 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.

Preference in the selection process will be given to students who have completed mathematics (MATH 1101, MATH 1111, or MATH 1113), 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 B or better by May 21 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 May 21 application deadline. If a course has been repeated, only the first two attempts will be considered in the competitive selection process.

Please send any questions to pta@athenstech.edu.

## READMISSION POLICY

If a student withdraws from the program for any reason, he or she 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 his or her 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 ASSOCIATE DEGREE (MAJOR CODE: PTA3)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

|  |  |
|---|---|
|  | **Subtotal: 16** |

**Area I: Language Arts and Communications**
ENGL 1101     Composition and Rhetoric

|  |  |
|---|---|
|  | **Subtotal: 3** |

**Area II: Social and Behavioral Sciences**
PSYC 1101     Introductory Psychology

**Subtotal: 3**

**Area III: Mathematics and Natural Science**

**Subtotal: 7**

| | | |
|---|---|---|
| PHYS 1110 | Conceptual Physics | |
| PHYS 1110L | Conceptual Physics Lab | |

**Subtotal: 4**

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1101 | Mathematical Modeling | |
| MATH 1111 | College Algebra | |
| MATH 1113 | Precalculus | |

**Subtotal: 3**

**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 | |

**Subtotal: 3**

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 3**

**Physical Therapist Assistant Core**

| | | |
|---|---|---|
| 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 | |
| PSYC 2103 | Human Development | |

**Subtotal: 11**

**Physical Therapist Assistant Major**

| | | |
|---|---|---|
| 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 | |

**Subtotal: 49**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 79**

## CERTIFIED PERSONAL TRAINER TCC (MAJOR CODE: CP31)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Certified Personal Trainer Major**

| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| ALHS 1040 | Introduction to Healthcare | |
| SFMA 1200 | Nutrition for Sports | |
| SFMA 1210 | Certified Personal Training I | |
| SFMA 1220 | Certified Personal Training II | |
| SFMA 1240 | Seminar in Sports and Fitness | |

**Subtotal: 21**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 21**

# Practical Nursing

## APPROVAL

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

## MISSION STATEMENT

The mission of the Practical Nursing program is to prepare students to become competent, safe, and caring individuals for entry-level positions as licensed practical nurses in an ever-changing healthcare environment.

## 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.

## EMPLOYMENT

Licensed practical nurses (LPNs) held about 738,400 jobs in 2012. The industries that employed the most LPNs were as follows:

- Nursing care facilities/skilled nursing facilities (29 percent)

- Hospitals (20 percent)

- Offices of physicians (12 percent)

- Home health care services (11 percent)

- Residential care facilities (8 percent)

Employment opportunities are projected to grow by approximately 25 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Licensed Practical Nurses and Licensed Vocational Nurses.

## EARNINGS

The median annual wage for licensed practical and licensed vocational nurses was $41,540 in May 2012. The lowest 10 percent earned less than $30,970 and the top 10 percent earned more than $57,360.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Licensed Practical Nurses and Licensed Vocational Nurses.

## 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 an 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.

## PRACTICAL NURSING ADDENDUM TO THE STUDENT HANDBOOK

Applicants to the Practical Nursing program are also responsible for reading and following the requirements and policies outlined in the Practical Nursing Addendum to the Student Handbook.

## 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.

- Solving problems.

- 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 the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($75)
  Outside Vendor Fees Prior to Beginning PSNG Courses

- Basic Cardiac Life Support Certification ($40)

- Hepatitis B Immunization ($200)

- Tuberculosis Skin Test ($25)

- Flu Vaccine ($25)

- Physical Examination (Approximately $300)

- Uniforms (Approximately $175)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)
- Summer semester - Lab supply fee $25

<u>Throughout the Program</u>

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Textbooks (Approximately $700)
- Supply Fee (Varies — See course descriptions for exact amount)

<u>Outside Vendor Fees at Program Completion</u>

- NCLEX-PN Licensure Examination ($300)
- State Board Background Check ($55)
- State Board Licensure Application Fee ($40)

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

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.

Applicants must submit all required documentation to the Admissions Office by September 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 must submit the following items to the Admissions Office by the application deadline for the year they seek admission to the program:

- Completed and signed application for admission and a $25 nonrefundable application fee.
- Official high school or GED transcripts and or official college transcripts of all colleges attended in the past (see General Admission Requirements).
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- 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.
- NLN Pre-admission-PN Examination scores of no less than the 65th percentile that are less than five years old on the application deadline (see Selective Admission Examinations).
- Completed and signed Intent Form. Blank forms are available on the college website.

Applicants must complete English (ENGL 1010), mathematics (MATH 1012), psychology (PSYC 1010), and anatomy and physiology (ALHS 1011) with grades of C or better by the application deadline. 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

September 1 application deadline. Applicants selected to the program should complete all general and health core courses prior to enrolling in PNSG 2030.

Applicants must 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-PN examination no later than August to receive consideration in the selection process (see Selective Admission Examinations).

Prior to beginning the first set of clinical rotations, students must have the following documents on file in the Practical Nursing Office by March 1.

• Basic cardiac life support certification.

• Verification of health and malpractice insurance (see Malpractice Insurance).

• PPD and/or chest x-ray results.

• Hepatitis screen results (students should start the Hepatitis-B immunization series) and documentation of immunity to varicella, rubella, measles, and tetanus.

• All students will be required to complete drug testing and/or background checks at their own expense prior to taking the licensure exam, 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

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

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 (MAJOR CODE: PN12)

**Credential: Diploma**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Academic Core**
| ENGL 1010 | Fundamentals of English I |
| MATH 1012 | Foundations of Mathematics |
| PSYC 1010 | Basic Psychology |

**Subtotal: 9**

**College Requirement**
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Practical Nursing Core**
| ALHS 1011 | Structure and Functioning of the Human Body |

**Subtotal: 5**

**Practical Nursing Major**
| 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

**Subtotal: 41**

*Students must pass all ALHS, FSSE, and PSNG courses with grades of C or higher.*

**Total Credit Hours: 58**

## Radiography

## ACCREDITATION

The associate of applied science degree program in Radiography 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; mail@jrcert.org; www.jrcert.org.

## MISSION STATEMENT

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.

## NATURE OF THE WORK

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

Radiologic technologists held about 199,200 jobs in 2012. The industries that employed the most technologists in 2012 were as follows:

- General medical and surgical hospitals (59 percent)
- Office of physicians (22 percent)
- Medical and diagnostic laboratories (7 percent)
- Outpatient care centers (4 percent)

Employment opportunities are projected to increase by approximately 21 percent from 2012 to 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Radiologic and MRI Technologists.

## EARNINGS

The median annual wage for radiologic technologists was $54,620 in May 2012. The lowest 10 percent earned less than $37,060, and the highest 10 percent earned more than $77,160.

## Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Radiologic and MRI Technologists.

## PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

The goals of the associate of applied science degree program in Radiography are as follows:

**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 conditions.

**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/or 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 determine the importance of continuing education.

_____

The goals for the certificate program in Computed Tomography Specialist are as follows:

**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. _____

The goals of the certificate program in Magnetic Resonance Specialist (MRI) are as follows:

**Goal 1: Students will be clinically component.**

Outcomes

- Students will demonstrate 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

Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on those requirements, the following performance standards were developed. Each standard has examples of activities that potential students 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**

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.
- See numbers, letters, calibrations, etc., of varying sizes located on equipment utilized by a radiographer.

**Performance Standard: Hearing**

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 alarms, 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**

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**

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**

Communication abilities sufficient for interaction with others in verbal and written form.

Examples

- Effectively communicate to patients in order to converse, provide instruction, relieve anxiety, gain their cooperation during procedures, and 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**

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**

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.

# RADIOGRAPHY PROGRAM EFFECTIVENESS DATA

Radiography Program Effectiveness Data

The program effectiveness data for the associate of applied science degree program in Radiography is also available on the website for the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Credential Examination Pass Rate

| Year | Percentage Passing Exam on First Attempt | Number of Students |
|---|---|---|
| 2016 | 100 percent | 16 of 16 students |
| 2015 | 100 percent | 14 of 14 students |
| 2014 | 100 percent | 16 of 16 students |
| 2013 | 100 percent | 13 of 13 students |
| 2012 | 100 percent | 13 of 13 students |
| 5-Year Average | 100 percent | 72 of 72 students |

Benchmark: Program must achieve a five-year average pass rate of no less than 75 percent on the first attempt within six months of graduation. Students must pass the American Registry of Radiologic Technologists Radiography examination to become certified.

Job Placement Rate

| Year | Job Placement Percentage | Number of Students Employed Within 6 Months |
|------|--------------------------|---------------------------------------------|
| 2016 | 100 percent | 15 of 15 students (1 student not actively seeking employment) |
| 2015 | 100 percent | 11 of 11 students (3 student not actively seeking employment) |
| 2014 | 94 percent | 15 of 16 students |
| 2013 | 92 percent | 12 of 13 students |
| 2012 | 92 percent | 11 of 12 students (1 student not actively seeking employment) |
| 5-Year Average | 96 percent | 64 of 67 students |

Benchmark: Five-year average job placement rate of not less than 75 percent within twelve months of graduation, Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as:

Program Completion Rate

| Year | Percentage of Students Completing Program | Number of Students |
|------|-------------------------------------------|--------------------|
| 2016 | 100 percent | 16 students began program; 16 graduated |
| 2015 | 88 percent | 16 students began program; 14 graduated |
| 2014 | 89 percent | 18 students began program; 16 graduated |
| 2013 | 81 percent | 16 students began program; 13 graduated |
| 2012 | 88 percent | 16 students began program; 14 graduated |

Benchmark: Program completion rate of no less than 75 percent per year. Program completion rate is defined as the number of students who complete the program within 150 percent of the stated program length.

Program Expenses

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

• Nonrefundable application fee ($25)

• Program Placement Examination ($60)

Outside Vendor Fees Prior to Beginning RADT Courses

• Hepatitis B Immunization ($265)

- T-Dap Immunization ($50)

- MMR ($80)

- Varicella ($120)

- Physical Examination (Approximately $200)

- Uniforms (Approximately $250)

- Trajecsys Clinical Record System ($150)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Radiation Monitor Fee ($25)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)

- Basic Life Support for Healthcare Providers (Approximately $35)

- Annual Tuberculosis Test ($50 per year)

- Annual Flu Vaccine ($50 per year)

- Dosimeters ($33 per term)

- Malpractice Insurance ($11 per year)

- Textbooks (Approximately $1,000)

- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- Certification Examination ($200)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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 submit the following items to the Admissions Office by June 1 of the year they seek admission to the program:

• Completed and signed application for admission and a $25 nonrefundable application fee.

• Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past (see General Admission Requirements). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted.

• Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

• Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations).

• Documentation showing the completion of mathematical modeling (MATH 1101), medical terminology (ALHS 1090) 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.

• Completed and signed Intent Form. Blank forms are available on the college website.

• Applicants must attend a mandatory pre-application information session. The session attended must be during the current year of application. Attendance of a previous year's session will not satisfy this requirement.

After June 1, the Selection Committee will review the applicants' records and invite a list of applicants to complete the following steps:

• Attend a mandatory observation day and a clinical orientation session (if selected). Failure to attend or to make alternate arrangements will result in the forfeiture of admission to the program.

Prior to beginning the clinical phase of the program, applicants must complete the following steps:

• 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. Blank documents are available on the college website.

Students will be required to complete drug testing and background checks at their own expense prior to participating in internships, practicums, or clinical activities (see Drug Testing/Background Checks). Directions for contacting approved providers will be given to the student after acceptance to the program.

_____

### Computed Tomography (CT) Specialist Certificate Admissions

The **Computed Tomography (CT) Specialist Certificate 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 **Computed Tomography (CT) Specialist Certificate** program admits students once per year at the beginning of fall semester.

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

**Computed Tomography (CT) Specialist Certificate** program.

Applicants must submit the following items to the Admissions Office by July 1 of the year they seek admission to the program:

- Completed and signed application for admission and a $25 nonrefundable application fee.

- Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past (see General Admission Requirements). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations).

- Completed and signed Intent Form. Blank forms are available on the college website.

For acceptance to the online Computed Tomography (CT) Specialist Certificate program, you must meet **one** of the following requirements:

1. Be a registered radiologic technologist or registry eligible. Applicants with nuclear medicine and radiation therapy certification will be reviewed on a case-by-case basis.

**or**

2. Be a second-year radiography student attending an accredited radiography program and hold a radiography GPA of 2.75 or above.

**Before enrolling in RADT 2250** Computed Tomography Clinical Education I and **RADT 2265** Computed Tomography Clinical Education II, students in the Computed Tomography (CT) Specialist Certificate program must complete the following steps:

- Complete RADT 2201 Introduction to Computed Tomography, RADT 2210 CT Physics & Instrumentation, RADT 2220 Computed Tomography Procedures I, and RADT 2230 Computed Tomography Procedures II.

- Provide documentation that student has passed the ARRT examination for radiography and be in good standing. Applicants with nuclear medicine and radiation therapy certification will be reviewed on case-by-case basis.

- Show proof of current certification in CPR at the healthcare provider level.

- Provide documentation of immunizations.

- Undergo a criminal background check.

- Undergo and pass a drug screen.

### Individual CT Coursework Admissions

Registered radiographers, nuclear medicine technologists, and radiation therapists will be eligible to enroll in individual CT specialist courses to meet the requirements to sit for the ARRT examination at the discretion of the radiography program chair.

Students must be enrolled in the Computed Tomography (CT) Specialist Certificate program to be eligible to enroll in **RADT 2250** Computed Tomography Clinical Education I and **RADT 2265** Computed Tomography Clinical Education II.

_____

### Magnetic Resonance Imaging (MRI) Specialist Certificate Admissions

The **Magnetic Resonance Imaging (MRI) Specialist Certificate 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 **Magnetic Resonance Imaging (MRI) Specialist Certificate** program admits students once per year beginning at the midterm of the fall semester.

 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 **Magnetic Resonance Imaging (MRI) Specialist Certificate** program.

Applicants must submit the following items to the Admissions Office by July 1 of the year they seek admission to the program:

- Completed and signed application for admission and a $25 nonrefundable application fee.

- Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past (see General Admission Requirements). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations).

- Completed and signed Intent Form. Blank forms are available on the college website.

For acceptance to the online **Magnetic Resonance Imaging (MRI) Specialist Certificate** program, you must meet **one** of the following requirements:

1. Be a registered radiologic technologist or registry eligible. Applicants with nuclear medicine and radiation therapy certification will be reviewed on a case-by-case basis.

**or**

2. Be a second-year radiography student attending an accredited radiography program and hold a radiography GPA of 2.75 or above.

**Before enrolling in MRIM 2350** MRI Clinical Education I and **MRIM 2360** MRI Clinical Education II, students in the Magnetic Resonance Imaging (MRI) Specialist Certificate program must complete the following steps:

- Complete MRIM 2300 Orientation & Introduction to MRI, MRIM 2320 MRI Procedures & Cross Sectional Anatomy, MRIM 2330 MRI Physics and Instrumentation.

- Provide documentation that student has passed the ARRT examination for radiography and be in good standing. Applicants with nuclear medicine and radiation therapy certification will be reviewed on case-by-case basis.

- Show proof of current certification in CPR at the healthcare provider level.

- Provide documentation of immunizations.

- Undergo a criminal background check.

- Undergo and pass a drug screen.

**Individual MRI Coursework Admissions**

Registered radiographers, nuclear medicine technologists, and radiation therapists will be eligible to enroll in individual MRI specialist courses to meet the requirements to sit for the ARRT examination at the discretion of the radiography program chair.

Students must be enrolled in the **Magnetic Resonance Imaging (MRI) Specialist Certificate** program to be eligible to enroll in **MRIM 2350** MRI Clinical Education I and **MRIM 2360** MRI Clinical Education II.

## CLINICAL EDUCATION COMPONENT

The Radiography program curriculum includes clinical components to provide students with opportunities to develop their skills. The following information provides guidance on the clinical educational component:

- Number of Clinical Sites: 7

- Clinic site locations: Clarke, Oconee, 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.

## RADIOGRAPHY ADDENDUM TO THE STUDENT HANDBOOK AND PROSPECTIVE STUDENT PACKETS

Applicants to the Radiography program are also responsible for reading and following the requirements and policies outlined in the Radiography Addendum to the Student Handbook. Applicants should also review the appropriate student packet:

- Prospective Radiography Student Packet
- Prospective CT Student Packet
- Prospective MRI Student Packet

## READMISSION POLICY

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

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 ASSOCIATE DEGREE (MAJOR CODE: RT23)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  | Subtotal: 15-16 |
|---|---|

**Area I: Language Arts and Communications**
ENGL 1101　　Composition and Rhetoric

|  | Subtotal: 3 |
|---|---|

**Area II: Social and Behavioral Sciences**
PSYC 1101　　Introductory Psychology

|  | Subtotal: 3 |
|---|---|

**Area III: Mathematics and Natural Sciences**
MATH 1101　　Mathematical Modeling

|  | Subtotal: 3 |
|---|---|

**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

**Subtotal: 3**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| MATH 1131 | Calculus I |
| PHYS 1110 | Conceptual Physics AND |
| PHYS 1110L | Conceptual Physics Lab |
| POLS 1101 | American Government |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SOCI 1101 | Introduction to Sociology |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Radiography Core**

| | |
|---|---|
| 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 |

**Subtotal: 10**

**Radiography Major**

| | | |
|---|---|---|
| RADT 1010 | Introduction to Radiology | |
| RADT 1030 | Radiographic Procedures I | |
| RADT 1060 | Radiographic Procedures II | |
| RADT 1065 | Radiologic Science | |
| RADT 1075 | Radiographic Imaging | |
| RADT 1085 | Radiologic Equipment | |
| RADT 1200 | Principles of Radiation Biology and Protection | |
| RADT 1320 | Clinical Radiography I | |
| RADT 1330 | Clinical Radiography IV | |
| RADT 2090 | Radiographic Procedures III | |
| RADT 2260 | Radiologic Technology Review | |
| RADT 2340 | Clinical Radiography III | |
| RADT 2360 | Clinical Radiography II | |

**Subtotal: 52**

*Students must pass all ALHS, BIOL, FSSE, ENGL, and RADT courses with grades of C or higher.*

**Total Credit Hours: 80-81**

## COMPUTED TOMOGRAPHY SPECIALIST TCC (MAJOR CODE: CT91)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Computed Tomography Specialist Major**

| | | |
|---|---|---|
| RADT 2201 | Introduction to Computed Tomography | |
| RADT 2210 | Computed Tomography Physics and Instrumentation | |
| RADT 2220 | Computed Tomography Procedures I | |
| RADT 2230 | Computed Tomography Procedures II | |
| RADT 2250 | Computed Tomography Clinical I | |
| RADT 2265 | Computed Tomography Clinical II | |

**Subtotal: 21**

*Students must pass all classes with grades of C or higher.*

**Total Credit Hours: 21**

## MAGNETIC RESONANCE IMAGING SPECIALIST TCC (MRI1)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Magnetic Resonance Imaging Specialist Major**

| | | |
|---|---|---|
| MRIM 2300 | Orientation and Introduction to Magnetic Resonance Imaging | |
| MRIM 2320 | MRI Procedures and Cross Sectional Anatomy | |
| MRIM 2330 | MRI Physics and Instrumentation | |

| | | |
|---|---|---|
| MRIM 2350 | Magnetic Resonance Imaging Clinical Education I | |
| MRIM  2360 | Magnetic Resonance Imaging Clinical Education II | |
| MRIM 2370 | MRI Review | |
| | | **Subtotal: 24** |

**Total Credit Hours: 24**

## Surgical Technology

## ACCREDITATION

The diploma and associate of applied science degree programs in Surgical Technology are 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

The mission of the Surgical Technology program 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.

## NATURE OF THE WORK

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

Surgical technologists held about 99,800 jobs in 2014. Employment opportunities are projected to increase much faster than average through 2024.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Surgical Technologists.

## EARNINGS

The median annual wage for surgical technologists was $43,350 in 2014. The lowest 10 percent earned less than $30,780, and the top 10 percent earned more than $62,170.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Surgical Technologists.

## LEARNING OUTCOMES

Graduates of the associate of applied science 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

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 a 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 have developed the following list of essential functions that students must be 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 EFFECTIVENESS

Surgical Technology Program Effectiveness

|  | 2015 | 2014 | 2013 |
|---|---|---|---|
| Number of Students Beginning Program | 9 | 12 | 12 |
| Number of Students Graduating Program | 8 | 10 | 8 |
| Percentage of Students Passed Certification Exam | 88% | 100% | 100% |
| Number of Students Employed in Field | 7 | 10 | 6 |

## PROGRAM EXPENSES

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning SURG Courses

- Hepatitis B Immunization ($265)
- T-Dap Immunization ($50)
- MMR ($80)
- Varicella ($120)
- Physical Examination (Approximately $200)
- Uniforms (Approximately $175)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Textbooks (Approximately $1,500 for the associate degree program and $900 for the diploma program)
- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

• Certification Examination ($250)

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

The Surgical 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. 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 September 1 of the year they seek admission to the program in order 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 the following information to the Admissions Office by the application deadline for the year the seek admission to the program:

• Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

• Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations).

• Completed and signed Intent form. Blank forms are available on the college website.

Applicants must take the ATI TEAS examination no later than August 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 the following general core and health core courses prior to enrolling in Surgical Technology (SURG) classes:

• Diploma Program: ALHS 1090, ALHS 1011, FSSE 1000, MATH 1012 ---- (Surgical Technology will be accepting its last Diploma Class in January 2018. Starting with admissions for January 2019 class, the Surgical Technology program will only offer an associate degree program)

• Associate Degree Program: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, FSSE 1000, MATH 1103 (or higher)

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, varicella, and influenza vaccination.

- 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

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

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 (MAJOR CODE: ST12)

**Credential: Diploma**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Academic Core**
| | | |
|---|---|---|
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 9** |

**College Requirement**
| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Health Core**
| | | |
|---|---|---|
| ALHS 1011 | Structure and Functioning of the Human Body | |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | |
| | | **Subtotal: 7** |

**Surgical Technology Major**
| | | |
|---|---|---|
| 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 | |
| | | **Subtotal: 41** |

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 60**

## SURGICAL TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ST13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
ENGL 1101     Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
MATH 1103     Quantitative Skills and Reasoning
MATH 1101     Mathematical Modeling

**Subtotal: 3**

**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

**Subtotal: 3**

**General Education Electives**

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          Survey of Inorganic Chemistry Lab
1151L

| | |
|---|---|
| CHEM 1211 | Chemistry I |
| | AND |
| CHEM 1211L | Chemistry I Lab |
| CHEM 1212 | Chemistry II |
| | AND |
| CHEM 1212L | Chemistry II Lab |
| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| PHYS 1110 | Conceptual Physics |
| | AND |
| PHYS 1110L | Conceptual Physics Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |

**Subtotal: 3-4**

## College Requirement

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Health Core

| | |
|---|---|
| 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 |

**Subtotal: 14**

## Surgical Technology Major

| | |
|---|---|
| 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 |

**Subtotal: 41**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 73-74**

# Veterinary Technology

## ACCREDITATION

The associate of applied science degree program in Veterinary Technology 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

The ATC veterinary technology program provides instruction in the essential concepts and skills defined by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities as those needed to become entry-level veterinary technicians in clinical positions that may include any area in the full spectrum of veterinary medicine (small, large, exotic or laboratory animal nursing).

## NATURE OF THE WORK

Owners of pets and other animals today expect superior veterinary care. To provide this service, veterinarians use the skills of veterinary technicians. These professionals 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.

## EMPLOYMENT

Veterinary technologists held about 84,800 jobs in 2012. Employment opportunities are projected to grow by approximately 30 percent from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Veterinary Technologists and Technicians.

## EARNINGS

The median annual wage for veterinary technologists and technicians was $31,070 in May 2014. The lowest 10 percent earned less than $21,390, and the top 10 percent earned more than $45,710.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook,* Veterinary Technologists and Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science 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 certificate program 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

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 a 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 and 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

The Higher Education Act requires all colleges and universities to notify students and prospective students of the all program costs for which they will be responsible. Students will be responsible for the following expenses:

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($60)

Outside Vendor Fees Prior to Beginning VETT Courses

- Rabies Vaccine Series (Approximately $800)

- Tetanus Toxoid (Approximately $30)

- Physical Examination (Approximately $150)

- Uniforms and Related Supplies (Approximately $300)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per check/screening, if required by clinical sites)

- Malpractice Insurance ($15 per year)

- Dosimetry Badge Fee ($50 when enrolled in VETT 1070 and VETT 2300)

- Textbooks (Approximately $2,600)

- Supply Fee (Varies — See course descriptions for exact amount)

- Tuberculosis Test (Approximately $40)

- UGA ID and Parking Fees (Approximately $150 when enrolled in VETT 2300)

- SCNAVTA Membership ($15 per year/optional)

- GVTAA Student Membership ($10 per year/optional)

Outside Vendor Fees at Program Completion

- Georgia Veterinary Technician Registration Application Fee ($50)

- Veterinary Technician National Examination ($310)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

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 seeking admission to the program.

Students who intend to submit an application to enroll in the Veterinary Technology program may gain admission to the college during any academic term to complete learning support and/or general education and health core courses needed to qualify as an applicant to the program. Prospective students are generally admitted as Healthcare Science majors to complete such coursework.

The Veterinary Technology program uses a competitive admission process to select students. Students are admitted once per year to begin program-specific (VETT) courses at the beginning of fall semester. Applicants must submit all required documentation for program admission to the Admissions Office by June 1 to receive consideration in the selection process.

The number of students accepted into the program is limited to 18 students each year. 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 who are on academic probation or academically dismissed from the college as of the June 1 application deadline will not be considered for admission.

To receive consideration for admission to the Veterinary Technology program, applicants must submit the following information to the Admissions Office by the June 1 of the year they seek admission to the program:

- Completed and signed application for admission to the college and $25 nonrefundable application fee.

- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admissions Requirements). A minimum grade point average of 2.0 on a 4.0 scale is required on college work attempted in order to be eligible for consideration for admission to the program.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

- Electronically submitted Veterinary Technology Intent Form. Blank forms are available on the college website.

- Valid Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) test scores. To be considered valid, test scores must be less than five years old on the application deadline date (see Selective Admission Examinations).

- Official birth certificates, passports, driver's licenses, or state issued photo identification cards to document that applicants are at least 18 years old.

- Completed signature form included in the Veterinary Technology Program Policies and Procedures Manual confirming that applicants have reviewed and understood the material included in the manual. Manuals relevant to each year's application cycle are usually posted by February 28.

- •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 forms are available on the college website.

Applicants must complete college algebra (MATH 1111), biology (BIOL 1111 and BIOL 1111L), chemistry (CHEM 1211 and CHEM 1211L), and composition and rhetoric (ENGL 1101) or equivalent courses with final course grades of C or higher prior to the application deadline. Applicants transferring from other colleges must confirm the transferability of equivalent coursework with the director of registration and records before the June 1 application deadline.

Because performance in math and science has proven to be an excellent predictor of success in the Veterinary Technology program and because communications skills and personal experiences contribute greatly to achieving that success, candidates will be ranked using the following criteria:

- Prerequisite course grades (BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, MATH 1111, ENGL 1101).
- ATI TEAS exam scores.

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 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

If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. 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

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 TECHNICIAN NATIONAL EXAMINATION RESULTS FOR PROGRAM GRADUATES

|  | July 1, 2013 to June 30, 2016 |
| --- | --- |
| Number of eligible first-time candidates | 36 |
| Number of first-time candidates that have taken the VTNE | 36 |
| Three-year VTNE pass percentage | 100% |

## VETERINARY TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: VT23)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

|  | **Subtotal: 20** |
|---|---|

**Area I: Language Arts and Communications**

ENGL 1101     Composition and Rhetoric

|  | **Subtotal: 3** |
|---|---|

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

|  | **Subtotal: 3** |
|---|---|

**Area III: Mathematics and Natural Science**

| BIOL 1111 | Biology I |
|---|---|
| BIOL 1111L | Biology I Lab |
| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| MATH 1111 | College Algebra |

|  | **Subtotal: 11** |
|---|---|

**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 |

|  | **Subtotal: 3** |
|---|---|

**College Requirement**

FSSE 1000     First Semester Seminar

|  | **Subtotal: 3** |
|---|---|

**Veterinary Technology Major**

| 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 |
| VETT 2220 | Veterinary Practice Management |
| VETT 2230 | Veterinary Anesthesiology and Surgical Procedures |
| VETT 2300 | Veterinary Technology Clinical Internship |

**Subtotal: 57**

*Students must pass all BIOL, CHEM, ENGL, FSSE, MATH, and VETT courses with grades of C or higher.*

**Total Credit Hours: 80**

## VETERINARY TECHNICIAN ASSISTANT TCC (MAJOR CODE: VA11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Veterinary Technician Assistant Major**

The certificate program in Veterinary Technician Assistant is an embedded program in the associate of applied science 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 |
| FSSE 1000 | First Semester Seminar |
| 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 |

**Subtotal: 31**

Students must pass all courses with grades of C or higher.

**Total Credit Hours: 31**

# TECHNOLOGY, ENGINEERING, AND MANUFACTURING

## Air Conditioning Technology

## MISSION STATEMENT

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 heating, air conditioning, and refrigeration equipment.

## NATURE OF THE WORK

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 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.

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 a heating, air conditioning, and refrigeration technician.

## EMPLOYMENT

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 21 percent nationally from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Heating, Air Conditioning, and Refrigeration Mechanics and Installers.

## EARNINGS

Median annual income nationally of heating, air conditioning, and refrigeration mechanics and installers was $43,640 in May 2012. The lowest 10 percent earned less than $27,330 and the top 10 percent earned more than $68,990.

**Source:**

**Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Heating, Air Conditioning, and Refrigeration Mechanics and Installers.**

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in Air Conditioning Technology will be able to complete the following tasks:

- Inspect and maintain air conditioning and refrigeration systems.

- Install an air conditioning system to operate to manufacturer's specifications.

- 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 certificate program 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 certificate program in Air Conditioning System Maintenance Technician will be able to complete the following tasks:

- Demonstrate competence in refrigeration tasks.

- 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 a 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.

- 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.

<u>Ability to Communicate.</u>

- 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.

<u>Ability to Problem Solve.</u>

- 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 instructors during lab or shop instruction or based on customer's needs.

<u>Ability to Maintain Emotional Stability.</u>

- 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

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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Outside Vendor Fees Prior To Beginning AIRC Courses</u>

- Tools (Approximately $800 for the diploma program, $350 for the Air Conditioning Electrical Technician program, and $800 for the Air Conditioning Systems Maintenance Technician program)

<u>Semester Fees</u>

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $450)

- Supply Fees (Varies — See course descriptions for exact amount)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## AIR CONDITIONING TECHNOLOGY DIPLOMA (MAJOR CODE: ACT2)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

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

**Subtotal: 8**

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 3**

**Air Conditioning Technology Major Courses**

| | |
|---|---|
| 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 |

**Subtotal: 40**

**Total Credit Hours: 51**

## AIR CONDITIONING ELECTRICAL TECHNICIAN TCC (MAJOR CODE: ACK1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Air Conditioning Electrical Technician Major**
| | | |
|---|---|---|
| AIRC 1030 | HVACR Electrical Fundamentals | |
| AIRC 1040 | HVACR Electrical Motors | |
| AIRC 1050 | HVACR Electrical Components and Controls | |

**Subtotal: 12**

**Total Credit Hours: 12**

## AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN TCC (MAJOR CODE: AZ21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Air Conditioning System Maintenance Technician Major**
| | | |
|---|---|---|
| AIRC 1005 | Refrigeration Fundamentals | |
| AIRC 1010 | Refrigeration Principles and Practices | |
| AIRC 1030 | HVACR Electrical Fundamentals | |

**Subtotal: 12**

**Total Credit Hours: 12**

# Automotive Collision Repair

## MISSION STATEMENT

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.

## NATURE OF THE WORK

Automotive body repairers 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 will need to be replaced.

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.

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.

## EMPLOYMENT

Employment of automotive body and glass repairers is projected to grow 13 percent from 2012 to 2022. Job opportunities are projected to be very good for job seekers with industry certification and formal training in automotive body and refinishing and in collision repair.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Automotive Body and Glass Repairers.

## EARNINGS

The median wage for automotive body and related repairers was $38,380 in May 2012. The lowest 10 percent earned less than $22,530, and the top 10 percent earned more than $65,390. The majority of repair shops and auto dealers pay repair technicians on an incentive basis. In addition to receiving a guaranteed base salary, employers pay workers a set amount for completing various tasks. Their earnings depend on both the amount of work assigned and how fast they complete it.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Automotive Body and Glass Repairers.

## STUDENT LEARNING OUTCOMES

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.

• Understand and use technical information during the repair process.

- Perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- Use measurement equipment to diagnose the structural and suspension damage to a vehicle.
- Repair 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.
- Understand and use technical information during the repair process.
- Perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- 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 certificate program in Automotive Collision Repair Assistant I will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Understand and use technical information during the repair process.
- Perform the necessary 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 certificate program in Automotive Collision Repair Assistant II will be able to complete the following tasks:

- Diagnose and estimate damage to a vehicle.
- Understand and use technical information during the repair process.
- Perform the necessary mechanical tasks, welding, and bolt-on part replacement to prepare a vehicle for refinishing.
- Perform 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 certificate program in Automotive Collision Specialist will be able to complete the following tasks:

- Diagnose and estimate damage to a vehicle.
- Understand and use technical information during the repair process.
- Perform the necessary mechanical and body repair tasks to prepare a vehicle for refinishing.
- Use measurement equipment to diagnose the structural and suspension damage to a vehicle.
- Repair 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 certificate program in Automotive Refinishing Assistant I will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Understand and use technical information during the repair process.
- 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 certificate program in Automotive Refinishing Assistant II will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Understand and use technical information during the repair process.
- 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 certificate program in Automotive Refinishing Specialist will be able to complete the following tasks:

- Diagnose damage to a vehicle.
- Understand and use technical information during the repair process.
- Perform the necessary minor body repair tasks to prepare a vehicle for refinishing.
- 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 certificate program in Automotive Collision Mechanical/Electrical Helper will be able to complete the following tasks:

- Understand and use technical information during the repair process.
- Diagnose damage to a vehicle.
- Perform necessary mechanical/electrical tasks and bolt-on part replacement to prepare a vehicle for refinishing.
- Communicate knowledgeable and professionally with peers and customers regarding all repairs.
- Demonstrate the per5sonal 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 a 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.

<u>Motor Ability.</u>

- Physical ability to walk long distances and stand for long periods of time; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.

- 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 <u>to Understand Need for a Safe Work Environment.</u>

- Practical awareness of potential dangers while working with automobiles and automotive equipment.

- Ability to wear necessary safety gear.

- Ability to maintain a safe environment at all times.

<u>Ability to Communicate.</u>

- 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 within the automotive collision industry standards.

- Basic proficiency in technology (computers and peripheral components) as the industry requires.

<u>Ability to Problem Solve.</u>

- 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 instructors during lab or shop instruction or based on a customer's needs.

<u>Ability to Maintain Emotional Stability.</u>

- 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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Outside Vendor Fees Prior To Beginning ACRP Courses</u>

- Tools (Approximately $1,200 for the diploma program; $800 for the Automotive Collision Repair Assistant I, Automotive Collision Repair Assistant II, and Automotive Collision Specialist programs; and $500 for the Automotive Refinishing Assistant I, Automotive Refinishing Assistant II, and Automotive Refinishing Specialist programs)

<u>Semester Fees</u>

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $500 per semester)
- Supply Fees (Varies — See course descriptions for exact amount)

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. Automotive Collision Repair Assistant is also found on the college website.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## AUTOMOTIVE COLLISION REPAIR DIPLOMA (MAJOR CODE: ACR2)

**Credential: Diploma**
**Campus Location: Athens**
**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| | | **Subtotal: 8** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Automotive Collision Repair Core**

| | | |
|---|---|---|
| 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 1017 | Mechanical and Electrical Systems I | |
| ACRP 1019 | Mechanical and Electrical Systems II | |
| | | **Subtotal: 26** |

**Automotive Collision Repair Major**

Students must choose one of the following specializations:

**Subtotal: 12**

**Paint and Refinishing Specialization**

| | | |
|---|---|---|
| ACRP 2001 | Introduction to Auto Painting and Refinishing | |
| ACRP 2002 | Painting and Refinishing Techniques | |
| ACRP 2009 | Refinishing Internship | |
| | OR | |
| ACRP 2108 | Refinishing Internship I | |
| | OR | |
| ACRP 2109 | Refinishing Internship II | |

**Subtotal: 14**

**Major Collision Repair Specialization**

| | | |
|---|---|---|
| ACRP 2010 | Major Collision Repair | |
| ACRP 2015 | Major Collision Replacements | |
| ACRP 2019 | Major Collision Repair Internship | |
| | OR | |
| ACRP 2118 | Major Collision Repair Internship I | |
| | AND | |
| ACRP 2119 | Major Collision Repair Internship II | |

**Subtotal: 14**

**Mechanical  Electrical Helper Specialization**

| | | |
|---|---|---|
| ACRP 1017 | Mechanical and Electrical Systems I | |
| ACRP 1019 | Mechanical and Electrical Systems II | |

**Subtotal: 9**

**Total Credit Hours: 49**

## AUTOMOTIVE COLLISION REPAIR ASSISTANT II TCC (MAJOR CODE: AZ51)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Automotive Collision Repair Assistant II Major**

| | | |
|---|---|---|
| ACRP 1010 | Foundations of Collision Repair | |
| ACRP 2010 | Major Collision Repair | |
| ACRP 2015 | Major Collision Replacements | |

**Subtotal: 15**

**Total Credit Hours: 15**

## AUTOMOTIVE COLLISION MECHANICAL ELECTRICAL HELPER TCC (MAJOR CODE: AH71)

Credential: Certificate

Campus Location: Athens

**CURRICULUM OUTLINE**

**Automotive Collision Mechanical Electrical Helper Major**

| | | |
|---|---|---|
| ACRP 1000 | Introduction to Auto Collision Repair | |

| ACRP 1005 | Automobile Component Repair and Replacement |
| ACRP 1017 | Mechanical and Electrical Systems I |
| ACRP 1019 | Mechanical and Electrical Systems II |

**Subtotal: 17**

## AUTOMOTIVE COLLISION SPECIALIST TCC (MAJOR CODE: AC61)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Collision Specialist Major**
| 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 1017 | Mechanical and Electrical Systems I |
| ACRP 1019 | Mechanical and Electrical Systems II |
| ACRP 2010 | Major Collision Repair |
| ACRP 2015 | Major Collision Replacements |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 39**

**Total Credit Hours: 39**

## AUTOMOTIVE REFINISHING ASSISTANT I TCC (MAJOR CODE: ARA1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Refinishing Assistant I Major**
| ACRP 1000 | Introduction to Auto Collision Repair |
| ACRP 1005 | Automobile Component Repair and Replacement |
| ACRP 1010 | Foundations of Collision Repair |

**Subtotal: 13**

**Total Credit Hours: 13**

## AUTOMOTIVE REFINISHING ASSISTANT II TCC (MAJOR CODE: AP71)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Refinishing Assistant II Major**
| ACRP 2001 | Introduction to Auto Painting and Refinishing |
| ACRP 2002 | Painting and Refinishing Techniques |

**Subtotal: 10**

**Total Credit Hours: 10**

## AUTOMOTIVE REFINISHING SPECIALIST TCC (MAJOR CODE: AR21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Refinishing Specialist Major**

| | |
|---|---|
| ACRP 1000 | Introduction to Auto Collision Repair |
| ACRP 1005 | Automobile Component Repair and Replacement |
| ACRP 1010 | Foundations of Collision Repair |
| ACRP 2001 | Introduction to Auto Painting and Refinishing |
| ACRP 2002 | Painting and Refinishing Techniques |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 26**

**Total Credit Hours: 26**

# Automotive Technology

## CERTIFICATION

The diploma and associate of applied science degree programs in Automotive Technology are certified by the National Automotive Technicians Education Foundation (NATEF). Founded in 1983 as an independent, non-profit organization, the mission of NATEF is to improve the quality of automotive technician training programs nationwide at secondary and postsecondary 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

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.

## NATURE OF THE WORK

Automotive service technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, diesel, 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.

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.

## EMPLOYMENT

Automotive service technicians and mechanics held about 739,900 jobs nationally in 2014. Automotive repair and maintenance shops and automobile dealers employed the majority of these workers, with 32 percent working in shops and 29 percent employed by dealers. In addition, automotive parts, accessories, and tire stores employed 9 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 14 percent of service technicians were self-employed. Employment of automotive service technicians and mechanics is expected to increase by 5 percent nationally from 2014 through 2024.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Automotive Service Technicians and Mechanics.

## EARNINGS

Median annual wages nationally of automotive service technicians and mechanics were $37,120 in May 2014. The lowest 10 percent earned less than $20,810, and the highest 10 percent earned more than $62,280 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:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Automotive Service Technicians and Mechanics.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in Automotive Technology will be able to complete the following tasks:

• Follow a methodical diagnostic process while performing all repairs in a service shop.

• Display competence in performing basic maintenance procedures for all vehicles serviced in the shop.

• Pursue update training to maintain current knowledge on vehicle systems.

• Seek and use technical information to diagnose problems.

• 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 associate of applied science degree program in Automotive Technology will be able to complete the following tasks:

• Follow a methodical diagnostic process while performing all repairs in a service shop.

• Display competence in performing basic maintenance procedures for all vehicles serviced in the shop.

• Pursue update training to maintain current knowledge on vehicle systems.

• Seek and use technical information to diagnose problems.

• Communicate knowledgeable 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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

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 a 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited 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.

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.

- 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 instructors.

- 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 instructors 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.

## 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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

New students are admitted to the diploma and associate of applied science degree programs in Automotive Technology each fall semester.

## AUTOMOTIVE FUNDAMENTALS DIPLOMA (MAJOR CODE: AF12)

**Credential: Diploma**
**Campus Location: Athens (Night Only)**

**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| | | **Subtotal: 8** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Automotive Fundamentals Major**

| | |
|---|---|
| AUTT 1010 | Introduction to Automotive Technology |
| AUTT 1021 | Automotive Electrical Systems I |
| AUTT 1022 | Automotive Electrical Systems II |
| AUTT 1030 | Automotive Brake Systems |
| AUTT 1040 | Automotive Engine Performance |
| AUTT 1050 | Automotive Suspension and Steering Systems |
| AUTT 1060 | Automotive Climate Control Systems |

**Subtotal: 22**

**Automotive Fundamentals Elective**

Students must choose one of 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 | |

**Subtotal: 4-6**

## AUTOMOTIVE TECHNOLOGY DIPLOMA (MAJOR CODE AT14)

**Credential: Diploma**
**Campus Location: Athens (Day Only)**

### CURRICULUM OUTLINE

**Academic Core**

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

**Subtotal: 8**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Automotive Technology Major**

| | |
|---|---|
| AUTT 1010 | Introduction to Automotive Technology |
| 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 |
| AUTT 2010 | Automotive Engine Repair |
| AUTT 2020 | Automotive Manual Drivetrain and Axles |
| AUTT 2030 | Automatic Transmissions and Transaxles |

**Subtotal: 44**

**Total Credit Hours: 55**

## AUTOMOTIVE TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: AT23)

**Credential: Associate of Applied Science**
**Campus Location: Athens (Day Only)**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

MATH 1103    Quantitative Skills and Reasoning
MATH 1101    Mathematical Modeling
MATH 1111    College Algebra

**Subtotal: 3**

**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

**Subtotal: 3**

**General Education Electives**

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          Survey of Inorganic Chemistry Lab
1151L
CHEM 1211     Chemistry I
              AND
CHEM          Chemistry I Lab
1211L
CHEM 1212     Chemistry II
              AND
CHEM          Chemistry II Lab
1212L

| COMM 1500 | Introduction to Interpersonal Communication |
| ENGL 1102 | Literature and Composition |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MATH 1127 | Introduction to Statistics |
| PHYS 1111 | Introductory Physics I AND |
| PHYS 1111L | Introductory Physics I Lab |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Automotive Technology Major**

| AUTT 1010 | Introduction to Automotive Technology |
| 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 |
| AUTT 2010 | Automotive Engine Repair |
| AUTT 2020 | Automotive Manual Drivetrain and Axles |
| AUTT 2030 | Automatic Transmissions and Transaxles |

**Subtotal: 44**

**Total Credit Hours: 62-63**

## AUTOMOTIVE CLIMATE CONTROL TECHNICIAN TCC (MAJOR CODE: AH21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Climate Control Technician Major**

| AUTT 1010 | Introduction to Automotive Technology |
| AUTT 1020 | Automotive Electrical Systems |
| AUTT 1060 | Automotive Climate Control Systems |

**Subtotal: 14**

**Total Credit Hours: 14**

## AUTOMOTIVE CHASSIS TECHNICIAN TCC (MAJOR CODE: ASG1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Chassis Technician**

| | | |
|---|---|---|
| AUTT 1010 | Introduction to Automotive Technology | |
| AUTT 1020 | Automotive Electrical Systems | |
| AUTT 1030 | Automotive Brake Systems | |
| AUTT 1050 | Automotive Suspension and Steering Systems | |

**Subtotal: 17**

**Total Credit Hours: 17**

## AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN TCC (MAJOR CODE: AE41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Electrical/Electronic Systems Technician Major**

| | | |
|---|---|---|
| AUTT 1010 | Introduction to Automotive Technology | |
| AUTT 1020 | Automotive Electrical Systems | |

**Subtotal: 9**

**Total Credit Hours: 9**

## AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN TCC (MAJOR CODE: AE51)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Engine Performance Technician Major**

| | | |
|---|---|---|
| AUTT 1010 | Introduction to Automotive Technology | |
| AUTT 1020 | Automotive Electrical Systems | |
| AUTT 1040 | Automotive Engine Performance | |

**Subtotal: 16**

**Total Credit Hours: 16**

## AUTOMOTIVE ENGINE REPAIR TECHNICIAN TCC (MAJOR CODE: AE61)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Engine Repair Technician Major**

| | | |
|---|---|---|
| AUTT 1010 | Introduction to Automotive Technology | |
| AUTT 1020 | Automotive Electrical Systems | |
| AUTT 2010 | Automotive Engine Repair | |

**Subtotal: 15**

**Total Credit Hours: 15**

## AUTOMOTIVE TRANSMISSION/TRANSAXLE TECHNICIAN TCC (MAJOR CODE: AA71)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Automotive Transmission/Transaxle Technician Major**

| | | |
|---|---|---|
| AUTT 1010 | Introduction to Automotive Technology | |
| AUTT 1020 | Automotive Electrical Systems | |
| AUTT 2020 | Automotive Manual Drivetrain and Axles | |
| AUTT 2030 | Automatic Transmissions and Transaxles | |

**Subtotal: 18**

**Total Credit Hours: 18**

# Commercial Truck Driving

## MISSION STATEMENT

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.

## NATURE OF THE WORK

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 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

Truck drivers held about 1.7 million jobs nationally in 2012.Many truck drivers are employed in general freight trucking. Approximately 34 percent worked at general fright trucking firms, and about 13 percent worked for specialized freight trucking firms.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Heavy and Tractor-Trailer Truck Drivers.

## EARNINGS

Median annual wages nationally of heavy truck and tractor-trailer drivers were $38,200 in May 2012. The lowest 10 percent earned less than $25,110, and the highest 10 percent earned more than $58,910 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.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Heavy and Tractor-Trailer Truck Drivers.

## STUDENT LEARNING OUTCOMES

Graduates of the certificate program 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

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 a 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; lift, move, and transfer cargo of at least 50 pounds; and maneuver in limited spaces.

- 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.

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.

- 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 instructors.

- 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, 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 instructors 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 regulations regarding the use of a commercial vehicle and federal and state laws governing road and highway safety.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning CTDL Courses

- Department of Transportation Physical (Approximately $65)

- Learner Driving Permit ($35)

- NIDA-5 Drug Screen (Approximately $50) — Students may be required to take a random drug screening during the driving portion of the program. Students will be responsible for the cost of the drug screening.

- Seven-year Motor Vehicle Report ($8)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

- Fuel Surcharge ($185)

Throughout the Program

- Textbooks ($150)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants to the Commercial Truck Driving 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 submit the following information to the Student Affairs Office at either the Elbert County Campus or the Walton County Campus:

- Completed and signed application for admission and a $25 nonrefundable application fee.

- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER 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.

- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years old.

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.

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.

## LICENSURE REQUIREMENTS

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 TCC (MAJOR CODE: CT61)

**Credential: Certificate**
**Campus Location: Elbert, Walton, and Washington-Wilkes Career Center**

## CURRICULUM OUTLINE

**Commercial Truck Driving Major**

| | | |
|---|---|---|
| CTDL 1010 | Fundamentals of Commercial Driving | |
| CTDL 1020 | Combination Vehicle Basic Operation and Range Work | |
| | | **Subtotal: 5** |

Students must choose one of the following courses:

| | | |
|---|---|---|
| CTDL 1030 | Combination Vehicle Advanced Operations | |
| CTDL 1040 | Commercial Driving Internship | |
| | | **Subtotal: 4** |

**Total Credit Hours: 9**

# Computer Support Specialist

## MISSION STATEMENT

The Computer Support Specialist program is designed to facilitate workplace success by providing students with an understanding of computer hardware and software; promoting competencies in programming and logic skills; 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.

## NATURE OF THE WORK

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 contractual 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.

## EMPLOYMENT

Computer support specialists held about 722,400 jobs nationally in 2012. Although they worked in a wide range of industries, about 20 percent were employed in the computer systems design and related services industry. Employment of computer support specialists is expected to increase by 17 percent from 2012 to 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Computer Support Specialists.

## EARNINGS

The median annual wage for computer user support specialists was $46,430 in May 2012. The lowest 10 percent earned less than $27,620, and the top 10 percent earned more than $77,430.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Computer Support Specialists.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree programs in Computer Support Specialist will be able to complete the following tasks:

• 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 in both oral and written forms.

• Demonstrate appropriate interpersonal skills by working effectively in teams.

• Demonstrate basic level of competency in programming and logic skills.

- Demonstrate knowledge of operating systems, including installation and usage of operating systems.
- Demonstrate knowledge of computer hardware and computer applications.
- Demonstrate technical skills of desktop applications and support.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the diploma program in Computer Support Specialist will be able to complete the following tasks:

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate soft skills as well as technical skills as expected in the workplace.
- Display and demonstrate knowledge of operating systems, including installation and usage of operating systems.
- Demonstrate technical skills of desktop applications.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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

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 a 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 and 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

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:

<u>Admissions Fees</u>

• Nonrefundable application fee ($25)

<u>Semester Fees</u>

• Tuition ($89 per credit hour)

• Accident Insurance Fee ($4 per term)

• Campus Supply Fee ($40 per term)

• Instruction Fee ($55 per term)

• Parking Fee ($20 per term)

• Campus Safety Fee ($25 per term)

• Registration Fee ($50 per term)

• Student Activity Fee ($30 per term)

• Technology Fee ($105 per term)

<u>Throughout the Program</u>

• Textbooks (Approximately $3,000 for the associate degree program, $2,500 for the diploma program, $500 for the CompTIA A+ Certification program, $1,155 to $1,321 depending on the elective courses chose in the CompTIA A+ Certified Technical Preparation program, $1,000 to $1,700 depending on the elective courses chosen in the Help Desk Specialist program, $1,068 to $1,183 depending on the elective courses chosen in the Microsoft Excel Application Specialist program, and $1,270 for the PC Repair and Network Technician program.)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

## COMPUTER SUPPORT SPECIALIST DIPLOMA (MAJOR CODE: CS14)

**Credential: Diploma**
**Campus Location: Athens Curriculum Outline**

**Academic Core**

| | |
|---|---|
| Subtotal: 8 | Interpersonal Relations and |
| EMPL 1000 | Professional Development |

| ENGL 1010 | Fundamentals of English I | |
|---|---|---|
| | | **Subtotal: 5** |

Students must choose one of the following courses:

| MATH 1013 | Algebraic Concepts | |
|---|---|---|
| MATH 1015 | Geometry and Trigonometry | |
| | | **Subtotal: 3** |

**College Requirement**

| FSSE 1000 | First Semester Seminar | |
|---|---|---|
| | | **Subtotal: 3** |

**Computer Support Specialist Major**

| 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 | |
| | | **Subtotal: 32** |

**Productivity Application Course**

Students must choose one of the following courses:

| CIST 2127 | Comprehensive Word Processing Techniques | |
|---|---|---|
| CIST 2128 | Comprehensive Spreadsheet Techniques | |
| CIST 2129 | Computer Database Techniques | |
| | | **Subtotal: 3-4** |

**Computer Support Specialist Electives**

Students must choose three or more of the following courses for a minimum of 9 semester credit hours:

| ACCT 1100 | Financial Accounting I | |
|---|---|---|
| ACCT 2140 | Legal Environment of Business | |
| CIST 1510 | Web Development I | |
| 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 | |
| CIST 2431 | UNIX/Linux Introduction | |
| HRTM 1130 | Business Etiquette and Communication | |
| MGMT 1100 | Principles of Management | |
| | | **Subtotal: 9** |

*Students must pass all CIST, COMP, and Computer Support Specialist Elective courses with grades of C or higher.*

**Total Credit Hours: 55-56**

## COMPUTER SUPPORT SPECIALIST ASSOCIATE DEGREE (MAJOR CODE: CS23)

**Credential: Associate of Applied Science Degree**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

| | Subtotal: 15-16 |
|---|---|

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

| | Subtotal: 3 |
|---|---|

**Area II: Social and Behavioral Science**

Students must choose 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 |

| | Subtotal: 3 |
|---|---|

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
| | |
|---|---|
| MATH 1101 | Mathematical Modeling |
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1111 | College Algebra |

| | Subtotal: 3 |
|---|---|

**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 |

| | Subtotal: 3 |
|---|---|

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Computer Support Specialist Major**

| | |
|---|---|
| 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 |

**Subtotal: 32**

**Productivity Application Course**

Students must choose one of the following courses:

| | |
|---|---|
| CIST 2127 | Comprehensive Word Processing Techniques |
| CIST 2128 | Comprehensive Spreadsheet Techniques |
| CIST 2129 | Computer Database Techniques |

**Subtotal: 3-4**

**Computer Support Specialist Electives**

Students must choose three or more of the following courses for a minimum of 9 semester credit hours:

| | |
|---|---|
| ACCT 1100 | Financial Accounting I |
| ACCT 2140 | Legal Environment of Business |
| CIST 1510 | Web Development I |

| 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 |
| CIST 2431 | UNIX/Linux Introduction |
| HRTM 1130 | Business Etiquette and Communication |
| MGMT 1100 | Principles of Management |

**Subtotal: 9**

*Students must pass all CIST, COMP, and Computer Support Specialist Electives courses (excluding General Education electives) with grades of C or higher.*

**Total Credit Hours: 62-64**

## COMPTIA A+ CERTIFICATION PREPARATION TCC (MAJOR CODE: CA61)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CompTIA A+ Certification Preparation Major**
| CIST 1122 | Hardware Installation and Maintenance |
| CIST 1130 | Operating Systems Concepts |
| COMP 1000 | Introduction to Computers |

**Subtotal: 10**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 10**

## COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION TCC (MAJOR CODE: CA71)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CompTIA A+ Certified Technician Preparation Major**
| CIST 1001 | Computer Concepts |
| CIST 1122 | Hardware Installation and Maintenance |
| CIST 1130 | Operating Systems Concepts |
| COMP 1000 | Introduction to Computers |

**Subtotal: 14**

**Electives**

Students must choose one of the following courses:
| CIST 1401 | Computer Networking Fundamentals |
| CIST 2411 | Microsoft Client |

**Subtotal: 4**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 18**

## HELP DESK SPECIALIST TCC (MAJOR CODE: HD41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Help Desk Specialist Major**

| | | |
|---|---|---|
| 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 | |
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 24**

**Electives**

Students must choose one of the following courses:

| | |
|---|---|
| CIST 2411 | Microsoft Client |
| CIST 2129 | Computer Database Techniques |

**Subtotal: 4**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 28**

## MICROSOFT EXCEL APPLICATION SPECIALIST TCC (MAJOR CODE: ME21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Microsoft Excel Application Specialist Major**

| | |
|---|---|
| CIST 2128 | Comprehensive Spreadsheet Techniques |
| CIST 2129 | Computer Database Techniques |
| COMP 1000 | Introduction to Computers |

**Subtotal: 10**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 10**

## PC REPAIR AND NETWORK TECHNICIAN TCC (MAJOR CODE: PR21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**PC Repair and Network Technician Major**

| | |
|---|---|
| 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

**Subtotal: 18**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 18**

## Diesel Equipment Technology

## MISSION STATEMENT

The mission of the Diesel Equipment 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.

## NATURE OF THE WORK

Diesel-powered engines are more efficient and durable than their gasoline-burning counterparts. These powerful engines are standard in trucks, locomotives, and buses. They 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. Diesel maintenance is becoming increasingly complex as more electronic components are used to control the operation of an engine. New emissions standards may require mechanics to retrofit engines with emissions control systems to comply with pollution regulations. 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. Diesel service technicians and mechanics also use a variety of computerized testing equipment to pinpoint and analyze malfunctions in electrical systems and engines.

## EMPLOYMENT

Diesel service technicians and mechanics held about 250,800 jobs in 2012. The majority worked for private companies, but about 10 percent worked for the government. The industries that employed the most diesel service technicians and mechanics in 2012 were as follows:

- Truck transportation (18 percent)

- Government (10 percent)

- Repair and maintenance (9 percent)

- Motor vehicle and motor vehicle parts and supplies wholesalers (8 percent)

- Manufacturing (5 percent)

Employment of diesel service technicians and mechanics is projected to grow 9 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Diesel Service Technicians and Mechanics.

## EARNINGS

The median annual wage for diesel service technicians and mechanics was $43,820 in May 2012. The lowest 10 percent earned less than $26,820, and the top percent earned more than $63,250. In May 2012, median annual wages for diesel service technicians and mechanics in the top five industries in which these technicians and mechanics worked were as follows:

- $49,130 in government entities

- $42,950 in motor vehicle and motor vehicle parts and supplies wholesalers

- $42,160 in manufacturing companies

- $38,880 in repair and maintenance shops
- $38,250 in truck transportation companies.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Diesel Service Technicians and Mechanics.

## STUDENT LEARNING OUTCOMES

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 certificate program 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 certificate program 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 certificate program 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 certificate program 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.
- Seek and use technical information to diagnose problems.
- Communicate knowledgeably and professional with peers and customers regarding all repairs.
- 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 a 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 diesel equipment.

- **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; lift, move, and transfer equipment of at least 50 pounds; and 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 required safety gear.

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.

- 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 instructors.

- Ability to write and perform routine mathematical calculations clearly and correctly as necessary.

- Basic proficiency in technology 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 instructor 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 environments.

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

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:

Admissions Fees

• Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning DIET Courses

• Tools (Approximately $1,000)

Semester Fees

• Tuition ($89 per credit hour)

• Accident Insurance Fee ($4 per term)

• Campus Supply Fee ($40 per term)

• Instruction Fee ($55 per term)

• Parking Fee ($20 per term)

• Campus Safety Fee ($25 per term)

• Registration Fee ($50 per term)

• Student Activity Fee ($30 per term)

• Technology Fee ($105 per term)

Throughout the Program

• Textbooks (Approximately $700)

• Supply Fees (Varies — See course descriptions for exact amount)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

## DIESEL EQUIPMENT TECHNOLOGY DIPLOMA (MAJOR CODE: DET4)

**Credential: Diploma**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Academic Core**

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

**Subtotal: 8**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Diesel Equipment Technology Major**

| | |
|---|---|
| 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 |

**Subtotal: 40**

**Total Credit Hours: 51**

## DIESEL ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN TCC (MAJOR CODE: DE11)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Diesel Electrical/Electronic Systems Technician Major**

| | |
|---|---|
| DIET 1000 | Introduction to Diesel Technology, Tools, and Safety |
| DIET 1010 | Diesel Electrical and Electronic Systems |

**Subtotal: 10**

**Total Credit Hours: 10**

## DIESEL ENGINE SERVICE TECHNICIAN TCC (MAJOR CODE: DE21)CREDENTIAL: CERTIFICATE CAMPUS LOCATION: ELBERT

### CURRICULUM OUTLINE

**Diesel Engine Service Technician Major**

| | | |
|---|---|---|
| DIET 1000 | Introduction to Diesel Technology, Tools, and Safety | |
| DIET 1010 | Diesel Electrical and Electronic Systems | |
| DIET 1030 | Diesel Engines | |

**Subtotal: 16**

**Total Credit Hours: 16**

## DIESEL TRUCK MAINTENANCE TECHNICIAN TCC (MAJOR CODE: DTM1)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Diesel Truck Maintenance Technician Major**

| | | |
|---|---|---|
| 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 | |
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 26**

**Total Credit Hours: 26**

## HEAVY DIESEL SERVICE TECHNICIAN TCC (MAJOR CODE: HD31)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Heavy Diesel Service Technician Major**

**Subtotal: 34-35**

| | | |
|---|---|---|
| DIET 1000 | Introduction to Diesel Technology, Tools, and Safety | |
| DIET 1010 | Diesel Electrical and Electronic Systems | |
| DIET 1030 | Diesel Engines | |
| DIET 2001 | Heavy Equipment Hydraulics | |
| DIET 2011 | Off-road Drivelines | |
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 31**

Students must choose one of the following courses:

| | | |
|---|---|---|
| DIET 1040 | Diesel Truck and Heavy Equipment HVAC Systems | |
| DIET 1050 | Diesel Equipment Technology Internship | |

**Subtotal: 3-4**

**Total Credit Hours: 34-35**

# Drafting Technology

## MISSION STATEMENT

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 civil design settings.

## NATURE OF THE WORK

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. 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 they may specialize 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

Drafters held about 199,800 jobs nationally in 2012. About 43 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 28 percent of jobs were in manufacturing industries such as machinery, fabricated metal products, computer and electronic products, and transportation-equipment manufacturing. Approximately 7 percent of the jobs were in the construction industry.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Drafters.

## EARNINGS

The median annual wage of drafters in May 2012 was $49,630. The lowest 10 percent earned less than $32,190. The top 10 percent earned more than $77,770. Median wages for detailed drafting occupations in May 2012 were:

- $57,700 for electrical and electronics drafters
- $50,360 for mechanical drafters
- $47,870 for architectural and civil drafters

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Drafters.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science 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 and 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 certificate program in Advanced CAD Technician will be able to complete the following tasks:

- Conduct site surveys.
- Assist in using the most current CAD programs to prepare mechanical drawings and architectural drawings from sketches and projects with minimal supervision.
- Assist in 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 certificate program 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 certificate program in AutoCAD User will be able to complete the following tasks:

- Conduct site surveys.
- Assist in preparing architectural drawings using appropriate software.
- Assist in preparing mechanical drawings using appropriate software.

Graduates of the certificate program Drafting Aide User will be able to complete the following tasks:

- Assist in site surveys.
- Assist maintaining documentation of drawings.
- Communicate professionally and effectively with co-workers, supervisors, and clients.

Graduates of the certificate program in CAD Operator will be able to complete the following tasks:

- Competently conduct site surveys.
- Assist in preparing architectural drawings using appropriate software.
- Assist in preparing mechanical drawings using appropriate software.
- Assist maintaining documentation of drawings.
- Communicate professionally and effectively with co-workers, supervisors, and clients.

Graduates of the certificate program CAD Operator Mechanical will be able to complete the following tasks:

- Competently conduct site surveys
- Assist in preparing architectural drawings using appropriate software.
- Assist in preparing mechanical drawings using appropriate software.
- Assist maintaining documentation of drawings.
- Communicate professionally and effectively with co-workers, supervisors, and clients.

## 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 a 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:

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.

Motor Ability.

- Physical ability to lift 25 pounds.

- Ability to work in an office environment sitting for long periods.

- Manual dexterity sufficient to work with fingers to use a computer to create CAD drawings.

Ability to Understand Need for a Safe Work Environment.

- Ability to wear necessary safety gear.

- 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 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 instructors 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 the work 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $2,000 for the associate of applied science degree program, $1,000 for the diploma program, and $500 for each of the certificate programs)

- Supply Fees (Varies — See course descriptions for exact amounts)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## DRAFTING TECHNOLOGY DIPLOMA (MAJOR CODE: DT12)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

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

**Subtotal: 8**

**College Requirement**

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Drafting Technology Core**

| DFTG 1101 | CAD Fundamentals |
| DFTG 1103 | Multiview and Basic Dimensioning |
| DFTG 1015 | Practical Mathematics for Drafting Technology |

**Subtotal: 11**

**Drafting Technology Specialization**

Students must choose one of the following specializations:

| | **Subtotal: 24** |
|---|---|

**Mechanical Drafting Specialization**

| | **Subtotal: 24** |
|---|---|

| | |
|---|---|
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 1107 | Advanced Dimensioning and Sectional Views |
| DFTG 1109 | Auxiliary Views and Surface Development |
| DFTG 1111 | Fasteners |
| DFTG 1113 | Assembly Drawings |

| | **Subtotal: 20** |
|---|---|

**Electives**

Students must choose one or more of the following courses or other courses as approved by program faculty for a minimum of 4 semester credit hours:

| | |
|---|---|
| DFTG 2010 | Engineering Graphics |
| DFTG 2020 | Visualization and Graphics |
| DFTG 2030 | Advanced 3-D Modeling Architectural |
| DFTG 2040 | Advanced 3-D Modeling |
| DFTG 2110 | Print Reading I |
| DFTG 2120 | Print Reading for Architecture |
| DFTG 2210 | Print Reading 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 |

| | **Subtotal: 4** |
|---|---|

**Architectural Drafting Specialization**

| | **Subtotal: 24** |
|---|---|

| | |
|---|---|
| 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 |

| | **Subtotal: 20** |
|---|---|

**Electives**

Students must choose one or more of the following courses or other courses as approved by program faculty for a minimum of 4 semester credit hours:

| | |
|---|---|
| DFTG 2010 | Engineering Graphics |
| DFTG 2020 | Visualization and Graphics |
| DFTG 2030 | Advanced 3-D Modeling Architectural |
| DFTG 2040 | Advanced 3-D Modeling |
| DFTG 2110 | Print Reading I |

| DFTG 2120 | Print Reading for Architecture |
| DFTG 2210 | Print Reading 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 |

**Subtotal: 4**

**Total Credit Hours: 46**

## DRAFTING TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: DT13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose two of the following courses:
| MATH 1111 | College Algebra |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MATH 1131 | Calculus I |

**Subtotal: 6**

**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

**Subtotal: 3**

**College Requirement**
FSSE 1000    First Semester Seminar

**Subtotal: 3**

**Drafting Technology Core**
DFTG 1101    CAD Fundamentals
DFTG 1103    Multiview and Basic Dimensioning

**Subtotal: 8**

**Drafting Technology Specialization**

Students must choose one of the following specializations:

**Subtotal: 34**

**Mechanical Drafting Specialization**

**Subtotal: 34**

DFTG 1105    3-D Mechanical Modeling
DFTG 1107    Advanced Dimensioning and
             Sectional Views
DFTG 1109    Auxiliary Views and Surface
             Development
DFTG 1111    Fasteners
DFTG 1113    Assembly Drawings

**Subtotal: 20**

**Electives**

Students must choose two or more of the following courses or other courses as approved by program faculty for a minimum of 14 semester credit hours:
DFTG 2010    Engineering Graphics
DFTG 2020    Visualization and Graphics
DFTG 2030    Advanced 3-D Modeling
             Architectural
DFTG 2040    Advanced 3-D Modeling
DFTG 2110    Print Reading I
DFTG 2120    Print Reading for Architecture
DFTG 2210    Print Reading 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

**Subtotal: 14**

**Architectural Drafting Specialization**

**Subtotal: 34**

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

**Subtotal: 20**

**Electives**

Students must choose two or more of the following courses or other courses as approved by program faculty for a minimum of 14 semester credit hours:

| | |
|---|---|
| DFTG 2010 | Engineering Graphics |
| DFTG 2020 | Visualization and Graphics |
| DFTG 2030 | Advanced 3-D Modeling Architectural |
| DFTG 2040 | Advanced 3-D Modeling |
| DFTG 2110 | Print Reading I |
| DFTG 2120 | Print Reading for Architecture |
| DFTG 2210 | Print Reading 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 |

**Subtotal: 14**

**Total Credit Hours: 60**

## ADVANCED CAD TCC (MAJOR CODE: AC51)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Advanced CAD Major**

**Subtotal: 14**

| | |
|---|---|
| DFTG 1101 | CAD Fundamentals |
| DFTG 1103 | Multiview and Basic Dimensioning |
| FSSE 1000 | First Semester Seminar |

**Subtotal: 11**

Students must choose one of the following courses:

| | |
|---|---|
| DFTG 1015 | Practical Mathematics for Drafting Technology |
| MATH 1013 | Algebraic Concepts |

**Subtotal: 3**

**Advanced CAD Specialization**

Students must choose one of the following specializations:

**Subtotal: 20**

**Mechanical Drafting Specialization**

| | |
|---|---|
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 1107 | Advanced Dimensioning and Sectional Views |

| DFTG 1109 | Auxiliary Views and Surface Development | |
| DFTG 1111 | Fasteners | |
| DFTG 1113 | Assembly Drawings | |
| | | **Subtotal: 20** |

**Architectural Drafting Specialization**

| 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 | |
| | | **Subtotal: 20** |

**Total Credit Hours: 34**

## AUTOCAD USER TCC (MAJOR CODE: AU11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**AutoCAD User Major**

| DFTG 1101 | CAD Fundamentals | |
| DFTG 1103 | Multiview and Basic Dimensioning | |
| DFTG 1127 | Architectural 3-D Modeling | |
| | Occupational Elective | |
| | | **Subtotal: 15** |

*Students must register for a 3-credit hour (minimum) occupational elective course.*

**Total Credit Hours: 15**

## CAD OPERATOR TCC (MAJOR CODE: CP41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CAD Operator Major**

| DFTG 1101 | CAD Fundamentals | |
| DFTG 1103 | Multiview and Basic Dimensioning | |
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 11** |

**CAD Operator Specializations**

Students must choose one of the following specializations.

| | | **Subtotal: 12** |

**Architectural Drafting Specialization**

| DFTG 1125 | Architectural Fundamentals | |
| DFTG 1127 | Architectural 3-D Modeling | |
| DFTG 1129 | Residential Drawing I | |
| | | **Subtotal: 12** |

**Mechanical Drafting Specialization**

| | |
|---|---|
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 1107 | Advanced Dimensioning and Sectional Views |
| DFTG 1109 | Auxiliary Views and Surface Development |

**Subtotal: 12**

**Total Credit Hours: 23**

## CAD OPERATOR MECHANICAL TCC (MAJOR CODE: CP61)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CAD Operator Mechanical Major**

| | |
|---|---|
| DFTG 1103 | Multiview and Basic Dimensioning |
| DFTG 1109 | Auxiliary Views and Surface Development |
| | Occupational Elective |

**Subtotal: 11**

*Students must register for a 3-credit hour (minimum) occupational elective.*

**Total Credit Hours: 11**

## DRAFTING AIDE TCC (MAJOR CODE: DA41)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Drafting Aide Major**

| | |
|---|---|
| DFTG 1101 | CAD Fundamentals |
| DFTG 1103 | Multiview and Basic Dimensioning |
| DFTG 1107 | Advanced Dimensioning and Sectional Views |

**Subtotal: 12**

**Total Credit Hours: 12**

## DRAFTER'S ASSISTANT TCC (MAJOR CODE: DA31)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Drafter's Assistant Major**

| | |
|---|---|
| DFTG 1101 | CAD Fundamentals |
| DFTG 1103 | Multiview and Basic Dimensioning |
| | Occupational Elective |

**Subtotal: 11**

*Students must register for a 3-credit hour (minimum) occupational elective.*

**Total Credit Hours: 11**

# Electrical Construction Systems Technology

## MISSION STATEMENT

The mission of the Electrical Construction Systems Technology program is to prepare students for careers involving the inspection, installation, maintenance, and repair of electrical systems in residential, commercial, and industrial industries.

## NATURE OF THE WORK

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. 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.

## EMPLOYMENT

Electricians held about 583,500 jobs nationally in 2012. About 61 percent were employed by electrical contractors, and another 9 percent were self-employed. Employment of electricians is projected to increase by 20 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Electricians.

## EARNINGS

The median annual wage of electricians was $49,840 in May 2012. The lowest 10 percent earned less than $30,420. The top 10 percent earned more than $82,930.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Electricians.

## STUDENT LEARNING OUTCOMES

Graduates of the associate degree 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 residential, commercial, and industrial structures.
- Inspect, maintain, and repair electrical motors and electrical controls.
- Understand the operating characteristics of common electric motors
- Diagnostically troubleshoot electrical components and systems.
- Install and program PLCs.
- 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 diploma program 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 residential, commercial, and industrial structures.
- Understand basic electrical motors and electrical controls.
- Diagnostically troubleshoot electrical components and systems.
- Understand basic industrial PLC operations and programming.
- 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 Basic Electrician will be able to complete the following tasks:

- Comprehend basic DC theory.
- Comprehend basic AC theory.

Graduates of the technical certificate in Residential Electrical Technician will be able to complete the following tasks:

- Understand residential workplace safety.
- Understand the tools and materials used in residential wiring.
- Install assorted residential wiring circuits.
- Apply the NEC requirements for a residential electrical installation.
- Perform residential service sizing calculations.

Graduates of the technical certificate in Commercial Electrical Technician will be able to complete the following tasks:

- Understand safety related maintenance requirements per NFPA 70E.
- Perform commercial and multi-family service sizing calculations.
- Understand three-phase power systems.
- Perform three-phase transformer calculations.
- Understand commercial and industrial wiring materials and techniques.
- Understand the requirements and methods of conduit bending and installation.

Graduates of the technical certificate in Industrial Controls Technician will be able to complete the following tasks:

- Understand the concepts of manual and automatic control circuits.
- Understand control logic.
- Install common manual, automatic, and solid-state controls, equipment, and wiring.
- Wire functioning motor control circuits.
- Install common motor control circuits.
- Understand the operating characteristics of different types of three-phase, single-phase, and DC motors and generators.

Graduates of the technical certificate in Photovoltaic Systems Technician will be able to complete the following tasks:

- Comprehend basic AC and DC electrical theory.
- Demonstrate the ability to read, interpret, and create estimates from a residential blueprint.
- Understand the components in a typical photovoltaic installation and how they integrate.
- Perform diagnostics on typical photovoltaic equipment.

## 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 a 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; lift, move, and transfer equipment of at least 50 pounds; maneuver in limited spaces; and 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 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.

- 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 instructors.

- Ability to write and perform routine mathematical calculations clearly and correctly.

- Basic proficiency in technology as the 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 directed by instructors 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 environments.

Ability to Perform Practical Outcomes.

- Ability to function under the practical guidelines of the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA).

## 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:

Admissions Fees

• Nonrefundable application fee ($25)

Semester Fees

• Tuition ($89 per credit hour)

• Accident Insurance Fee ($4 per term)

• Campus Supply Fee ($40 per term)

• Instruction Fee ($55 per term)

• Parking Fee ($20 per term)

• Campus Safety Fee ($25 per term))

• Registration Fee ($50 per term)

• Student Activity Fee ($30 per term)

• Technology Fee ($105 per term)

Throughout the Program

• Textbooks (Approximately $1,600 for the associate degree and diploma programs, $920 for the Electrician's Assistant program, and $630 for the Photovoltaic Systems Installation and Repair program)

• Supply Fees (Varies — See course descriptions for exact amount)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

## ELECTRICAL CONSTRUCTION SYSTEMS TECHNOLOGY DIPLOMA (MAJOR CODE: EC32)

**Credential: Diploma**
**Campus Location: Athens**
**Program opens Winter 2016**

**CURRICULUM OUTLINE**

**Academic Core**
ENGL 1010   Fundamentals of English I
MATH 1012   Foundations of Mathematics

**Subtotal: 6**

**College Requirement**
  FSSE 1000      First Semester Seminar

**Subtotal: 3**

**Electrical Construction Systems Technology Major**
  ELTR 1040      DC Theory
  ELTR 1070      AC Theory
  ELTR 1100      Residential Wiring Concepts I
  ELTR 1105      Residential Wiring Concepts II
  ELTR 1115      Prints, Plans, and Construction Basics
  ELTR 1125      Commercial and Industrial Wiring
  ELTR 1135      Electrical Conduit and Raceways
  ELTR 1150      Interpreting the National Electrical
                 Code
  ELTR 1225      Industrial Controls I
  ELTR 1235      Industrial Controls II

**Subtotal: 41**

**Total Credit Hours: 50**

# ELECTRICAL CONSTRUCTION SYSTEMS TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ECS3)

**Credential: Associate of Applied Science**
**Campus Location: Athens**
**Program opens Winter 2016**

## CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-17**

**Area I: Language Arts and Communications**
  ENGL 1101      Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
  MATH 1101      Mathematical Modeling
  MATH 1103      Quantitative Skills and Reasoning

**Subtotal: 3-4**

**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 |

**Subtotal: 3**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Electrical Systems Technology Major**

| | |
|---|---|
| ELTR 1040 | DC Theory |
| ELTR 1070 | AC Theory |
| ELTR 1100 | Residential Wiring Concepts I |
| ELTR 1105 | Residential Wiring Concepts II |
| ELTR 1115 | Prints, Plans, and Construction Basics |
| ELTR 1125 | Commercial and Industrial Wiring |

| ELTR 1135 | Electrical Conduit and Raceways |
| ELTR 1150 | Interpreting the National Electrical Code |
| ELTR 1220 | Industrial PLCs |
| ELTR 1225 | Industrial Controls I |
| ELTR 1235 | Industrial Controls II |
| ELTR 1255 | Electric Motor Characteristics |

**Subtotal: 49**

**Total Credit Hours: 67-69**

## BASIC ELECTRICIAN TCC (MAJOR CODE: BE51)

**Credential: Certificate**
**Campus Location: Athens**
**Program opens Winter 2016**

### CURRICULUM OUTLINE

**Basic Electrician Major**
| ELTR 1040 | DC Theory |
| ELTR 1070 | AC Theory |
| MATH 1012 | Foundations of Mathematics |

**Subtotal: 11**

**Total Credit Hours: 11**

## COMMERCIAL ELECTRICAL TECHNICIAN TCC (MAJOR CODE: CE21)

**Credential: Certificate**
**Campus Location: Athens**
**Program opens Winter 2016**

### CURRICULUM OUTLINE

**Commercial Electrical Technician Major**
| ELTR 1150 | Interpreting the National Electrical Code |
| ELTR 1125 | Commercial and Industrial Wiring |
| ELTR 1135 | Electrical Conduit and Raceways |

**Subtotal: 13**

**Total Credit Hours: 13**

## INDUSTRIAL CONTROLS TECHNICIAN TCC (MAJOR IF71)

**Credential: Certificate**
**Campus Location: Athens**
**Program opens Winter 2016**

### CURRICULUM OUTLINE

**Industrial Controls Technician Major**
| ELTR 1220 | Industrial PLCs |
| ELTR 1225 | Industrial Controls I |

| ELTR 1235 | Industrial Controls II |
| ELTR 1255 | Electric Motor Characteristics |

**Subtotal: 16**

**Total Credit Hours: 16**

## PHOTOVOLTAIC SYSTEMS TECHNICIAN TCC (MAJOR CODE: PE71)

**Credential: Certificate**
**Campus Location: Athens**
**Program opens Winter 2016**

### CURRICULUM OUTLINE

**Photovoltaic Systems Technician Major**

| ELTR 1040 | DC Theory |
| ELTR 1100 | Residential Wiring Concepts I |
| ELTR 1115 | Prints, Plans, and Construction Basics |
| ELTR 1525 | Photovoltaic Systems |

**Subtotal: 17**

**Total Credit Hours: 17**

## RESIDENTIAL ELECTRICAL TECHNICIAN TCC (MAJOR CODE: RE21)

**Credential: Certificate**
**Campus Location: Athens**
**Program opens Winter 2016**

### CURRICULUM OUTLINE

**Residential Electrical Technician Major**

| ELTR 1100 | Residential Wiring Concepts I |
| ELTR 1105 | Residential Wiring Concepts II |
| ELTR 1115 | Prints, Plans, and Construction Basics |
| ENGL 1010 | Fundamentals of English I |

**Subtotal: 15**

**Total Credit Hours: 15**

# Emerging Technologies

## MISSION STATEMENT

The mission of the Emerging Technologies program is to create competent, confident, and influential technologists who will be able to adapt new technologies to meet the workplace challenges of tomorrow and have the knowledge and skills necessary to create new technologies for a rapidly changing world.

## NATURE OF WORK

Emerging technologists work with advanced, even experimental technologies to increase the flow of communication, expand profit margin, and/or deliver products internally within the organization and externally to the organization's customers. Because of the rapid developments in technology, emerging technologists are constantly learning and updating their skill sets and evaluating new innovations.

Emerging technologists in public safety need to be able to work agilely in all areas of new technology and innovation. From mobile technology to drones, emerging technologists will be on the front line of ensuring the safety and security of the general public. Emerging technologists will supply and maintain the hardware and software used by public safety officers, and they will use their expertise to enhance older technologies and innovate ways of using bleeding-edge technologies to adapt to the needs and challenges faced by their public safety organization.

## EMPLOYMENT

Emerging technologists work in many different places and fill many different roles. They are employed by small businesses, as well as Fortune 500 companies. As technology becomes more and more personal, the need for emerging technologists will continue to grow. Economic forecasts indicate that job opportunities are expected to increase by 25 percent per year from 2012 through 2022. In Georgia the need for Emerging Technologists in the communication, entertainment, and security fields has grown with skilled employees in short supply.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Technological change and employment: Some results from BLS research.*

## EARNINGS

Median annual wages nationally for emerging technologists were $79,000 in May 2012. The lowest 10 percent earned less than $49,950, and the top 10 percent earned more than $122,090.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Technological change and employment: Some results from BLS research.*

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science degree program in Emerging Technologies will be able to complete the following tasks:

• Demonstrate the ability to research, evaluate, select, implement, and create emerging technologies based on availability, research, budget, and other constraints.

• Code/program interactive web content with current and emerging tools and technology to include application program interfaces, real and virtual work safety, authentication, and cyber security.

• Demonstrate appropriate interpersonal skills by working effectively in teams.

• Demonstrate critical thinking in problem solving and in research methods.

• Present conclusions effectively in both oral and written forms.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Video Game Design will be able to complete the following tasks:

- Understand an emerging technical problem and apply different types of emerging technologies to the gaming industry.

- Discuss video game design, create a basic storyboard of a game, and create a prototype of that game.

- Program an introductory level of a video game that incorporates sound, graphics, and playability.

- Discuss the ethics, benefits, and consequences of using emerging technologies.

- Demonstrate appropriate interpersonal skills by working effectively in teams.

- Demonstrate critical thinking in problem solving and in research methods.

- Present conclusions effectively in both oral and written forms.

- 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 a field of study after graduation. Students in the Emerging Technologies programs must be able to perform the following essential functions:

- Be able to understand a problem that can be solved by using wearable computing, microprocessor solutions, personal robotics, unmanned aerial vehicles, and/or augmented reality and then conceive and implement a plan to solve the problem.

- Diagnose hardware and software problems and replace defective components.

- Maintain and update emerging technology equipment.

- Program in Python or other mobile technology language.

- 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, ratios, and percentages and to draw and interpret bar graphs.

- Be able to tolerate moderate noise.

## 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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Semester Fees</u>

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

-  Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $2,800 for the associate degree program)

- Supply Fees (Varies — See course descriptions for exact amount)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## EMERGING TECHNOLOGIES ASSOCIATE DEGREE (MAJOR CODE: ET53)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 18-19**

**Area I: Language Arts and Communications**

| | |
|---|---|
| ENGL 1101 | Composition and Rhetoric |
| ENGL 1102 | Literature and Composition |

**Subtotal: 6**

**Area II: Social and Behavioral Sciences**

Students must choose two 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 |

| PSYC 1101 | Introductory Psychology |
| SOCI 1101 | Introduction to Sociology |

**Subtotal: 6**

### Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| MATH 1101 | Mathematical Modeling |
| MATH 1111 | College Algebra |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MATH 1131 | Calculus I |

**Subtotal: 3-4**

### 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 |

**Subtotal: 3**

### College Requirement

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

### Emerging Technologies Major

| CIST 1001 | Computer Concepts |
| EMTX 1000 | Tech-Driven Problem Solving |
| EMTX 1101 | Microprocessors, Programming, and Mobile Units |
| EMTX 1201 | Introduction to Personal Robotics |
| EMTX 2010 | Introduction to Wearable Computing and Augmented Reality |
| EMTX 2020 | UAV in Sports and Security Photography |
| EMTX 2030 | Ethics in the Application of Emerging Technologies |
| EMTX 2101 | Advanced Programming and Mobile Units |
| EMTX 2201 | Advanced Personal Robotics |
| EMTX 2500 | Internship/Capstone Course |

**Subtotal: 40**

**Total Credit Hours: 61-62**

## MOBILE PROGRAMMING SPECIALIST TCC (MAJOR CODE: MP21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

### Mobile Programming Specialist Major

| CIST 1001 | Computer Concepts |
| EMTX 1000 | Tech-Driven Problem Solving |

| EMTX 1101 | Microprocessors, Programming, and Mobile Units |
| EMTX 2101 | Advanced Programming and Mobile Units |

**Subtotal: 16**

**Total Credit Hours: 16**

## MOBILE SECURITY TECHNICIAN TCC (MAJOR CODE: MS51)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Mobile Security Technician Major**
| EMTX 1000 | Tech-Driven Problem Solving |
| EMTX 2010 | Introduction to Wearable Computing and Augmented Reality |
| EMTX 2020 | UAV in Sports and Security Photography |
| EMTX 2030 | Ethics in the Application of Emerging Technologies |

**Subtotal: 16**

**Total Credit Hours: 16**

## PERSONAL ROBOTICS TCC (MAJOR CODE: PR11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Personal Robotics Major**
| CIST 1001 | Computer Concepts |
| EMTX 1000 | Tech-Driven Problem Solving |
| EMTX 1201 | Introduction to Personal Robotics |
| EMTX 2201 | Advanced Personal Robotics |

**Subtotal: 16**

## VIDEO GAME DESIGN SPECIALIST TCC (MAJOR CODE: VGD1)

**Credential: Certificate**
**Campus Location: Athens and Athens Community Career Academy**

### CURRICULUM OUTLINE

**Video Game Design Specialist Major**
| CIST 2751 | Game Development I |
| CIST 2752 | Game Development II |
| EMTX 1000 | Tech-Driven Problem Solving |
| EMTX 2010 | Introduction to Wearable Computing and Augmented Reality |

**Subtotal: 14**

**Total Credit Hours: 14**

# Engineering Technology and Applied Science

## MISSION STATEMENT

The mission of the Engineering Science 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.

## NATURE OF THE WORK

Electromechanical engineering 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 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.

## EARNINGS

The median annual wage for electromechanical engineering technicians was $51,820 in May 2012. The lowest 10 percent earned less than $33,360, and the top 10 percent earned more than $76,590. In May 2012, the median annual wages for electromechanical engineering technicians in the top four industries in which those technicians worked were as follows:

- $60,750 in scientific research and development services
- $52,620 in architectural, engineering, and related services
- $49,950 in navigational, measuring, electromedical, and control instruments manufacturing
- $46,840 in semiconductor and other electronic components manufacturing

The median annual wage for environmental engineering technicians was $45,350 in May 2012. The lowest 10 percent earned less than $28,680, and the top 10 percent earned more than $76,560. In May 2012, the median annual wages for environmental engineering technicians in the top five industries in which these technicians worked were as follows:

- $53,170 in local government excluding education and hospitals
- $44,660 in engineering services
- $43,100 in waste management and remediation services
- $40,280 in management, scientific, and technical consulting services
- $36,030 in testing laboratories

### Sources:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Electromechanical Technicians, Environmental Engineering Technicians, and Mechanical Engineering Technicians.

O*Net Online. Nanotechnology Engineering Technicians.

## STUDENT LEARNING OUTCOMES

Graduates of the degree or certificate program in Engineering Technology and Applied Science 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 manipulates 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

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 a field of study after graduation. For students to be successful in the Engineering Science 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.

- 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.

- Ability to maintain a safe environment at all times following lab safety sheets and accepted engineering practices.

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.

- Basic proficiency in technology as the 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

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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning Major-Specific Coursework

- Tools (Approximately $75 for the Engineering Technology Basic program)

Semester Fees

- Tuition ($89 per credit hour)
- Accident Insurance Fee ($4 per term)
- Campus Supply Fee ($40 per term)
- Instruction Fee ($55 per term)
- Parking Fee ($20 per term)
- Campus Safety Fee ($25 per term)
- Registration Fee ($50 per term)
- Student Activity Fee ($30 per term)
- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $600 - $900; costs vary by discipline)
- Supply Fees (Varies — See course descriptions for exact amount)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).
- Proof of legal presence in the United States.

## ELECTROMECHANICAL AND MANUFACTURING ENGINEERING TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ES13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
 ENGL 1101      Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose two of the following courses:
| | |
|---|---|
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |
| MATH 1131 | Calculus I |

**Subtotal: 6-7**

**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 |

**Subtotal: 3**

**College Requirement**
| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Engineering Technology and Applied Science Core**

**Subtotal: 14**

| | |
|---|---|
| ENGL 1105 | Technical Communications |
| ENGT 1000 | Introduction to Engineering Technology |
| PHYS 1111 | Introductory Physics I |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 10**

Students must choose one of the following courses:
| | |
|---|---|
| DFTG 1101 | CAD Fundamentals |
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 2010 | Engineering Graphics |

**Subtotal: 4**

**Electromechanical and Manufacturing Engineering Technology Major**

**Subtotal: 32**

| | | |
|---|---|---|
| ECET 1101 | Circuit Analysis I | |
| ECET 1110 | Digital Systems I | |
| ECET 2101 | Circuit Analysis II | |
| ECET 2120 | Electronic Circuits I | |
| EMET 2140 | PLC Programming and Structure I | |
| EMET 2160 | Manufacturing Systems and Design | |
| EMET 2170 | Quality Management for Manufacturing | |
| ENGT 2500 | Engineering Internship | |

**Subtotal: 29**

Students must choose one of the following courses:

| | |
|---|---|
| CETC 1121 | Hydraulics and Fluid Mechanics |
| MEGT 2260 | Fluid Power |

**Subtotal: 3**

**Electromechanical and Manufacturing Engineering Technology Electives**

Students must choose two of the following courses:

| | |
|---|---|
| EMET 2121 | Electromechanical Instrumentation and Sensors |
| EMET 2141 | PLC Programming and Structure II |
| MEGT 1010 | Manufacturing Processes |
| MEGT 2020 | Engineering Materials |
| MEGT 2090 | Machine Design |
| MEGT 2260 | Fluid Power |

**Subtotal: 6-8**

**Total Credit Hours: 70-73**

## ENVIRONMENTAL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ES13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

| | |
|---|---|
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose two of the following courses:
| | | |
|---|---|---|
| MATH 1111 | College Algebra | |
| MATH 1113 | Precalculus | |
| MATH 1131 | Calculus I | |

**Subtotal: 6-7**

**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 |

**Subtotal: 3**

**College Requirement**
| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Engineering Science Technology Core**

**Subtotal: 14**

| | |
|---|---|
| ENGL 1105 | Technical Communications |
| ENGT 1000 | Introduction to Engineering Technology |
| PHYS 1111 | Introductory Physics I |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 10**

Students must choose one of the following courses:
| | |
|---|---|
| DFTG 1101 | CAD Fundamentals |
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 2010 | Engineering Graphics |

**Subtotal: 4**

**Environmental Engineering Technology Major**
| | |
|---|---|
| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| ENGT 2500 | Engineering Internship |
| ESCI 1050 | Environmental Engineering I |
| ESCI 1110 | Soil Mechanics |
| ESCI 1180 | Applied Surveying |
| ESCI 2000 | Watershed Hydrology |
| ESCI 2040 | Environmental Engineering II |
| ESCI 2150 | Stormwater and Erosion Control |
| GIFS 1101 | Introduction to Geographic Information Systems |

**Subtotal: 31**

**Environmental Engineering Technology Electives**

Students must register for two or more of the follow courses for a minimum of 6 semester credit hours:

| | | |
|---|---|---|
| CETC 1121 | Hydraulics and Fluid Mechanics | |
| CETC 2000 | Engineering Economics and Management | |
| CHEM 1212 | Chemistry II AND | |
| CHEM 1212L | Chemistry II Lab | |
| CHEM 2300 | Quantitative Analysis AND | |
| 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 | |

**Subtotal: 6**

**Total Credit Hours: 69-70**

## MECHANICAL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ES13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

ENGL 1101     Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose two of the following courses:

| | |
|---|---|
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |
| MATH 1131 | Calculus I |

**Subtotal: 6-7**

**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 |

**Subtotal: 3**

**College Requirement**

| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Engineering Science Technology Core**

**Subtotal: 21**

| 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 |

**Subtotal: 17**

Students must choose one of the following courses:

| DFTG 1101 | CAD Fundamentals |
| DFTG 1105 | 3-D Mechanical Modeling |
| DFTG 2010 | Engineering Graphics |

**Subtotal: 4**

| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |
| ECET 1101 | Circuit Analysis I |
| ENGT 2500 | Engineering Internship |
| MEGT 1010 | Manufacturing Processes |
| MEGT 2090 | Machine Design |

**Subtotal: 18**

Students must choose one of the following courses:

| CETC 1121 | Hydraulics and Fluid Mechanics |
| MEGT 2260 | Fluid Power |

**Subtotal: 3**

Students must choose one of the following courses:

| MEGT 2020 | Engineering Materials |
| NANO 2020 | Material Science |

**Subtotal: 3-4**

**Mechanical Engineering Technology Electives**

Students must register for one or more of the following courses for a minimum of 7 semester credit hours.

| AMCA 2110 | CNC Fundamentals |

| | | |
|---|---|---|
| AUMF 1580 | Automated Manufacturing Skills | |
| AUMF 1660 | Representative Manufacturing Skills | |
| DFTG 1101 | CAD Fundamentals | |
| DFTG 1105 | 3-D Mechanical Modeling | |
| DFTG 2010 | Engineering Graphics | |
| DFTG 2040 | Advanced 3-D Modeling | |
| DFTG 2210 | Print Reading II | |
| ELCR 1010 | Direct Current Circuits | |
| ELCR 1020 | Alternating Current Circuits | |
| ELCR 1060 | Linear Integrated Circuits | |
| EMET 2060 | Controls I | |
| IDFC 1007 | Industrial Safety Procedures | |
| IDSY 1120 | Basic Industrial PLCs | |
| IDSY 1170 | Industrial Mechanics | |
| IDSY 1190 | Fluid Power and Piping Systems | |
| IDSY 1230 | Industrial Instrumentation | |
| MCHT 1011 | Introduction to Machine Tool | |
| MCHT 1012 | Blueprint for Machine Tool | |
| MCHT 1013 | Machine Tool Math | |
| MCHT 1020 | Heat Treatment and Surface Grinding | |
| METR 1101 | Introduction to Quality Standards and ISO 9000 | |
| MGMT 2155 | Quality Management Principles | |

**Subtotal: 7**

**Total Credit Hours: 46-47**

## ENGINEERING TECHNOLOGY BASICS TCC (MAJOR CODE: EBT1)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Engineering Technology Basics**

**Subtotal: 19**

| | | |
|---|---|---|
| ENGL 1101 | Composition and Rhetoric | |
| ENGT 1000 | Introduction to Engineering Technology | |
| FSSE 1000 | First Semester Seminar | |
| MATH 1111 | College Algebra | |
| MATH 1113 | Precalculus | |

**Subtotal: 15**

Students must choose one of the following courses:

| | | |
|---|---|---|
| DFTG 1101 | CAD Fundamentals | |
| DFTG 1105 | 3-D Mechanical Modeling | |
| DFTG 2010 | Engineering Graphics | |

**Subtotal: 4**

**Engineering Options**

Students must selection one of the following options:

**Subtotal: 4**

**Biology Option**

| BIOL 1111 | Biology I |
| BIOL 1111L | Biology I Lab |

|  | **Subtotal: 4** |

**Chemistry Option**

| CHEM 1211 | Chemistry I |
| CHEM 1211L | Chemistry I Lab |

|  | **Subtotal: 4** |

**Circuits Option**

| ECET 1101 | Circuit Analysis I |

|  | **Subtotal: 4** |

**Geographic Information Systems Option**

| GIFS 1101 | Introduction to Geographic Information Systems |

|  | **Subtotal: 4** |

**Physics Option**

| PHYS 1111 | Introductory Physics I |
| PHYS 1111L | Introductory Physics I Lab |

|  | **Subtotal: 4** |

**Total Credit Hours: 23**

## ENVIRONMENTAL ASSESSMENT TECHNICIAN TCC (MAJOR CODE: EAT1)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Environmental Assessment Technician Major**

| 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 |
| FSSE 1000 | First Semester Seminar |
| GIFS 1101 | Introduction to Geographic Information Systems |
| MATH 1113 | Precalculus |

|  | **Subtotal: 29** |

**Electives**

Students must choose one of the following options:

|  | **Subtotal: 4-5** |

**Environmental Sciences Option**

| ESCI 2140 | Environmental Impact Analysis |

|  | **Subtotal: 4** |

**Chemistry Option**

| | | |
|---|---|---|
| CHEM 2300 | Quantitative Analysis | |
| CHEM 2300L | Quantitative Analysis Lab | |

**Subtotal: 5**

**Total Credit Hours: 33-34**

## STORMWATER AND EROSION CONTROL TECHNICIAN TCC (MAJOR CODE: SAE1)

**Credential: Certificate**
**Campus Location: Athens**

**CURRICULUM OUTLINE**

**Stormwater and Erosion Control Technician Major**

**Subtotal: 18**

| | | |
|---|---|---|
| DFTG 1101 | CAD Fundamentals | |
| ESCI 2000 | Watershed Hydrology | |
| ESCI 2150 | Stormwater and Erosion Control | |
| GIFS 1101 | Introduction to Geographic Information Systems | |
| MATH 1013 | Algebraic Concepts | |

**Subtotal: 18**

**Total Credit Hours: 18**

# Industrial Systems Technology

## MISSION STATEMENT

The mission of the Industrial Systems Technology program is to prepare students for careers as industrial electricians, electrical engineering technicians, powerhouse electricians, industrial mechanics, multicraft technicians, mechatronics technicians, automation technicians, or industrial robotic technicians.

## 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 thus making diagnosis more challenging. With these systems, repairers use software programs and testing equipment to diagnose malfunctions. Among their diagnostic tools are multimeters, 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

Industrial machinery mechanics held about 447,600 jobs nationally in 2012. Employment is expected to increase by 18 percent nationally from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Industrial Machinery Mechanics and Maintenance Workers and Millwrights.

## EARNINGS

The median wage of industrial machinery mechanics was $45,840 or $23.28 per hour in May 2012.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Industrial Machinery Mechanics and Maintenance Workers and Millwrights.

## STUDENT LEARNING OUTCOMES

Graduates of the associate of applied science 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.
- Demonstrate safe working practices.

Graduates of the certificate program 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.
- Demonstrate safe working practices.

Graduates of the certificate program 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.
- Demonstrate safe working practices.

Graduates of the certificate program 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 re
- place industrial PLCs.
- Work safely in an industrial environment.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate safe working practices.

## 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 a 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.
- 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.

•   Ability to maintain safe environment at all times following lab safety sheets and accepted industrial practices.

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.

•   Basic proficiency in technology as the 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 directed by instructors 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:

Admissions Fees

•   Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning IDSY Courses

•   Tools (Approximately $450)

Semester Fees

•   Tuition ($89 per credit hour)

•   Accident Insurance Fee ($4 per term)

•   Campus Supply Fee ($40 per term)

•   Instruction Fee ($55 per term)

•   Parking Fee ($20 per term)

•   Campus Safety Fee ($25 per term)

•   Registration Fee ($50 per term)

•   Student Activity Fee ($30 per term)

•   Technology Fee ($105 per term)

<u>Throughout the Program</u>

- Textbooks (Approximately $1,800 for the associate degree and diploma programs, $355 for the Industrial Fluid Power Technician program, $365 for the Industrial Motor Control Technician program, and $285 for the Programmable Control Technician I program)

- Supply Fees (Varies — See course descriptions for exact amount)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA (MAJOR CODE: IST4)

**Credential: Diploma**
**Campus Locations: Elbert and Walton**

### CURRICULUM OUTLINE

**Academic Core**

**Subtotal: 8**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |

**Subtotal: 5**

Students must choose one of the following courses:

| | | |
|---|---|---|
| MATH 1012 | Foundations of Mathematics | |
| MATH 1013 | Algebraic Concepts | |

**Subtotal: 3**

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |

**Subtotal: 3**

**Industrial Systems Technology Major**

| | |
|---|---|
| IDSY 1101 | DC Circuit Analysis |
| IDSY 1105 | AC 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 1195 | Pumps and Piping Systems |

**Subtotal: 29**

**Occupational Electives**

Students must choose two of the following courses:
| IDSY 1210 | Industrial Motor Controls II |
| IDSY 1220 | Intermediate Industrial PLCs |
| IDSY 1230 | Industrial Instrumentation |

**Subtotal: 8**

**Total Credit Hours: 48**

## INDUSTRIAL SYSTEMS TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: IS13)

**Credential: Associate of Applied Science**
**Campus Locations: Elbert and Walton**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-17**

**Area I: Language Arts and Communications**
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:
| MATH 1101 | Mathematical Modeling |
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1111 | College Algebra |
| MATH 1113 | Precalculus |
| MATH 1131 | Calculus I |

**Subtotal: 3-4**

**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 | |

**Subtotal: 3**

**General Education Electives**

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

**College Requirement**

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Industrial Systems Technology Major**

| | |
|---|---|
| IDSY 1101 | DC Circuit Analysis |
| IDSY 1105 | AC 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 1195 | Pumps and Piping Systems |
| IDSY 1210 | Industrial Motor Controls II |
| IDSY 1220 | Intermediate Industrial PLCs |
| IDSY 1230 | Industrial Instrumentation |

**Subtotal: 41**

**Technical Electives**

Students must choose one of the following courses:
| | | |
|---|---|---|
| CIST 1001 | Computer Concepts | |
| COFC 1080 | Construction Trades Core | |
| IDSY 1005 | Introduction to Mechatronics | |
| MCHT 1011 | Introduction to Machine Tool | |

**Subtotal: 4**

**Total Credit Hours: 63-65**

## INDUSTRIAL FLUID POWER TECHNICIAN TCC (MAJOR CODE: IF11)

**Credential: Certificate**
**Campus Locations: Elbert and Walton**

### CURRICULUM OUTLINE

**Industrial Fluid Power Technician Major**
| | | |
|---|---|---|
| IDSY 1170 | Industrial Mechanics | |
| IDSY 1190 | Fluid Power and Piping Systems | |
| IDSY 1195 | Pumps and Piping Systems | |

**Subtotal: 11**

**Total Credit Hours: 11**

## INDUSTRIAL MOTOR CONTROL TECHNICIAN TCC (MAJOR CODE: IM41)

**Credential: Certificate**
**Campus Locations: Elbert and Walton**

### CURRICULUM OUTLINE

**Industrial Motor Control Technician Major**
| | | |
|---|---|---|
| IDSY 1110 | Industrial Motor Controls I | |
| IDSY 1130 | Industrial Wiring | |
| IDSY 1210 | Industrial Motor Controls II | |

**Subtotal: 12**

**Total Credit Hours: 12**

## MECHATRONICS TECHNICIAN TCC (MAJOR CODE: MT21)

**Credential: Certificate**
**Campus Location: Athens Community Career Academy**

### CURRICULUM OUTLINE

**Mechatronics Technician Major**
| | | |
|---|---|---|
| IDSY 1005 | Introduction to Mechatronics | |
| IDSY 1170 | Industrial Mechanics | |
| IDSY 1190 | Fluid Power and Piping Systems | |

**Subtotal: 12**

**Total Credit Hours: 12**

## PROGRAMMABLE CONTROL TECHNICIAN I TCC (MAJOR CODE: PC81)

**Credential: Certificate**
**Campus Locations: Elbert and Walton**

### CURRICULUM OUTLINE

**Programmable Control Technician I Major**

| | | |
|---|---|---|
| IDSY 1110 | Industrial Motor Controls I | |
| IDSY 1120 | Basic Industrial PLCs | |
| IDSY 1220 | Intermediate Industrial PLCs | |

**Subtotal: 12**

**Total Credit Hours: 12**

# Machine Tool Technology

## MISSION STATEMENT

The mission of the Machine Tool Technology program is to provide the education and training necessary for students to enter the field of machining.

## NATURE OF THE WORK

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 drill presses, lathes, milling machines, or other types of machines; set 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.

Many modern machine tools are computer numerically controlled (CNC). 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, while the programmer converts path, speed, and feed information into a set of instructions for the CNC machine tool.

## EMPLOYMENT

Machinists held about 476,200 jobs nationally in 2012. Employment is projected to increase by 9 percent from 2012 through 2022.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Machinists and Tool and Die Makers.

## EARNINGS

Median hourly wages nationally of machinists were $18.99 in May 2012. The lowest 10 percent earned less than $11.70, while the top 10 percent earned more than $28.75.

### Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Machinists and Tool and Die Makers.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program in Machine Tool Technology will be able to complete the following tasks:

• 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 associate of applied science degree program in Machine Tool Technology will be able to complete the following tasks:

- Read and interpret blueprints for machine tool applications.
- Determine the characteristics of metals and the appropriate heat treatment process.
- Perform surface grinding operations.
- Perform lathe operations.
- Perform mill operations.
- Apply CNC operations.
- Perform CNC Mill Manual programming.
- Perform CAD/CAM programming.
- Plan the job process.
- Obtain job resources.
- Perform saw operations.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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 certificate program 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 certificate program 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 certificate program 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 certificate program 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

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 a 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; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.

- 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 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.

- 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 instructors.

- Ability to write and perform routine mathematical calculations clearly and correctly.

- Basic proficiency in technology 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 directed by instructors 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 environments.

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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning ACMA and MCHT Courses

- Tools (Approximately $675)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $1,500 for the associate degree program, $900 for the diploma program, $160 for the CNC Specialist program, $255 for the Lathe Operator program, and $250 for the Mill Operator program)

- Supply Fees (Varies — See course descriptions for exact amount)

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. CNC Specialist is also found on the college website.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## MACHINE TOOL TECHNOLOGY DIPLOMA (MAJOR CODE: MTT2)

**Credential: Diploma**
**Campus Location: Walton**

### CURRICULUM OUTLINE

**Academic Core**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| | | **Subtotal: 5** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Machine Tool Technology Major**

| | |
|---|---|
| | **Subtotal: 31** |

| | | |
|---|---|---|
| AMCA 2110 | CNC Fundamentals | |
| MCHT 1011 | Introduction to Machine Tool | |
| MCHT 1012 | Blueprint for Machine Tool | |
| 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 | |
| | | **Subtotal: 25** |

**Machine Tool Math Option**

Students must choose one of the following groups:

| | |
|---|---|
| | **Subtotal: 6** |

**Machine Tool Math Option**

| | | |
|---|---|---|
| MATH 1012 | Foundations of Mathematics | |
| MCHT 1013 | Machine Tool Math | |
| | | **Subtotal: 6** |

**Math Option**

| | | |
|---|---|---|
| MATH 1013 | Algebraic Concepts | |
| MATH 1015 | Geometry and Trigonometry | |
| | | **Subtotal: 6** |

**Elective**

Students must choose one of the following courses:

| | |
|---|---|
| AMCA XXXX | Elective |
| DFTG XXXX | Elective |
| MATH 1112 | College Trigonometry |
| MATH 1113 | Precalculus |
| MCHT XXXX | Elective |

**Subtotal: 3**

**Total Credit Hours: 42**

## MACHINE TOOL TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE MT13)

**Credential: Associate of Applied Science**
**Campus Location: Walton**

### CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**
ENGL 1101    Composition and Rhetoric

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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

**Subtotal: 3**

**Area III: Mathematics**

**Subtotal: 3**

**Mathematics**

Students must choose one of the following courses:
MATH 1101    Mathematical Modeling
MATH 1103    Quantitative Skills and Reasoning
MATH 1111    College Algebra

**Subtotal: 3**

**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

**Subtotal: 3**

**General Education Electives**

Students may choose a course from Area II, Area III, Area IV or from the following list:
PHYS 1110    Conceptual Physics
             AND

| PHYS 1110L | Conceptual Physics Lab |
| | OR |
| PHYS 1111 | Introductory Physics I |
| | AND |
| PHYS 1111L | Introductory Physics I Lab |

**Subtotal: 3-4**

**College Requirement**
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

**Machine Tool Technology Major**

**Subtotal: 42**

| AMCA 2110 | CNC Fundamentals |
| AMCA 2130 | CNC Mill Manual Programming |
| AMCA 2150 | CNC Lathe Manual Programming |
| AMCA 2190 | CAD/CAM Programming |
| MCHT 1011 | Introduction to Machine Tool |
| MCHT 1012 | Blueprint for Machine Tool |
| 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 |

**Subtotal: 39**

Students must choose one of the following courses:
| MATH 1015 | Geometry and Trigonometry |
| MATH 1112 | College Trigonometry |
| MCHT 1013 | Machine Tool Math |

**Subtotal: 3**

**Total Credit Hours: 60-61**

# BASIC GRINDER OPERATIONS TCC (MAJOR CODE: BG01)

**Credential: Certificate**
**Campus Location: Walton**

## CURRICULUM OUTLINE

**Basic Grinder Operations Major**
| MCHT 1011 | Introduction to Machine Tool |
| MCHT 1012 | Blueprint for Machine Tool |
| MCHT 1020 | Heat Treatment and Surface Grinding |

**Subtotal: 10**

**Total Credit Hours: 10**

## BASIC MACHINING OPERATOR TCC (MAJOR CODE: BM01)

**Credential: Certificate**
**Campus Location: Walton**

### CURRICULUM OUTLINE

**Basic Machining Operator Major**

| | | |
|---|---|---|
| MCHT 1011 | Introduction to Machine Tool | |
| MCHT 1012 | Blueprint for Machine Tool | |
| MCHT 1020 | Heat Treatment and Surface Grinding | |
| MCHT 1119 | Lathe Operations I | |
| MCHT 1120 | Mill Operations I | |

**Subtotal: 16**

Students must choose one of the following courses:

| | |
|---|---|
| MATH 1015 | Geometry and Trigonometry |
| MCHT 1013 | Machine Tool Math |

**Subtotal: 3**

**Total Credit Hours: 19**

## CNC SPECIALIST TCC (MAJOR CODE: CS51)

**Credential: Certificate**
**Campus Location: Walton**

### CURRICULUM OUTLINE

**CNC Specialist Major**

| | |
|---|---|
| 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 |

**Subtotal: 20**

**Total Credit Hours: 20**

## LATHE OPERATOR TCC (MAJOR CODE: LP11)

**Credential: Certificate**
**Campus Location: Walton**

### CURRICULUM OUTLINE

**Lathe Operator Major**

| | |
|---|---|
| MCHT 1011 | Introduction to Machine Tool |
| MCHT 1012 | Blueprint for Machine Tool |
| MCHT 1119 | Lathe Operations I |
| MCHT 1219 | Lathe Operations II |

**Subtotal: 13**

**Total Credit Hours: 13**

## MILL OPERATOR TCC (MAJOR CODE: MP11)

**Credential: Certificate**
**Campus Location: Walton**

## CURRICULUM OUTLINE

**Mill Operator Major**
  MCHT 1011    Introduction to Machine Tool
  MCHT 1012    Blueprint for Machine Tool
  MCHT 1120    Mill Operations I
  MCHT 1220    Mill Operations II

**Subtotal: 13**

**Total Credit Hours: 13**

# Manufacturing Operations Specialist

## PROGRAM DESCRIPTION

The certificate program in Manufacturing Operations Specialist prepares students to apply for entry-level positions in advanced manufacturing. The program offers the opportunity to gain entry-level knowledge and skills in electricity, industrial systems, machine tool technology, or welding 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:

Admissions Fees

• Nonrefundable application fee ($25)

Semester Fees

• Tuition ($89 per credit hour)

• Accident Insurance Fee ($4 per term)

• Campus Supply Fee ($40 per term)

• Instruction Fee ($55 per term)

• Parking Fee ($20 per term)

• Campus Safety Fee ($25 per term)

• Registration Fee ($50 per term)

• Student Activity Fee ($30 per term)

• Technology Fee ($105 per term)

Throughout the Program

• Textbooks (Approximately $750)

• Supply Fees (Varies — See course descriptions for exact amounts)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSIONS REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

• Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

• Proof of legal presence in the United States.

## MANUFACTURING OPERATIONS SPECIALIST TCC (MAJOR CODE: MPS1)

**Credential: Certificate**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**Manufacturing Operations Specialist Major**

| | | |
|---|---|---|
| AUMF 1580 | Automated Manufacturing Skills | |
| AUMF 1660 | Representative Manufacturing Skills | |
| AUMF 2155 | Quality Management Principles | |
| IDFC 1007 | Industrial Safety Procedures | |

**Subtotal: 12**

**Manufacturing Operations Specialist Electives (4 Credits)**

*Students must select one of the following courses or pairs of courses:*

| | | |
|---|---|---|
| AGSC 2380 | Agricultural Mechanics | |
| | AND | |
| AGSC 2350 | Heating and Ventilation of Agricultural Structures | |
| | OR | |
| AUMF 2500 | Manufacturing Operations Internship | |
| ELCR 1010 | Direct Current Circuits | |
| IDSY 1170 | Industrial Mechanics | |
| MCHT 1011 | Introduction to Machine Tool | |
| COFC 1080 | Construction Trades Core | |
| | AND | |
| WELD 1005 | Welding and Cutting Fundamentals | |

**Subtotal: 4-6**

**Total Credit Hours: 16-18**

## Networking Specialist

## MISSION STATEMENT

The Networking Specialist program is designed to facilitate workplace success by providing students an understanding of computer hardware and software; 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.

## NATURE OF THE WORK

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.

## EMPLOYMENT

Network and computer systems administrators held about 366,400 jobs nationally in 2012. The industries that employed the most network and computer systems administrators in 2012 were as follows:

- Computer systems design and related services (16 percent)
- Educational services (11 percent)
- Information (11 percent)
- Finance and insurance (9 percent)
- Manufacturing (7 percent)

Employment of network and computer systems administrators is projected to grow 12 percent from 2012 through 2022. Demand for information technology workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Network and Computer Systems Administrators.

## EARNINGS

The median annual wage for network and computer systems administrators was $72,560 in My 2012. The lowest 10 percent earned less than $44,330, and the top 10 percent earned more than $115,180. In May 2012, the median annual wages for network and computer systems administrators in the top five industries in which they worked were as follows:

- $77,370 in finance and insurance
- $77,270 in information
- $76,090 in computer systems design and related services

- $70,250 in manufacturing
- $61,830 in educational services

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Network and Computer Systems Administrators.

## STUDENT LEARNING OUTCOMES

Graduates of the diploma program 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 appropriate interpersonal skills by working effectively in teams.
- Demonstrate an understanding of network operating system installation and administration.
- Demonstrate the personal and professional ethics that are expected in the workplace.

Graduates of the associate of applied science degree program in Networking Specialist will be able to complete the following tasks:

- Demonstrate factual, conceptual, and procedural knowledge related to desktop applications and the maintenance of a computer network.
- Demonstrate critical thinking in problem solving, research methods, and the ability to present conclusions effectively in both oral and in written form.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate knowledge of computer hardware and network operating systems such as administration, installation, and management.
- Apply and demonstrate computer networking techniques and concepts
- Install and configure networking operating systems.
- Maintain directory services.
- Demonstrate the personal and professional ethics that are expected in the workplace.

Graduates of the certificate program 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 certificate program 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 certificate program 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 certificate program 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

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 a field of study after graduation. Students entering the Networking Specialist programs must be able to perform the following essential tasks:

- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- **Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.

- **Written Comprehension:** Reading and understanding information and ideas presented in writing.

- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.

- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

- **Speaking:** Talking to others to convey information effectively.

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- **Writing:** Communicating effectively in writing as appropriate to the needs of the audience.

- **Judgement and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- **Time Management:** Managing one's own time and the time of others.

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.

- **Monitoring:** Assessing performance of yourself, other individuals, or organizations to make improvement or take corrective action.

- **Deductive Reasoning:** Being able to apply general rules to specific problems to produce answers that make sense.

- **Inductive Reasoning:** Being able to combine pieces of information to form general rules or conclusions including finding relationships among seemingly unrelated events.

- **Near Vision:** Being able to see details at close range.

- **Systems Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

- **Systems Evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.

- **Operation Monitoring:** Watching gauges, dials, or other indicators to make sure a machine is working properly.

- **Programming:** Writing computer programs for various purposes.

- **Information Ordering:** Arranging things or actions in a certain order or pattern according to a specific rule or set of rules, i.e., patterns of numbers, letters, words, pictures, mathematical operations.

- **Category Flexibility:** Generating or using different sets of rules for combining or grouping things in different ways.

## Source

O*Net Online. Network and Computer Systems Administrators.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $3,000 for the associate degree program, $2,500 for the diploma program, $500 for the CompTIA A+ Certification program, $1,155 to $1,321 depending on the elective courses chose in the CompTIA A+ Certified Technical Preparation program, $1,000 to $1,700 depending on the elective courses chosen in the Help Desk Specialist program, $1,068 to $1,183 depending on the elective courses chosen in the Microsoft Excel Application Specialist program, and $1,270 for the PC Repair and Network Technician program.)

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 $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## NETWORKING SPECIALIST DIPLOMA (MAJOR CODE: NS14)

**Credential: Diploma**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Academic Core**

| | | Subtotal: 8-9 |
|---|---|---:|

| ENGL 1010 | Fundamentals of English I | |
|---|---|---:|
| | | **Subtotal: 3** |

Students must choose one of the following courses:

| MATH 1013 | Algebraic Concepts | |
|---|---|---:|
| MATH 1015 | Geometry and Trigonometry | |
| | | **Subtotal: 3** |

Students must choose one of the following courses:

| EMPL 1000 | Interpersonal Relations and Professional Development | |
|---|---|---:|
| PSYC 1010 | Basic Psychology | |
| | | **Subtotal: 2-3** |

**College Requirement**

| FSSE 1000 | First Semester Seminar | |
|---|---|---:|
| | | **Subtotal: 3** |

**Networking Specialist Major**

| 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 Services | |
| CIST 2413 | Microsoft Server Infrastructure | |
| CIST 2414 | Microsoft Server Administrator | |
| COMP 1000 | Introduction to Computers | |
| | | **Subtotal: 40** |

**Networking Specialist Electives**

Students must choose one of 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 2431 | UNIX/Linux Introduction |
| CIST 2921 | IT Analysis, Design, and Project Management |
| HRTM 1130 | Business Etiquette and Communication |
| MGMT 1100 | Principles of Management |

**Subtotal: 3-4**

*Students must pass all CIST, COMP, and Networking Specialist Elective courses with grades of C or higher.*

**Total Credit Hours: 54-56**

# NETWORKING SPECIALIST ASSOCIATE DEGREE (MAJOR CODE: NS13)

**Credential: Associate of Applied Science**
**Campus Location: Athens**

## CURRICULUM OUTLINE

**General Education**

**Subtotal: 15-16**

**Area I: Language Arts and Communications**

| | |
|---|---|
| ENGL 1101 | Composition and Rhetoric |

**Subtotal: 3**

**Area II: Social and Behavioral Sciences**

Students must choose 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 |

**Subtotal: 3**

**Area III: Mathematics and Natural Sciences**

Students must choose one of the following courses:

| | |
|---|---|
| MATH 1101 | Mathematical Modeling |
| MATH 1103 | Quantitative Skills and Reasoning |
| MATH 1111 | College Algebra |

**Subtotal: 3**

**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 |

**Subtotal: 3**

## General Education Electives

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 |
| COMM 1500 | Introduction to Interpersonal Communication |
| 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 |
| PORT 1001 | Elementary Portuguese I |
| PORT 1002 | Elementary Portuguese II |
| SPCH 1101 | Public Speaking |

**Subtotal: 3-4**

## College Requirement

| | |
|---|---|
| FSSE 1000 | First Semester Seminar |

**Subtotal: 3**

## Networking Specialist Major

| | |
|---|---|
| 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 Services |
| CIST 2413 | Microsoft Server Infrastructure |
| CIST 2414 | Microsoft Server Administrator |
| COMP 1000 | Introduction to Computers |

**Subtotal: 40**

*\* Students must pass above courses with a grade of C or higher.*

**Networking Specialist Electives**

Students must select two or more of the following courses for a minimum of 8 semester credit hours:

| | |
|---|---|
| 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 2431 | UNIX/Linux Introduction |
| CIST 2921 | IT Analysis, Design, and Project Management |
| HRTM 1130 | Business Etiquette and Communication |
| MGMT 1100 | Principles of Management |

**Subtotal: 8**

*Students must pass all CIST, COMP, and Networking Specialist Elective (excluding General Education Elective) courses with grades of C or higher.*

**Total Credit Hours: 66-67**

## COMPTIA A+ CERTIFICATION PREPARATION TCC (MAJOR CODE: CA61)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CompTIA A+ Certification Preparation Major**

| | |
|---|---|
| CIST 1122 | Hardware Installation and Maintenance |
| CIST 1130 | Operating Systems Concepts |
| COMP 1000 | Introduction to Computers |

**Subtotal: 10**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 10**

## COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION TCC (MAJOR CODE: CA71)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**CompTIA A+ Certified Technician Preparation Major**

| | |
|---|---|
| CIST 1001 | Computer Concepts |
| CIST 1122 | Hardware Installation and Maintenance |
| CIST 1130 | Operating Systems Concepts |
| COMP 1000 | Introduction to Computers |

**Subtotal: 14**

**Electives**

Students must choose one of the following courses:

| CIST 1401 | Computer Networking Fundamentals |
| CIST 2411 | Microsoft Client |

**Subtotal: 4**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 18**

## MICROSOFT NETWORK ADMINISTRATOR TCC (MAJOR CODE: MS11)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**Microsoft Network Administrator Major**
| CIST 2411 | Microsoft Client |
| CIST 2412 | Microsoft Server Directory Services |
| CIST 2413 | Microsoft Server Infrastructure |
| CIST 2414 | Microsoft Server Administrator |

**Subtotal: 16**

Students must pass all courses with a grade of C or higher.

**Total Credit Hours: 16**

## PC REPAIR AND NETWORK TECHNICIAN TCC (MAJOR CODE: PR21)

**Credential: Certificate**
**Campus Location: Athens**

### CURRICULUM OUTLINE

**PC Repair and Network Technician Major**
| 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 |

**Subtotal: 18**

*Students must pass all courses with grades of C or higher.*

**Total Credit Hours: 18**

# Welding Technology

## MISSION STATEMENT

The mission of the Welding Technology program is to prepare students for careers in the welding industry and to take qualifications tests. The program prepares students to become skilled in the main processes used in the industry.

## NATURE OF THE WORK

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

Welders held about 357,400 jobs in 2012. The industries employing the most welders in 2012 were as follows:

- Manufacturing (61 percent)
- Construction (11 percent)
- Other services (5 percent)
- Wholesale trade (5 percent)

Employment is projected to grow by approximately 6 percent from 2012 through 2022.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Welders, Cutters, Solderers, and Brazers.

## EARNINGS

The median annual wage for welders was $36,300 in May 2012. The lowest 10 percent earned less than $24,720, and the top 10 percent earned more than $56,130.

**Source:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 edition,* Welders, Cutters, Solderers, and Brazers.

## STUDENT LEARNING OUTCOMES

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.
- Qualify for industry certification.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program 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 certificate program in Flux Cored Arc Welding will be able to complete the following tasks:

- Describe the nature and culture of the welding industry.
- Perform oxyfuel cutting techniques.
- Perform flux cored arc welding.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Gas Metal Arc Welding will be able to complete the following tasks:

- Describe the nature and culture of the welding industry.
- Perform oxyfuel 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 certificate program in Gas Tungsten Arc Welding will be able to complete the following tasks:

- Describe the nature and culture of the welding industry.
- Perform oxyfuel cutting techniques.
- Perform gas tungsten arc welding.
- 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 a field of study after graduation. For students to be successful in the Welding and Joining Technology programs, they must be able to perform the following essential functions:

Ability to Use Senses.

- **Visual:** Acuity to identify correct operating procurers 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, and emergency signals (with auditory aids or full-time interpreter for the hearing impaired), as well as 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 and bee able to detect burning smells produced by flame and electric arc welding.
- **Tactile:** Feel heat or pain and evaluate possibility of potential injury or danger.

Motor Ability.

- Physical ability to walk long distances and stand for long periods of time; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.

- 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 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.

- 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 instructors.

- Ability to write and perform routine mathematical calculations clearly and correctly as necessary.

- Basic proficiency in technology 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 welding industry.

- Ability to work in a fast-paced environment with a sense of urgency without jeopardizing safety.

- Ability to react and adjust as director by instructor 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 environments.

Ability to Perform Practical Outcomes.

- Ability to function under the practical guidelines of the American Welding Society (AWS) the industry standard for testing.

## 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning WELD Courses

- Tools (Approximately $1,200 for the diploma program)

Semester Fees

- Tuition ($89 per credit hour)

- Accident Insurance Fee ($4 per term)

- Campus Supply Fee ($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

-  Campus Safety Fee ($25 per term)

- Registration Fee ($50 per term)

- Student Activity Fee ($30 per term)

- Technology Fee ($105 per term)

Throughout the Program

- Textbooks (Approximately $325)

- Supply Fees (Varies — See course descriptions for exact amount)

These expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- Completed and signed application for admission and a $25 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 ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores (see ACCUPLACER Placement Examination).

- Proof of legal presence in the United States.

## WELDING TECHNOLOGY DIPLOMA (MAJOR CODE: WT22)

**Credential: Diploma**
**Campus Location: Elbert**

**CURRICULUM OUTLINE**

**Academic Core**

| | | |
|---|---|---|
| EMPL 1000 | Interpersonal Relations and Professional Development | |
| ENGL 1010 | Fundamentals of English I | |
| MATH 1012 | Foundations of Mathematics | |
| | | **Subtotal: 8** |

**College Requirement**

| | | |
|---|---|---|
| FSSE 1000 | First Semester Seminar | |
| | | **Subtotal: 3** |

**Welding Technology Major**

| | |
|---|---|
| | **Subtotal: 40** |

| | |
|---|---|
| COFC 1080 | Construction Trades Core |
| WELD 1005 | Welding and Cutting Fundamentals |
| WELD 1015 | Shielded Metal Arc Welding I |
| WELD 1025 | Shielded Metal Arc Welding II |
| WELD 1035 | Gas Metal and Flux-Cored Arc Welding |
| WELD 1045 | Gas Tungsten Arc Welding I |
| WELD 1055 | Shielded Metal Arc Welding Pipe Welds |
| WELD 1065 | Gas Metal Arc Welding and Flux Cored Arc Welding Pipe Welds |
| WELD 1075 | Gas Tungsten Arc Welding Pipe Welding |

| WELD 1085 | Shielded Metal Arc Welding Stainless Steel Groove Welds |
| WELD 1105 | Gas Metal Arc Welding - Aluminum |
| WELD 1115 | Gas Tungsten Arc Welding - Aluminum |

**Subtotal: 40**

**Total Credit Hours: 51**

## SHIELDED METAL ARC WELDING TCC (MAJOR CODE: SM21)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Advanced Shielded Metal Arc Welder Major**

**Subtotal: 11**

| COFC 1080 | Construction Trades Core |
| WELD 1005 | Welding and Cutting Fundamentals |
| WELD 1015 | Shielded Metal Arc Welding I |

**Subtotal: 11**

**Total Credit Hours: 11**

## GAS TUNGSTEN ARC WELDING TCC (MAJOR CODE: GT31)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Gas Metal Arc Welder Major**

**Subtotal: 10**

| COFC 1080 | Construction Trades Core |
| WELD 1005 | Welding and Cutting Fundamentals |
| WELD 1045 | Gas Tungsten Arc Welding I |

**Subtotal: 10**

**Total Credit Hours: 10**

## GAS METAL ARC WELDING TCC (MAJOR CODE: GM21)

**Credential: Certificate**
**Campus Location: Elbert**

### CURRICULUM OUTLINE

**Gas Metal Arc Welding Major**

**Subtotal: 10**

| COFC 1080 | Construction Trades Core |

| | | |
|---|---|---|
| WELD 1005 | Welding and Cutting Fundamentals | |
| WELD 1035 | Gas Metal and Flux-Cored Arc Welding | |
| | | **Subtotal: 10** |

**Total Credit Hours: 10**

# 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. Crosslisted as: 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 Fall and Spring.

### 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 Fall and Summer.

**ACCT 2110 - Accounting Simulation (3)**

This course emphasizes the importance of accounting in a business. At the end of the simulation course, students will have completed the entire accounting cycle for different business types using an accounting information system software different from software used in ACCT 1115. Instructors will place emphasis on the application and demonstration of accounting skills by using simulation projects. Topics include company creation, chart of accounts, customer transactions, vendor transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms, and preparation of tax forms. Laboratory work includes theoretical and technical applications.

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 the 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 the 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. The course also covers the equipment and hand tools used in collision repair tasks.

Program Fee: $50

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-5-4). Prerequisite: Provisional admission. 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.

Distribution: (2-7-5). Prerequisite: Provisional admission. 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. Instructors place emphasis on MIG welding techniques through a variety of different procedures.

Distribution: (2-4-4). Prerequisite: Program admission. Corequisite: ACRP 1000. Offered: Offered Fall and Spring.

**ACRP 1017 - Mechanical and Electrical Systems I  (4)**

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair from damages incurred through automobile collisions.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: Program admission. Corequisite: ACRP 1000. Offered: Offered Spring and Summer.

### ACRP 1019 - Mechanical and Electrical Systems II (5)

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair from damages incurred through automobile collisions.

Distribution: (3-5-5). Prerequisite: Program admission. Corequisite: ACRP 1000. Offered: Offered Spring and Summer.

### ACRP 2001 - Introduction to Auto Painting and Refinishing (5)

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Students will discuss and practice basic surface preparations. The course will introduce spray gun types and basic operations.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-4-5). Prerequisite: Provisional admission. Corequisite: ACRP 1000, ACRP 1010. Offered: Offered Fall.

### ACRP 2002 - Painting and Refinishing Techniques (5)

This course covers the fundamental refinishing tasks of mixing, matching, and applying various types of automotive paints. The course provides and in-depth examination of paint defect causes and cures. Students will discuss and practice final delivery detailing and tasks.

Distribution: (3-5-5). Prerequisite: Provisional admission. Corequisite: ACRP 1000, ACRP 2001. Offered: Offered Fall.

### ACRP 2009 - Refinishing Internship (2)

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: (0-6-2). Prerequisite: ACRP 1000. Corequisite: ACRP 2001, ACRP 2002. 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.

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. It emphasizes a variety of removal and replacement techniques.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-4-5). Prerequisite: ACRP 1000. Corequisite: ACRP 2010. Offered: Offered Summer.

### ACRP 2019 - Major Collision Repair Internship (2)

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: (0-6-2). Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015. Offered: Offered every semester.

**ACRP 2108 - Refinishing Internship I (1)**

This intern 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: (0-3-1). Prerequisite: ACRP 1000. Corequisite: ACRP 2001, ACRP 2002. Offered: Fall, Spring, and Summer.

**ACRP 2109 - Refinishing Internship II (1)**

This internship course provides continued occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming and paint preparation, special refinishing applications; urethane enamels; tint and match colors; and detailing.

Distribution: (0-3-1). Prerequisite: ACRP 1000. Corequisite: ACRP 2001, ACRP 2002. Offered: Fall, Spring, and Summer.

**ACRP 2118 - Major Collision Repair Internship I (1)**

This internship course provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

Distribution: (0-3-1). Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015. Offered: Fall, Spring, and Summer.

**ACRP 2119 - Major Collision Repair Internship II (1)**

Provides continued occupation based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics included: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement.

Distribution: (0-3-1). Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015. Offered: Fall, Spring, and Summer.

# AGRB -- Agricultural Business

**AGRB 1110 - Agribusiness Management (3)**

This course will introduce basic managerial concepts, procedures, and techniques in agribusiness management. Instructors place importance on planning, organizing, directing, and controlling functions of management.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**AGRB 1120 - Leadership in Agribusiness (3)**

This course serves as an opportunity for students to develop a greater understanding of leadership as it pertains to agriculture. Students will explore leadership models, the roles of leaders and followers, concepts of effective leadership, and ethical issues. The course includes a special focus on leadership in teams, organizations, communities, and society.

Distribution: (3-0-3). Offered: Offered TBD.

**AGRB 1150 - Agricultural Finance and Credit (3)**

This course introduces financial concepts used in agribusiness, farming, and financial institutions. Students will analyze financial statements, risk, and investment opportunities. Students will also examine needs, sources, and problems associated with credit.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**AGRB 2200 - Principles of Agronomy (3)**

This course will increase students' basic understanding of modern field crop production. The course stresses field crops of the Southeast. Topics also include organic production, planting crops, and harvesting crops.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**AGRB 2250 - Survey of the Animal Industry (3)**

This course introduces the basic principles of animal selection, nutrition, growth, and reproduction. It also stresses the impact of livestock and poultry production on the economy.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**AGRB 2300 - Precision Agricultural Systems (4)**

This course explores precision agriculture tools, including global positioning systems (GPS), geographic information systems (GIS), and variable rate technology (VRT). Through hands-on experiences, students will develop an understanding of the basic components and operations of these tools in precision agriculture systems and how they impact today's agriculture industry.

Distribution: (4-0-4). Prerequisite: Program admission. Offered: Offered Summer.

**AGRB 2380 - Agricultural Mechanics (3)**

The purpose of this course is to provide students with the knowledge and understanding of various types of power units and related equipment used in agriculture. Upon completion of the course, students should have a basic knowledge of agricultural tractors and equipment, shielded metal arc welding and oxy-fuel welding processes, small engine operation and maintenance, and electrical wiring installation and repair.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered every semester.

**AGRB 2800 - Agribusiness Internship (3)**

This internship course provides students with the opportunity to gain agribusiness management experience under appropriate supervision in an actual job setting. Students are responsible for securing an intern position at an agricultural business approved by the instructor. Upon completion of the internship, students should possess the basic knowledge and skills necessary for an entry-level position in the agribusiness industry.

Distribution: (0-9-3). Prerequisite: Program admission. Offered: Offered TBD.

## AGSC -- Agricultural Science

**AGSC 1001 - Introduction to Agriculture (3)**

This course will allow students to learn about the history and importance of agriculture to civilization and modern society. It also covers technological advancements in agriculture; how food is produced, processed, and delivered; basic soil science, plant science, and animal science; how to obtain scientific and technical information; and ethical issues in agriculture.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**AGSC 2150 - Grasses and Forages in Agriculture (3)**

Students develop an understanding of breeding, feeding, and managing livestock.

Distribution: (2-2-3). Prerequisite: AGRB 2250. Offered: Offered TBD.

**AGSC 2220 - Introduction to Poultry Science (3)**

This course covers the biology of the domestic fowl. It also covers basic nutrition, genetics, reproduction, embryology, processing, and management as they pertain to commercial poultry production.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered TBD.

**AGSC 2330 - Agricultural Structures Design and Construction (3)**

This course provides students with exposure to construction practices commonly used in agricultural facilities.  Instructors emphasize safety, building codes, design, insulation, and energy efficiency. Topics include the history of agricultural

construction, modern wood and metal construction, fasteners, wind loads, plumbing, and irrigation. Students must pay a $25 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### AGSC 2260 - Poultry Production and Management (3)

Students will learn to apply the principles of poultry science to the practice of poultry production in terms of hatchery management, broiler production, breeder management, and the management of commercial laying hens.

Distribution: (2-2-3). Prerequisite: AGSC 2220. Offered: Offered TBD.

### AGSC 2270 - Livestock Production and Management (3)

This course introduces students to breeding, feeding, and managing livestock. It focuses on economically important traits, animal selection, and the economic principles of the livestock industry.

Distribution: (2-2-3). Prerequisite: AGRB 2250. Offered: Offered TBD.

### AGSC 2380 - Agricultural Mechanics (3)

This course provides students with the knowledge and understanding of various types of power units and related equipment used in agriculture. Upon completion of this course, students will have developed a basic knowledge of agricultural tractors and equipment, shielded metal arc welding and oxy-fuel cutting processes, small engine operation and maintenance, and electrical wiring installation and repair.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### AGSC 2520 - Food Safety and Health in Agriculture (3)

Students develop their understanding of food safety issues, the causes of these issues, and how to control them. In addition, students will study the regulations related to food handling and processing and the regulatory agencies that enforce them.

Distribution: (3-0-3). Prerequisite: BIOL 1111, BIOL 1111L. Offered: Offered TBD.

## 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.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered every semester.

### AIRC 1010 - Refrigeration Principles and Practices (4)

This course introduces students to the basic refrigeration system principles and practices used to install and service refrigeration systems. Topics include refrigeration tools; piping practices; service valves; leak testing; refrigerant recovery, recycling, and reclamation; evacuation; charging; and refrigeration safety.

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.

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

Distribution: (3-3-4). Corequisite: AIRC 1030. Offered: Offered every semester.

### AIRC 1050 - HVACR Electrical Components and Controls (4)

This course provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in air conditioning systems. Topics include identification, installation, application, diagnosis, and safety procedures for transformers, thermostats, pressure switches, control boards, and commonly used HVACR controls and control systems.

Distribution: (3-3-4). Prerequisite: AIRC 1030. Offered: Offered every semester.

### AIRC 1060 - Air Conditioning Systems Application and Installation (4)

This course provides instruction on the design and installation of residential air conditioning systems. Topics include heat load studies, duct design procedures, split systems, packaged systems, system wiring, control circuits, and safety.

Distribution: (3-3-4). Prerequisite: AIRC 1010, AIRC 1030. Offered: Fall and Spring.

### AIRC 1070 - Gas Heat (4)

This course introduces the principles of combustion, installation, and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

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, operating applications, installation, and service of heat pumps and related systems. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

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 residential air conditioning systems. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Distribution: (3-3-4). Prerequisite: AIRC 1020, AIRC 1050. Offered: Offered every semester.

## ALHS - Allied Health Science

### ALHS 1011 - Structure and Functioning of the Human Body (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 grades 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, and blood and airborne pathogens.

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 grades 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 human anatomy.

Distribution: (2-0-2). Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with grades 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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, calculations for programming, program codes and structure, program run, and editing of programs.

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.

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 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.

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. Students will explore well-known works of visual art. 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 grades of C* or higher. Offered: Offered every semester.

# AUMF - Automated Manufacturing Technology

### AUMF 1580 - Automated Manufacturing Skills (3)

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

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered as needed.

### AUMF 1660 - Representative Manufacturing Skills (4)

This course introduces representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Distribution: (4-0-4). Prerequisite: Provisional admission. Offered: Offered as needed.

### AUMF 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered as needed.

### AUMF 2500 - Manufacturing Operations Internship (3)

This course provides students with opportunities to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternatively, an equivalent number of hours on real-world projects at the college.

Distribution: (0-9-3). Prerequisite: Provisional or Permission of Department. Offered: Offered as needed.

# AUTT - Automotive Technology

### AUTT 1010 - Introduction to Automotive Technology (2)

This course introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include safety procedures; legal and ethical responsibilities; general service; hand tools; and shop organization, management, and work flow systems.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall during the day; Fall at night in even numbered years.

### AUTT 1020 - Automotive Electrical Systems (7)

This course introduces automotive electricity and emphasizes the basic principles, diagnosis, and service and repair of batteries, starting systems, starting system components, alternators and regulators, lighting systems, gauges, horns, wipers and washers, and accessories.

Distribution: (2-14-7). Corequisite: AUTT 1010. Offered: Offered Fall day only.

**AUTT 1021 - Automotive Electrical Systems I (4)**

This course introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Distribution: (1-8-4). Corequisite: AUTT 1010. Offered: Offered Fall at night in even numbered years.

**AUTT 1022 - Automotive Electrical Systems II (3)**

This course emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn wiper/washer, and accessories.

Distribution: (1-6-3). Prerequisite: AUTT 1010; AUTT 1021. Offered: Offered Spring at night in odd number years.

**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 unit 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.

Distribution: (2-5-4). Prerequisite: AUTT 1010; AUTT 1020 or AUTT 1021. Corequisite: AUTT 1020 or AUTT 1022. Offered: Offered Spring during the day; Offered Spring at night in odd numbered years.

**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: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Offered: Offered Spring during the day; Fall at night in odd numbered years.

**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: AUTT 1010, AUTT 1020. Offered: Offered Spring during the day; Offered Spring at night in even numbered years.

**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 inspecting, testing, servicing, and repairing 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.

Distribution: (3-5-5). Prerequisite: Prerequisites/Corequisites: AUTT 1010, AUTT 1020 or AUTT 1020 and AUTT 1022. Offered: Offered Fall during the day; Offered Summer at night in odd numbered years.

**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 experienced ASE-certified automotive technicians or their instructors, 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 or AUTT 1021 and AUTT 1021. Offered: Offered Spring at night in even numbered years.

### 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 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.

Distribution: (2-10-6). Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Corequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Offered: Offered Fall day only.

### 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:  AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Corequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Offered: Offered Summer during day only.

### 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.

Distribution: (2-7-5). Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Offered: Offered Summer during day only.

## BARB - Barbering

### BARB 1000 - Introduction to Barbering/Styling Implements (3)

This course is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barbering/styling implement. Instructors place emphasis on the maintenance and care of each implement. Topics include barbering history, personality development, professional barbering ethics, professional barbering image, safety, reception and telephone techniques, nomenclature, types and sizes, proper use and care of equipment, and maintenance.

Distribution: (1-5-3). Prerequisite: Program admission.

### BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology (3)

This course introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Distribution: (2-3-3). Prerequisite: Program admission.

### BARB 1020 - Introduction to Haircutting and Shampooing (5)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

Distribution: (3-6-5). Prerequisite: Program admission.

**BARB 1030 - Haircutting/Basic Styling (3)**

This course continues the theory and application of haircutting techniques and introduces hairstyling. Topics include introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

Distribution: (1-6-3). Prerequisite: Program admission.

**BARB 1040 - Shaving (2)**

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Distribution: (1-3-2). Prerequisite: Program admission.

**BARB 1050 - Science: Anatomy and Physiology (3)**

This course develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Distribution: (3-0-3). Prerequisite: Program admission.

**BARB 1060 - Introduction to Color Theory/Color Application (3)**

This course introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

Distribution: (1-5-3). Prerequisite: Program admission.

**BARB 1070 - Chemical Restructuring of Hair (5)**

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Distribution: (2-9-5). Prerequisite: Program admission.

**BARB 1080 - Advanced Haircutting/Styling (5)**

This course continues the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling, use of clippers, shears, and razor, hair chemical texturizing/styling, permanent waving/styling, shaving techniques, and beard trimming.

Distribution: (1-12-5). Prerequisite: Program admission.

**BARB 1090 - Structures of Skin, Scalp, Hair, and Facial Treatments (3)**

This course introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Distribution: (1-6-3). Prerequisite: Program admission.

**BARB 1100 - Barbering/Styling Practicum and Internship (3)**

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Distribution: (0-9-3). Prerequisite: Program admission.

**BARB 1110 - Shop Management/Ownership (3)**

This course emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

Distribution: (1-6-3). Prerequisite: Program admission.

**BARB 2010 - Introduction and Application to Barber Instruction (4)**

Introduces the fundamental theory and practices and basic record keeping concepts of the barbering instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Barbering. Topics include state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, various career opportunities, attendance, grades, student service and theory hours, basic record keeping and effective use of advisory committee.

Distribution: (2-4-4). Prerequisite: Program admission.

**BARB 2020 - Program Development (5)**

This course emphasizes the steps involved in the development of a great lesson plan and measuring the knowledge of learners. Topics include development of curriculum, instructional outcomes, components of a lesson plan, using printed materials and visual aids in a lesson plan, purpose of testing, academic policy, developing rubics, multiple-category grading system, and special learner needs.

Distribution: (2-7-5). Prerequisite: Program admission.

**BARB 2030 - Classroom/Lab Management (5)**

This course emphasizes the steps involved in the operation of a barbering program, teaching skills, classroom management and dynamic clinic teaching. Topics include identify entry-level practitioners in hair, skin and nails, teaching effective communication skills, inventory, networking, portfolio design, managing learner behavior, managing difficult learners, classroom arrangements, role of the clinic environment, and basic principles of academic advising and counseling.

Distribution: (2-6-5). Prerequisite: Program admission.

**BARB 2040 - Teaching Skills and Techniques (5)**

This course provides knowledge and application on the principles of teaching and identifies the characteristics of the different learner types and teaching methods. Topics include: educator to learner relationships, effective and reflective listening skills, emotional influences and needs of today's learner, destructive verses constructive tactics, learner motivation, cultivating positive relationships, challenges for all learner styles, timed lecturing, and preparing for a lecture method of teaching.

Distribution: (2-7-5). Prerequisite: Program admission.

**BARB 2050 - Barbering Practicum I (3)**

This course provides an experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas permanent waving and relaxers, hair color and bleaching, skin, scalp, and hair treatments, haircutting, dispensary, styling, manicure/pedicure/advanced nail techniques, reception, safety precautions/decontamination, and Hazardous Duty Standards Act compliance.

Distribution: (0-9-3). Prerequisite: BARB 2010, BARB 2020, BARB 2030, and BARB 2040. Corequisite: BARB 2010, BARB 2020, BARB 2030, and BARB 2040.

**BARB 2060 - Barbering Practicum II (3)**

This course provides experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas permanent waving and relaxers, hair color and bleaching, skin, scalp, and hair treatments, haircutting, dispensary, styling, manicure/pedicure/advanced nail techniques, reception, safety precautions/decontamination, and Hazardous Duty Standards Act compliance.

Distribution: (0-9-3). Prerequisite: BARB 2050. Corequisite: BARB 2050.

## 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 strategies involved in the study of biological chemistry.

Distribution: (3-0-3). Prerequisite: Permission of department; TEC 2192; BTEC 2192L; CHEM 1212; CHEM 1212L; CHEM 2211; CHEM 2211L; MATH 1111 - all with a grade of C or higher. 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.

Distribution: (0-6-2). Prerequisite: Permission of department; BTEC 2192; BTEC 2192L; CHEM 1212; CHEM 1212L; CHEM 2211; CHEM 2211L; MATH 1111 - all with a grade of C or higher. Corequisite: BIOC 2100. Offered: Offered Spring.

**BIOC 2203 - Recombinant DNA Methods (2)**

This course provides students with the 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. This course also covers the modern molecular tools used to analyze genes and genomes.

Distribution: (2-0-2). Prerequisite: Permission of department; BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher. 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.

Distribution: (0-9-3). Prerequisite: Permission of department; BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher. Corequisite: BIOC 2203. Offered: Offered Fall and Spring.

## BIOL - Biology

**BIOL 1111 - Biology I (3)**

This course introduces basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

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 include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

Distribution: (0-3-1). Prerequisite: Associate degree-level program admission. Corequisite: BIOL 1111. Offered: Offered every semester.

### BIOL 1112 - Biology II (3)

This course introduces basic animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

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 include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

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 2100 - Survey of the Human Body (5)

This course introduces the basics of anatomy and physiology of the human body. Instructors emphasize the development of a systemic perspective of anatomical structures and pathological processes. Topics include general human body plan, basic chemistry, history, integumentary system, skeletal system, muscular system, nervous system, special senses, the endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Distribution: (5-0-5). Prerequisite: Program admission.

### BIOL 2107 - Biological Principles I (3)

This course is intended for students majoring in biological or other sciences. The course provides an introduction to fundamental biological processes and interactions occurring at the molecular, cellular, organismal, and population levels of organization. Topics include history of science and the scientific method, scientific literature, basic biochemistry, cell biology, bioenergetics, molecular genetics, principles of inheritance, evolution and natural selection, current trends, and biotechnology.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: BIOL 2107L, ENGL 1101.

### BIOL 2107L - Biological Principles I Lab (1)

This course is comprised of selected laboratory exercises that parallel the topics covered in BIOL 2107. It is intended for students majoring in biological or other sciences. The course provides a hands-on approach to fundamental biological processes and interactions occurring at the molecular, cellular, organismal, and population levels of organization. The laboratory exercises include laboratory safety, scientific method and investigation, microscopy, basic biochemistry, cell biology, bioenergetics, molecular genetics, principles of inheritance, and evolution and natural selection.

Distribution: (0-3-1). Prerequisite: Program admission. Corequisite: BIOL 2107, ENGL 1101.

### 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: ALHS 1090, 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 include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

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 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: (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 include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

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 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-0-2). Prerequisite: Program-admission math competency. Offered: Offered every semester.

### BTEC 2191 - Fundamental Microbial Biotechnology (2)

This course provides students 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; BIOL 1111 with a grade of C or higher; BIOL 1111L 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 2191L; CHEM 1211; CHEM 1211L. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-6-2). Prerequisite: Permission of department; BIIOL 1111 with a grade of C or higher; BIOL 1111L with a grade of C or higher; CHEM 1211 with a grade of C or huger; CHEM 1211L with a grade of C or higher. 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. It emphasizes the purification of specific macromolecules for further molecular analysis. Students will learn 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)

This lab course 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, and preparation and analysis of recombinant plasmid DNA.

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 technicians in FDA-regulated biotechnology production facilities. The course emphasizes the use of current Good Manufacturing Practices (cGMP), and students gain experience writing and following Standard Operating Procedures (SOPs). Instructors will describe upstream (fermentation, hybridoma cell growth, bioreactor preparation) and downstream (protein chromatography, tangential flow filtration, quality control assays) processes and correlate them with laboratory activities. The course also covers essential concepts in immunology such as cell-mediated and antibody-mediated immune responses, vaccines, and monoclonal antibodies.

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.

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. Students will study benchmark congressional acts (e.g. the Food, Drug, and Cosmetic Act) and the evolution of the FDA to its present state. Instructors introduce students to facilities and processes used in manufacturing and packaging 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 and their applications in the biotechnology, pharmaceutical, and medical device industries. Instructors emphasize 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 course covers the requirements for issuing a patent and the legal rights that are thereby conferred to the patent holder. Instructors also cover the 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. The course emphasizes 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 Technology

### BUSN 1015 - Introduction to Medical Insurance (4)

This course is designed to increase efficiency and streamline administrative procedures for coding and billing. Topics include documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

Distribution: (4-0-4). Prerequisite: ALHS 1090 Offered: Offered Fall.

### 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 and meeting arrangements, electronic mail, and workplace documents.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-2-3). Prerequisite: COMP 1000. Offered: Offered Spring and Summer.

**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 software and presentation software to create business publications and presentations. Course work will include 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 with adequate speed and accuracy, as well as producing properly formatted business documents. Topics focus on reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, using appropriate language arts skills, proofreading, and managing the work area.

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 work groups 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 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: (2-2-3). 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 and supplies, and integrated programs and 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.

## CETC - Civil Engineering Technology

### CETC 1121 - Hydraulics and Fluid Mechanics (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.

### CETC 2000 - Engineering Economics and Management (3)

This course introduces applications of the mathematics of finance used in engineering decision making by using criteria employed in selecting the best alternative, making short-term and long-term decisions, determining which engineering projects should have a higher priority, comparing different ways to finance purchases and projects, quantitatively assessing the costs of completing capital projects, using appropriate computer software to analyze and model project cash flows, modeling project schedules, and using probability analysis to estimate project durations.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered as needed.

## CHEM - Chemistry

### CHEM 1151 - Survey of Inorganic Chemistry (3)

This course provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

Distribution: (3-0-3). Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151L. Offered: Offered as needed.

### CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

This course provides selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. Students must pay a $30 supply fee when registering for this course.

Distribution: (0-3-1). Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151. Offered: Offered as needed.

**CHEM 1211 - Chemistry I (3)**

This course introduces 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, 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 include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry, and gas laws.

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: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher, MATH 1111 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 include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Distribution: (0-3-1). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher, MATH 1111 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, sterochemistry, 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)**

Students perform experiments to illustrate the reactions, principles, and techniques presented in CHEM 2211. They gain experience in synthesis and techniques relating to isolation, purification, and identification of organic compounds.

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)**

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.

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.

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, information technology ethics, data storage concepts, system development methodology, computer number systems conversion (Binary and Hexadecimal), and mobile computing. Topics also include the fundamentals of information processing, information security, hardware operation, networking, the Internet, software design concepts, and software (system and application).

Distribution: (2-4-4). Prerequisite: Program admission math competency. Offered: Offered Fall. Spring, and Summer.

### 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 their 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-5-4). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered Fall and Spring.

### 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 and command line environment. Topics 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, Spring, and Summer.

### CIST 1200 - Database Management (4)

This course provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, physical database, networking and databases, and database security.

Distribution: (2-4-4).

**CIST 1210 - Introduction to Oracle Databases (4)**

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

Distribution: (2-5-4). Prerequisite: CIST 1001.

**CIST 1220 - Structured Query Language (SQL) (4)**

This course introduces basic database design concepts and instruction on solving database retrieval and modification problems using the SQL language. Topics include database vocabulary, relational database design, date retrieval using SQL, data modification using SQL, 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 and as scheduled by department.

**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 on developing logic, troubleshooting, and using tools to develop solutions. Topics include problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

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 CompTIA's broad-based, vendor independent networking certification exam, Network +. It covers a wide range of material about networking, including local area networks (LAN), wide area networks (WAN), 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 LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include a basic 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 and Spring.

**CIST 1601 - Information Security Fundamentals (3)**

This course provides a broad overview of information security. It covers terminology, history, security systems development, and implementation. Students 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 Fall, Spring, and Summer.

**CIST 1602 - Security Policies and Procedures (3)**

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered:

**CIST XX2X - Advanced Digital Forensics (4)**

Prerequisite: Program admission math competency.

**CIST XX3X - Network Forensics and Incident Response (3)**

**CIST XX5X - Computer Ethics (3)**

**CIST 2120 - Supporting Application Software (4)**

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

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.

Distribution: (1-4-3). Prerequisite: COMP 1000. Offered: Offered annually as scheduled by the department.

**CIST 2128 - Comprehensive Spreadsheet Techniques (3)**

This course provides students with knowledge in spreadsheet software. Topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-4-3). Prerequisite: COMP 1000; Diploma-level program admission. Offered: Offered Fall and Spring.

**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; Diploma-level program admission. Offered: Offered Fall and 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-4-3). Prerequisite: CIST 1001 with a grade of C or higher; CIST 1305; Diploma-level program admission. Offered: Offered Fall.

**CIST 2212 - Oracle Database Administration I (4)**

This course enables the database student to implement and administer Oracle databases. Topics include oracle logical architecture and administration tools. Oracle physical architecture and data dictionary views, performance monitoring, and database security.

Distribution: (2-4-4). Prerequisite: CIST 1220 with a grade of "C" or higher. Offered: Offered: Spring and as scheduled by the department.

**CIST 2214 - Oracle Database Administration II (4)**

This course introduces participants to the critical task of planning and implementing database backup and recovery strategies. Topic include Backup and Recovery, Resource Management and Performance tuning, Globalization Support and Diagnostic Tools.

Distribution: (2-4-4). Prerequisite: CIST 2212 with a grade of "C" or higher. Offered: Offered: Spring and as scheduled by the department.

**CIST 2216 - Oracle Advanced Topics (4)**

This course enables the database student to integrate database content and theory. The student will use Oracle application developmental tools and utilities to create and manage realistic database development projects. Topics include SQL and PL/SQL. Oracle Forms, Database Reports, and Integrated Database Applications.

Distribution: (2-4-4). Prerequisite: CIST 2214 with a grade of "C" or higher. Offered: Offered: Spring and as scheduled by the department.

**CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server (4)**

This course shows how to design and implement a database solution using Microsoft SQL Server. Topics include developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

Distribution: (2-4-4).

**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; Diploma-level program admission. 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: (2-5-4). Prerequisite: CIST 1305 with a grade of "C" or better. Offered: Offered: As needed.

**2371 - Java Programming I (4)**

This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Distribution: (2-5-4). Prerequisite: CIST 1305.

**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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: CIST 1130 with a grade of C or higher, CIST 1401 with a grade of C or higher; Diploma-level program admission. Offered: Offered Fall, Spring, and Summer.

**CIST 2412 - Microsoft Server Directory Services (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 2413 or CIST 2414 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. Offered: Offered annually as scheduled by the department.

**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: Program admission; CIST 2411 with a grade of C or higher. Offered: Offered as needed.

**CIST 2431 - UNIX/Linux Introduction (4)**

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include the history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desk top, and command options. Students will learn to perform directory and file displaying, creation, deleting, redirection, copying, moving, linking files, wildcards, determining present working directory, and changing directory locations.

Distribution: (2-4-4). Prerequisite: CIST 1001 with a grade of C or higher. Offered: Offered TBD.

**CIST 2601 - Implementing Operation Systems Security (4)**

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

Distribution: (2-4-4). Prerequisite: CIST 1401 and CIST 1601. Offered: Offered:.

**CIST 2602 - Network Security (4)**

This course provides knowledge and the practical experience necessary to evaluate, implement, and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography, and organizational security elements.

Distribution: (2-4-4). Prerequisite: CIST 1401 and CIST 1601. Offered: Offered:.

**CIST 2611 - Implementing Internet/Intranet Firewalls (4)**

Students will learn how to plan, design, install, and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

Distribution: (2-4-4). Prerequisite: CIST 1401 and CIST 1601. Offered: Offered:.

**CIST 2612 - Computer Forensics (4)**

This course examines the use of computers in the commission of crimes, collection, analysis, and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Distribution: (2-4-4). Prerequisite: CIST 1122 with a grade of "C" or higher, CIST 1601 with a grade of "C" or higher. Offered: Offered:.

**CIST 2631 - Cyber Crime Technology (3)**

This course prepares the student to search and investigate web based criminal activity into a computer system or a network. Identify, separate, and investigate web files and data that are suspicious. Through utilization of forensic tools, track route of travel, sender, and destination of suspected files and data. Harvest data from web browsers and email clients. Harvest data from cell phones and PDAs. Prepare suspected files and data for presentation at a legal proceeding.

Distribution: (1-4-3). Prerequisite: CIST 1130 or CIST 2431 and CIST 1601. Offered: Offered:.

**CISC 2632 - Computer Forensics Project (3)**

This course provides a capstone course project providing a realistic experience for students working in an environment to locate evidence of a crime within a computer system and prepare it for presentation at a trial or legal proceeding. Topics include search warrants and chain/control of evidence, operating system tools and techniques, data recovery and safeguard, and presentation for trial/legal proceeding.

Distribution: (1-4-3). Prerequisite: CIST 1180 with a grade of "C" or higher. Offered: Offered:.

**CIST 2751 - Game Development I (3)**

This course covers the design and creation of a 2D interactive game using the latest in industry standards. Topics include game development and concepts, sprite creation using .png and .giff formats, object placement and orientation, event-driven programming, pseudocode, and level and class design.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered TBD.

**CIST 2752 - Game Development II (3)**

This course covers the design, creation, and implementation of 2D and 3D elements, as well as programming concepts associated with an interactive application. Topics include interface design, 3D object creation, game flow, and scripting.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered TBD.

**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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

## COFC - Construction

**COFC 1080 - Construction Trades Core (4)**

This course introduces students to the basic fundamentals of the construction trades. Topics include basic safety, construction math, hand and power tools, construction drawings, rigging, materials handling, jobsite communication, and work ethics.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

## COMM - Communication

**COMM 1500 - Introduction to Interpersonal Communication (3)**

This course covers small group and two-person communication. Course content will cover a survey of the following concepts: Self-identity, perception, communicating emotions, language and communication, nonverbal communication, listening, relationships and communication, interpersonal conflict, and workplace communication.

Distribution: (3-0-3). Prerequisite: Program admission or grade of C or higher in ENGL 0989. Offered: Offered TBD.

## 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 emphasize professional practices, 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 the Walton Campus (offered every semester on-line).

**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 $11 malpractice insurance fee when registering for this course.

Distribution: (1-5-3). Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Fall on Athens, Greene, and Walton campuses; Spring on Athens and Elbert campuses; Summer on Athens campus.

**COSM 1020 - Hair Care and Treatment (3)**

This course introduces the theory, procedures, and products used in the care and treatment of the scalp and hair. Topics 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: (1-2-3). Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Fall on Athens, Greene, and Walton campuses; Spring on Athens and Elbert campuses.

**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: COSM 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Fall on Athens, Greene, and Walton campuses; Spring on Athens and Elbert campuses.

**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 also 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-5-3). Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Fall on Athens, Greene, and Walton campuses; Spring on Athens and Elbert campuses; Summer on Athens campus.

**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.

Distribution: (1-5-3). Prerequisite: COSM 1000 with a grad of C or higher, COSM 1010 with a grade of C or higher, COSM 1020 with a grade of C or higher, COSM 1030 with a grade of C or higher, COSM 1040 with a grade of C or higher. Offered: Offered Fall on the Athens campus; Spring on the Athens, Greene, and Walton campuses; Summer on the Athens and Elbert campuses.

### COSM 1060 - Fundamentals of Skin Care (3)

This course provides a comprehensive study in the skin care theory and practical applications. Instructors emphasize client consultation, safety precautions and practices, skin conditions, product knowledge, basic facials, facial massages, corrective facial treatments, hair removal, and make-up application. Other topics include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

Distribution: (1-6-3). Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Fall on the Athens campus; Spring on the Athens and Walton campuses; Summer on the Athens and Elbert campuses.

### 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: COSM 1000 with a grade of C or huger. Corequisite: COSM 1000 with a grade of C or higher. Offered: Offered Spring on the Athens and Walton campuses; Summer on the Athens and Elbert campuses.

### COSM 1080 - Physical Hair Services Practicum (3)

This course provides the laboratory experiences needed to develop the skill levels required to be competent cosmetologists. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-9-3). Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050. Offered: Offered Fall on the Athens and Walton campuses; Spring on the Athens, Elbert, and Greene campuses.

### COSM 1090 - Hair Services Practicum I (3)

This course provides the laboratory experiences needed to develop the skill levels required to be competent cosmetologists. 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, and lightening; scalp, and hair treatments; haircutting, clipper design, precision cutting, and styling; dispensary; 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-9-3). Prerequisite: COSM 1010 with a grade of C or higher, COSM 1020 with a grade of C or higher, COSM 1030 with a grade of C or higher, COSM 1040 with a grade of C or higher. Corequisite: COSM 1050, COSM 1060, COSM 1070. Offered: Offered Spring on the Athens, Greene, and Walton campuses; Summer on the Athens and Elbert campuses.

### COSM 1100 - Hair Services Practicum II (3)

This course provides the experience necessary for professional development and completion of requirements for state licensure. Instructors emphasize the display of professional conduct and positive attitudes. The appropriate number of applications for completing 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; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and State Board foundation prep.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-9-3). Prerequisite: COSM 1090 with a grade of C or higher. Corequisite: COSM 1090 with a grade of C or higher. Offered: Offered Fall on the Athens and Elbert campuses; Summer on the Athens, Greene, and Walton campuses.

### COSM 1110 - Hair Services Practicum III (3)

This course provides students with the experience necessary for professional development and completion of requirements for state licensure. Instructors emphasize 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; scalp, and hair treatments; haircutting; dispensary; styling; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation. Students must pay a $50 supply fee when registering for this course.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-6-3). Prerequisite: Prerequisite/Corequisite: COSM 1090 with a grade of C or higher, COSM 1100 with a grade of C or higher. Offered: Offered Fall on the Athens and Elbert campuses; Summer on the Athens, Greene, and Walton campuses.

### COSM 1115 - Hair Services Practicum IV (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Instructors emphasize the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers, hair color and lightening, hair and scalp treatments, haircutting, dispensary, styling, reception, safety precautions and decontamination, Hazardous Duty Standards Act compliance, and state licensure preparation.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-6-2). Prerequisite: Program admission. Corequisite: COSM 1110. Offered: Offered Fall on the Athens and Elbert campuses; Summer on the Athens, Greene, and Walton campuses.

### 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.

### COSM 1125 - Skin and Nail Care Practicum (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Distribution: (0-6-2). Prerequisite: Program admission. Corequisite: COSM 1060 and COSM 1070. Offered: Offered Fall on the Athens and Elbert campuses; Summer on the Athens, Greene, and Walton campuses.

## 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**CRJU 1030 - Corrections (3)**

This course provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and pre-release programs; alternative sentencing; rehabilitation; community involvement; and staffing.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**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: Provisional 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. It includes 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 emphasize 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 developing 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.  Students must be enrolled in their final semester, have a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing. Offered: Offered 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-9-3). Prerequisite: Permission of Department.  Students must be enrolled in their final semester and have a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and be in good academic standing. 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 continues throughout the program.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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. They will learn perform basic maneuvers required to drive safely in a controlled environment and on the driving range. Each student must complete 12 hours of behind-the-wheel instructional time in range operations, including operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling and 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 safe operating practices, which 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. Whenever a combination vehicle is operated on public roads, state law requires instructors to be present in vehicles while students are 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 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. Whenever a vehicle is operated on public roads, state law requires instructors to be present in the trucks while students are 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 professionalism in culinary arts, culinary career opportunities, chef history, pride, and esprit de corps. It introduces the principles and practices necessary for 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.

Program Fee: $415

Distribution: (3-2-4). Prerequisite: MATH 0097 with a grade of C* or higher or placement by diagnostic testing . Corequisite: MATH 1012 for degree program. 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 (MSDS) 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.

Program Fee: $50

Distribution: (1-3-2). Prerequisite: Program admission. Offered: Offered Fall and Spring.

**CUUL 1122 - Foundations of Cooking Principles (3)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, basic production mise en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations,

small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Distribution: (1-5-3). Prerequisite: Program admission. Corequisite: CUUL 1000, CUUL 1110. Offered: Offered Fall and Spring.

### CUUL 1124 - Foundations of Cooking Techniques (3)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-5-3). Prerequisite: CUUL 1122. 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.

Distribution: (2-5-4). Prerequisite: CUUL 1120, CUUL 1122. Offered: Offered every semester.

### CUUL 1170 - Introduction to Culinary Nutrition (3)

This course is an orientation for school nutrition employees. It introduces 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, cholesterol, protein, fiber, sugar, 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.

Distribution: (2-7-5). Prerequisite: CUUL 1120, CUUL 1122. Corequisite: CUUL 1124. 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.

Distribution: (1-8-4). Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124. Offered: Offered every semester.

### 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.

Distribution: (1-5-3). Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124. Offered: Offered Spring and Summer.

### CUUL 2130 - Culinary Practicum (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 and management training; 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. Student must pay a $260 supply fee when registering for this course. The supply fee covers students' American Culinary Federation membership and the application fees for the national exam for the Certified Culinarian or Certified Pasty Culinarian. All students that pass both the written and practical exam with a test score of 75 percent or higher will receive certification designation. Both exams will be proctored during the semester finals as designated on the college calendar.

Program Fee: $260

Distribution: (1-15-6). Prerequisite: CUUL 1122, CUUL 1124, 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. This course is a capstone that covers from CUUL 1000 through CUUL 2160.

Distribution: (1-8-4). Prerequisite: CUUL 1110, CUUL 1222, CUUL 1320. Offered: Offered every semester.

### CUUL 2190 - Principles of Culinary Leadership (3)

This course familiarizes students with the principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. The course emphasizes real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include leadership principles; leadership relative to the function of management; decision making processes; building an effective organizational culture; human resource management; and delegating management, organization, and control.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered TBD.

### CUUL 2260 - Bread and Dessert for Retail Productions (3)

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. The courses emphasize quantity breads and roll-in dough production, platted and platter presentations, seasonal/theme product utilization, and cost effectiveness. The course provides in-depth experience in preparing different 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 to become pastry chefs, working pastry chefs, and bakers. Topics include artisan breads production for restaurant and hotel banquets; sweet dough; advanced cookies and confections; puff pastry; laminated dough; fillings (sauces and coulis); pies, tarts, and torts; baking safety, sanitation, and hygiene; baking supplies; and equipment. Laboratory practices parallel class work.

Distribution: (1-4-3). Prerequisite: CUUL 1110, CUUL 1220. Offered: Offered Fall and Spring.

### CUUL 2270 - Advanced Cakes and Sugar and Chocolate Techniques (3)

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. The course emphasizes quantity advance cakes and entremets, European specialty and seasonal and theme product utilization, and cost effectiveness. The course provides in-depth experience in preparing different 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 to become pastry chefs, working pastry chefs, and bakers. Topics include sugar,

chocolate, European specialty cakes and entremets, sugar show pieces and pastry center pieces for buffets, baking safety, sanitation and hygiene, baking supplies, and equipment. Laboratory practices parallels class work.

Distribution: (1-4-3). Prerequisite: CUUL 1110, CUUL 1220, CUUL 2260. Offered: Offered Fall and Spring.

# 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 (3)

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: (2-2-3). 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 processes, 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 (1)

This course reviews information concerning all didactic areas tested by the Dental Assisting National Board. 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: (1-0-1). Prerequisite: Permission of department. Offered: Offered Spring.

### DENA 1340 - Dental Assisting I: General Chairside (6)

This course introduces students to ethics and jurisprudence for dental assistants 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, DENA 1080. 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 images 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.

Program Fee: $25

Distribution: (3-2-4). Prerequisite: DENA 1080 with a grade of C or higher. Offered: Offered Fall.

### DENA 1400 - Dental Practice Management (2)

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: (1-2-2). Prerequisite: 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. 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 focuses on assisting chairside using advanced general dentistry procedures. It will emphasize dental office management, preventive dentistry, and expanded functions of a dental assistant. Topics include advanced general dentistry procedures, preventive dentistry, dental office management, expanded functions, assisting chairside for different specialties, and management of dental office emergencies.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Program Fee: $25

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 Mathematics for Drafting Technology (3)

This course introduces students to the basic mathematical concepts needed to be successful in the drafting industry. Course content emphasizes geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

Distribution: (3-0-3) . Prerequisite: Diploma-level program admission in mathematics. Offered: Offered Fall.

### 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. Offered:  Offered Fall and Spring.

**DFTG 1103 - Multiview and 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**DFTG 1105 - 3-D Mechanical Modeling (4)**

Students become acquainted with concepts of software related to parametric modeling for mechanical drafting. Students will develop the skills necessary to create 3-D models and presentation and working drawings.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**DFTG 1107 - Advanced Dimensioning and Sectional Views (4)**

This course continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Distribution: (2-4-4). Prerequisite: DFTG 1103. Offered: Provisional admission.

**DFTG 1109 - Auxiliary Views and Surface Development (4)**

This course introduces the techniques necessary for auxiliary view drawings, surface development, and sheet metal parts development. Topics include primary auxiliary views, secondary auxiliary views, surface development, and sheet metal parts development.

Distribution: (2-4-4). Prerequisite: Provisional admission. 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 utilizing technical data, identifying thread types, graphically representing threaded fasteners, utilizing other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered Fall.

**DFTG 1113 - Assembly Drawings (4)**

This course 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). Offered: Offered Spring.

**DFTG 1125 - Architectural Fundamentals (4)**

This course introduces 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). Offered: Offered Fall and Summer.

**DFTG 1127 - Architectural 3-D Modeling (4)**

Students become acquainted with software concepts related to parametric modeling for architectural drafting. Students will develop the skills necessary to create 3-D models and presentation and construction drawings.

Distribution: (2-4-4). 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 develop 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). Offered: Offered Fall.

### DFTG 1131 - Residential Drawing II (4)

This course continues in-depth architectural drawing practice and develops architectural design skills. Students design plans 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: Provisional admission. Offered: Offered Spring.

### 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: Provisional admission. 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: (2-4-4). Prerequisite: Provisional admission. Offered: Offered Fall and Summer.

### DFTG 2020 - Visualization and Graphics (3)

This course introduces 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 as needed.

### DFTG 2030 - Advanced 3-D Modeling Architectural (4)

Students become acquainted with the software concepts 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.

Distribution: (1-6-4). Corequisite: DFTG 1127. Offered: Offered Summer.

### DFTG 2040 - Advanced 3-D Modeling (4)

Students become acquainted with software concepts related to sheet metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

Distribution: (1-6-4). Corequisite: DFTG 1105. Offered: Offered Summer.

### DFTG 2110 - Print Reading 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, as well as identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

Distribution: (1-4-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### DFTG 2210 - Print Reading II (2)

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall.

**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. Offered: Offered as needed.

## 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, mouth guards 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 students with the fundamental skills needed to deliver optimum patient care as dental hygienists. 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 students with the fundamental skills needed to deliver optimum patient care as dental hygienists. 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 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). Corequisite: DHYG 1090. Offered: Offered Spring.

### DHYG 1090 - Radiology Lab (1)

This course emphasizes the application of radiology principles in the study of teeth and their surrounding structures. Topics include radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

Program Fee: $25

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 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 planning; ultrasonic and air polishing; dietary analysis; and applied techniques.

Program Fee: $25

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.

Program Fee: $25

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 and emphasizes the role of dental hygienists as nutritional educators. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Program Fee: $25

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 operations, 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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; electrical and electronics; and frame and chassis.

Distribution: (3-5-5). Prerequisite: Prerequisite/Corequisite: DIET 1010. Offered: Offered Fall.

**DIET 1030 - Diesel Engines (6)**

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.

Distribution: (2-12-6). 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.

Distribution: (1-5-3). Prerequisite: Prerequisite/Corequisite: DIET 1010. Offered: Offered Spring.

### DIET 1050 - Diesel Equipment Technology Internship (4)

This internship provides students with work experiences 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. Students' internship experiences 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, DIET 2000, DIET 2010, DIET 2020. Offered: Offered every semester.

### 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. 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 students to basic hydraulic fundamentals, components, system servicing, symbols, and schematics. Students will learn component operations and service techniques for maintaining a hydraulic system. They 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 operations, hydraulic pumps, and hydraulic actuators.

Distribution: (2-10-6). Prerequisite: DIET 1000. 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. Topics include 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 and automatic traction control, and wheel bearings.

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 focuses on using and interpreting testing and diagnosing equipment on components and systems. 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). Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010. Offered: Offered as needed.

### DIET 2020 - Truck Drivetrains (4)

This course introduces power train systems used on medium and heavy duty trucks. Topics include power trains, clutches and flywheels, power train electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

Distribution: (2-5-4). Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010. Offered: Offered Summer.

# Diagnostic Medical Sonography

**DMSO 1010 - Foundations of Sonography (4)**

Using classroom didactic instruction and laboratory experiences, this foundations course prepares students for the role of a sonographer. The course provides a base of knowledge and experiences from which complementary and subsequent courses build on. Topics include diagnostic medical sonography history; medical ethics and law; patient privacy and confidentiality; body mechanics, lifts, and transfers; patient assessment and administration of care; transducer care; response to medical emergencies; professionalism; medical and sonographic terminology; cultural competence; ergonomics; work-related musculoskeletal disorders; basic sonographic physical principles and system operation; Maslow's Hierarchy of Needs, and sonographic scanning techniques.

Distribution: (2-5-4). Prerequisite: Program admission. Corequisite: DMSO 1020, DMSO 1030. Offered: Offered Spring 2014 and Summer 2015.

**DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance (5)**

This course combines the didactic education of sectional anatomy with active student participation in classroom laboratory experience. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Topics include normal sectional anatomy of the neck, liver, biliary system, pancreas, genitourinary tract, spleen, peritoneal cavity, retroperitoneum, gastrointestinal tract, and vascular system structures within the upper and lower extremity; anatomic planes related to sonographic images; sonographic appearance and sonographic patterns of structures in the female and male pelvis, neck, liver, biliary system, pancreas, peritoneum and retroperitoneum, gastrointestinal tract, non-cardiac chest, and upper and low extremities; and related imaging, laboratory testing procedures, and functional testing procedures.

Distribution: (3-6-5). Prerequisite: Program admission. Corequisite: DMSO 1010, DMSO 1030. Offered: Offered Spring 2014 and Summer 2015.

**DMSO 1030 - Introduction to Clinical (1)**

This course introduces the basic principles and application of the physical assessment, as well as the protocols utilized for sonographic procedures. It provides students with an introduction to the clinical setting. Students may be given the opportunity to acquire sonographic images with direct supervision. Topics include communication, including common terminology and abbreviations; patient care; equipment manipulation; ergonomics; sonographic imaging; correlation of sonographic examinations with other imaging modalities and laboratory findings; and medical law and ethics.

Distribution: (0-3-1). Prerequisite: Program admission. Corequisite: DMSO 1010, DMSO 1020. Offered: Offered Spring 2014 and Summer 2015.

**DMSO 1040 - Sonographic Physics and Instrumentation (4)**

Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images. It is also critical to the accurate diagnosis of disease. This course introduces concepts for the factors involved with diagnostic ultrasound principles and instrumentation. Instructors place emphasis on ultrasound physics; transducer construction, operation, and characteristics; artifacts; and adjustable physics parameters. Topics include basic principles and wave analysis, propagation of acoustic waves through tissues, principles of pulse echo imaging, sonographic transducers and sound beams, hemodynamics and Doppler imaging, sonographic instrumentation, artifacts, quality assurance/quality control of sonographic instruments, bioeffects, and safety. Student laboratory scanning hours are included in this course.

Distribution: (3-2-4). Prerequisite: DMSO 1010 with a grade of C or higher, DMSO 1020 with a grade of C or higher, DMSO 1030 with a grade of C or higher. Corequisite: DMSO 1050, DMSO 1060. Offered: Offered Summer 2014 and Fall 2015.

**DMSO 1050 - Abdominal Sonography I (4)**

This course combines the didactic education of normal and abnormal abdominal anatomy with active student participation in classroom laboratory experience. It introduces advanced abdominal anatomy, sonographic appearance and procedures, pathology, and pathophysiology for diagnostic medical sonography. Topics include embryology, anatomy, protocols for all organs and organ systems of the abdomen and non-cardiac chest, variants of normal and congenital anomalies, function of organ and organ systems, patient history and indications for examination, scanning techniques, normal sonographic appearance,

pathology and pathophysiology, related imaging and functional testing results, and normal and abnormal Doppler and color flow characteristics.

Distribution: (3-3-4). Prerequisite: DMSO 1010 with a grade of C or higher, DMSO 1020 with a grade of C or higher, DMSO 1030 with a grade of C or higher. Corequisite: DMSO 1040, DMSO 1060. Offered: Offered Summer 2014 and Fall 2015.

### DMSO 1060 - Clinical Sonography I (6)

This course provides students with a more detailed introduction into the hospital, clinic, or other patient care setting work experience. This course covers the control of the physical parameters of the ultrasound systems and application of sonographic physics as it relates to image quality. Sonographic examinations are conducted under direct and indirect supervision. Topics include oral and written communication, basic patient care, equipment manipulation for optimum image resolution, ergonomically correct scanning techniques, basic sonographic examinations of normal and abnormal abdominal anatomy and superficial structures, related imaging procedures, and relevant laboratory findings. Students must demonstrate progression of knowledge and scanning skills during this clinical rotation.

Distribution: (0-18-6). Prerequisite: DMSO 1010 with a grade of C or higher, DMSO 1020 with a grade of C or higher, DMSO 1030 with a grade of C or higher. Corequisite: DMSO 1040, DMSO 1050. Offered: Offered Summer 2014 and Spring 2016.

### DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics (3)

This course introduces gynecology physiology, pathology, and pathophysiology along with normal and abnormal embryonic and fetal development during the first trimester, using diagnostic medical sonography. Topics include the role of the sonographer in obstetric imaging; antepartum obstetric sonography evaluation; Doppler imaging for the obstetric patient; significant laboratory values in early pregnancy; clinical assessment of the obstetrical patient; normal first trimester; uterine and extrauterine assessment during the first trimester; first trimester complications; anatomy, physiology, pathology, and pathophysiology of the female pelvis; gynecologic patient care and imaging techniques; prudent use of sonography; and performance standards and documentation.

Distribution: (2-3-3). Prerequisite: DMSO 1040 with a grade of C or higher, DMSO 1050 with a grade of C or higher, DMSO 1060 with a grade of C or higher. Corequisite: DMSO 1080, DMSO 1090, DMSO 1100. Offered: Offered Fall 2014 and Spring 2016.

### DMSO 1080 - Sonographic Physics and Instrumentation Registry Review (1)

This course provides a review of knowledge from previous courses and helps students prepare for the National ARDMS certification examination for sonographic principles and instrumentation (SPI). Information concerning test-taking skills is reviewed. Topics include patient care, safety, and communication; physical principles of ultrasound; ultrasound transducers; pulse-echo instrumentation; artifacts; Doppler instrumentation; quality assurance/quality control of equipment; and bioeffects.

Distribution: (0-3-1). Prerequisite: DMSO 1040 with a grade of C or higher, DMSO 1050 with a grade of C or higher, DMSO 1060 with a grade of C or higher. Corequisite: DMSO 1070, DMSO 1090, DMSO 1100. Offered: Offered Fall 2014 and Spring 2016.

### DMSO 1090 - Introduction to Vascular Sonography (2)

This course is designed as an introduction into the field of vascular sonography. Students will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

Distribution: (1-3-2). Prerequisite: DMSO 1040 with a grade of C or higher, DMSO 1050 with a grade of C or higher, DMSO 1060 with a grade of C or higher. Corequisite: DMSO 1070, DMSO 1080, DMSO 1100. Offered: Offered Fall 2014 and Spring 2016.

### DMSO 1100 - Clinical Sonography II (6)

This course provides students with continued work experience in a hospital, clinic, or other patient care setting. Students conduct sonographic examinations under direct and indirect supervision while continuing to improve their communication, professionalism, and critical thinking skills. Topics include patient care issues; advanced scanning techniques; normal anatomy and pathologic conditions of the abdomen; normal and abnormal sonographic imaging of the male pelvis; normal and abnormal anatomy and pathology of the female pelvis; normal and abnormal uterine and fetal development through the first trimester; and an introduction to vascular sonography.

Distribution: (0-18-6). Prerequisite: DMSO 1040 with a grade of C or higher, DMSO 1050 with a grade of C or higher, DMSO 1060 with a grade of C or higher. Corequisite: DMSO 1070, DMSO 1080, DMSO 1090. Offered: Offered Fall 2014 and Spring 2016.

**DMSO 2010 - OB Second and Third Trimesters (3)**

Using classroom instruction and classroom laboratory experience, this course introduces the knowledge of fetal anatomy, pathology, pathophysiology, and sonographic procedures, including the use of 3-D and 4-D. Instruction emphasizes normal fetal growth, fetal anomalies, and maternal complications throughout all the abnormal second and third trimesters. Topics include fetal assessment in the normal second and third trimesters; fetal assessment of the second and third trimesters; abnormal fetal growth; high risk obstetrics; fetal structural abnormalities; genetic abnormalities and syndromes; the use of 3-D and 4-D imagining techniques; interventional procedures; postpartum complications; prudent use; and performance standards and documentation.

Distribution: (2-3-3). Prerequisite: DMSO 1070 with a grade of C or higher, DMSO 1080 with a grade of C or higher, DMSO 1090 with a grade of C or higher, DMSO 1100 with a grade of C or higher. Corequisite: DMSO 2020, DMSO 2030. Offered: Offered Spring 2015 and Summer 2016.

**DMSO 2020 - Specialized Sonographic Procedures (3)**

This course provides students with three independent areas of concentration. They are high resolution sonography, interventional sonography, and pediatric sonography. High resolution sonography introduces superficial structure anatomy, pathology, and procedures for diagnostic medical sonography. Interventional sonography provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. Pediatric sonography provides sonography students with specialized imaging procedures for pediatric patients. Topics in intervention sonography include the use of sonography in interventional procedures, transducer care, infection control, response to medical emergencies, contrast media, and organ transplants. Topics in high resolution sonography include contrast media and organ transplant; anatomy and normal variants, function, and physiology; indications for examination; sonographic imaging techniques and procedures; pathology and pathophysiology; correlative and prior imaging; and pertinent lab values. Topics in pediatric sonography include embryology; anatomy and normal variants, function, and physiology; indications for examination; sonographic imaging techniques and protocols; and pathology and pathophysiology

Distribution: (2-3-3). Prerequisite: DMSO 1070 with a grade of C or higher, DMSO 1080 with a grade of C or higher, DMSO 1090 with a grade of C or higher, DMSO 1100 with a grade of C or higher. Corequisite: DMSO 2010, DMSO 2030. Offered: Offered Spring 2015 and Summer 2016.

**DMSO 2030 - Clinical Sonography III (8)**

This course provides students with continued work experience in a hospital, clinic, or other patient care setting. Students improve skills in performing sonographic procedures previously introduced. Topics include normal uterine and fetal development through the three trimesters, including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen; female and male pelvis; fetal biometry, including gestational sac size, crown-rump length, biparietal diameter, and head circumference; ectopic pregnancies; the use of 3-D and 4-D sonography; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

Distribution: (0-24-8). Prerequisite: DMSO 1070 with a grade of C or higher, DMSO 1080 with a grade of C or higher, DMSO 1090 with a grade of C or higher, DMSO 1100 with a grade of C or higher. Corequisite: DMSO 2010, DMSO 2020. Offered: Offered Spring 2015 and Summer 2016.

**DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review (2)**

This course provides a review of knowledge from previous courses and helps the students prepare for the ARDMS national certification examinations for sonography. Information concerning test-taking skills is also reviewed. Topics include patient care, preparation, and technique; instrumentation; normal pelvic anatomy; abnormal pelvic anatomy; extra-pelvic pathology associated with gynecology; pediatric sonography; post menopause; infertility and endocrinology; first trimester; placenta, amniotic fluid, and umbilical cord; second and third trimester; congenital fetal anomalies; complications during pregnancy; fetal demise; coexisting disorders; HIPPA and patient care techniques utilized by a professional sonographer; anatomy and physiology of abdominal structures, small parts, and superficial structures; patient preparation and protocols for sonographic examinations of abdominal structure; clinical indications; pertinent related diagnostic imaging procedures and laboratory tests;

sonographic technique and appearance of normal anatomic abdominal structures and small parts; characteristic sonographic features and/or patterns of pathology in the abdomen and small parts; and related sonographic instrumentation modifications.

Distribution: (0-6-2). Prerequisite: DMSO 2010 with a grade of C or higher, DMSO 2020 with a grade of C or higher, DMSO 2030 with a grade of C or higher. Corequisite: DMSO 2050. Offered: Offered Summer 2015 and Fall 2016.

### DMSO 2050 - Clinical Sonography IV (11)

This course provides a culminating work experience in the hospital, clinic, or other patient care setting for students to improve skills in performing procedures introduced during prior clinical and didactic courses to the level of an entry-level sonographer. Topics include refinement of equipment manipulation techniques, performance of sonographic examinations as an entry-level sonographer, role of the sonographer in performing interventional/invasive procedures, and completion of necessary competency requirements for graduation.

Distribution: (0-33-11). Prerequisite: DMSO 2010 with a grade of C or higher, DMSO 2020 with a grade of C or higher, DMSO 2030 with a grade of C or higher. Corequisite: DMSO 2040. Offered: Offered Summer 2015 and Fall 2016.

## 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

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 the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children.  Topics include observing, documenting, and assessing; standards; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Distribution: (2-2-3). Prerequisite: ECCE 1101 with a grade of C or higher, ECCE 1103 with a grade of C or higher. Corequisite: 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 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 productions; 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.

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 have a criminal record check completed 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 students' knowledge, skills, and abilities to support 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.

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.

Distribution: (2-2-3). Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher. Offered: Offered Spring.

### ECCE 2201 - Exceptionalities (3)

Students develop the knowledge and skills to understand individuals with special needs and appropriately guide their development. This course places emphasis on acquainting students with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment, 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 focuses on individual, family, and cultural diversity. Topics 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 opportunities to gain supervised experiences in actual or simulated work sites, 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 have a criminal record check completed if these fees have not been paid previously for the academic year.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-33-12). Prerequisite: Permission of department; good academic standing; 2.0 cumulative grade point average; no incomplete or in-progress grades; no grades of F in program courses. Offered: Offered Spring.

### ECCE 2310 - Paraprofessional Methods and Materials (3)

This course develops instructional skills that enable students to work as paraprofessionals in programs for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

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 programs 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 disabilities and working with families as partners. Instructors guide students in examining laws and regulations; exploring resources, service providers, and agencies that may assist children and their families; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate children with special needs; and investigating ways to document and chart observations.

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: ECCE 2201 with a grad of C or higher. 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 assessment purposes. It explores resources, service providers, and agencies that assist children and families in educational or natural settings. The course also examines adaptations, accommodations, and modifications to environments; reviews the referral process; implementation inclusion; and instruction modifications to accommodate children with special needs. Students must pay an $11 malpractice fee when registering for this course.

Distribution: (2-3-3). Prerequisite: Prerequisite/Corequisite: ECCE 2201 with a grade of C or higher. Offered: Offered Fall.

## ECET - Electrical Circuits

### ECET 1101 - Circuit Analysis I (4)

This course develops students' ability to analyze basic DC circuits and introduces 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 and capacitance, and transient analysis. This course also introduces dependent sources and two-port parameters. Laboratory work parallels class work.

Distribution: (3-3-4). Prerequisite: Program admission. Corequisite: MATH 1111. Offered: Offered Fall.

### ECET 1110 - Digital Systems I (4)

Students study digital circuit fundamentals in this course. It emphasizes digital electronics and techniques, simplification of logic circuits, sequential and combination logic circuits, programmable logic devices, flip-flops and registers, binary number systems, and arithmetic and logic operations. Laboratory work parallels class work. Students will use trainers and simulation software and systems.

Distribution: (3-3-4). Prerequisite: ENGT 1000. Offered: Offered TBD.

### ECET 2101 - Circuit Analysis II (4)

Students continue their study of AC circuit analysis in this course. It emphasizes complex networks. Topics include an analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

Distribution: (3-3-4). Prerequisite: ECET 1101, MATH 1111. Offered: Offered Spring.

### 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 devises with selected applications. Laboratory work includes circuit construction, the use of appropriate instruments, and troubleshooting and circuit simulation using P-SPICE.

Distribution: (3-3-4). 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.

# ELCR - Electronics Technology

### ELCR 1005 - Soldering Technology (1)

This course develops students' 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; DC theorems; and mathematics and algebraic concepts.

Distribution: (4-2-5). Prerequisite: Permission of department. 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 relationships; 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 or permission of department. 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 1010 or permission of department. 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 or permission of department. 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 1020 or permission of department. Offered: Offered Fall and Spring.

# ELTR - Electrical Construction Systems Technology

### ELTR 1040 - DC Theory (4)

This course introduces direct current concepts and applications. Topics include basic electrical safety; atomic structure; electrical quantities and Ohm's law; static electricity; magnetism; series circuits; parallel circuits; combination circuits; Kirchhoff's law; Thevenin's, Norton's, and superposition theorems; measuring instruments; conductor sizing and National Electrical Code wire tables; conduction in liquids and gasses; and batteries and other sources of electricity.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered every semester.

### ELTR 1070 - AC Theory (4)

This course introduces the theory and application of alternating sine wave voltage and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and transformer basics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1100 - Residential Wiring Concepts I (4)

This course introduces students to residential wiring practices and procedures. Topics include residential workplace safety, preparing and planning a residential wiring job, residential electrical system rough-in, and residential electrical system trim-out with an emphasis on switch control of lighting. The course also emphasizes National Electrical Code requirements for residential electrical installations.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1105 - Residential Wiring Concepts II (4)

This course provides continued instruction on residential wiring in compliance with the National Electrical Code. Topics include load calculations for single-family dwellings; service and breaker panel installation; sub-panels; and wiring out-buildings, swimming pools, stand-by power systems, and other common residential specialty circuits.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1115 - Prints, Plans, and Construction Basics (4)

This course assists students in developing their ability to read and understand residential and commercial building prints. Topics also include the roles of other construction trades, construction methods, and construction terms.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1120 - Variable Speed and Low Voltage Controls (2)

This course introduces different types of electric motor controls, reduced voltage starting, and applications. Instructors 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.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Spring.

### ELTR 1125 - Commercial and Industrial Wiring (4)

This course introduces commercial wiring practices and procedures in compliance with the National Electrical Code. Topics include safety procedures in a commercial or industrial environment, commercial load calculations, three-phase power systems, grounding and bonding, and commercial wiring methods and materials.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1135 - Electrical Conduit and Raceways (4)

This course reviews the study of commercial wiring practices and procedures. It emphasizes the common bends required in the installation of electrical conduit. Other topics include National Electric Code requirements for conduit installation, conduit fill calculations, pull-box sizing, and installation methods.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### 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 be able to find the information needed to do residential, commercial, farm, and industrial wiring, as well as to be successful with electrical licensing examinations.

Distribution: (5-0-5). Prerequisite: Program admission. Offered: Offered TBD.

### ELTR 1220 - Industrial PLCs (4)

This course introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. It emphasizes PLC programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1225 - Industrial Controls I (4)

This course introduces manual and automatic controls, control devices, and control circuits. Topics include ladder and wire diagrams, control logic, mechanical input devices, electromechanical relays, contactors and magnetic starters, motor reversing methods, timing and counting functions, and motor stopping methods. Students gain practical experience in designing and wiring various motor control circuits.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1235 - Industrial Controls II (4)

This course provides instruction on automatic controls, control devices, and control circuits. Topics include motor load, torque, and power quality requirements; reduced-voltage starting circuits; DC power sources; semiconductor input devices; semiconductor amplification and switching devices; photoelectric semiconductors, fiber optics, and light-based applications; solid-state relays and starters; motor drives; and preventative and predictive maintenance. Students gain practical experience in designing and wiring various motor control circuits.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1255 - Electric Motor Characteristics (4)

This course introduces the fundamental theories and applications of DC generators and motors, AC three-phase alternators and motors, and 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 National Electrical Code requirements.

Distribution: (3-3-4). Prerequisite: Provisional admission. Offered: Offered TBD.

### ELTR 1520 - Grounding and Bonding (2)

This course presents the theory and practical applications for grounding and bonding systems. It emphasizes the use of the requirements of the National Electrical Code. Topics include branch circuit grounding, equipment grounding and bonding, service grounding and bonding, and earth connections.

Distribution: (1-2-2). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**ELTR 1525 - Photovoltaic Systems (5)**

This class introduces techniques and methods for installing residential and commercial photovoltaic systems. Topics include estimating energy output, systems selection, installation and location design, wiring procedures, batteries and charge systems, grid connections, and systems inspections and repair.

Distribution: (3-4-5). Prerequisite: Program admission. Offered: Offered TBD.

# EMET - Electromechanical Engineering Technology

**EMET 2060 - Controls I (4)**

This course begins the study of instrumentation and control systems and devices. It covers the purposes and methods used for industrial control systems, components, and functions of programmable logic controllers. Students will develop an understanding of entering and debugging basic control instructions into a PLC and connecting and verifying the operations of typical control devices. The course also introduces the application types and installation considerations of control valves and other final control elements, as well as human machine interface. Lab work parallels course work.

Distribution: (3-3-4). Prerequisite: ECET 1101. Offered: Offered as needed.

**EMET 2121 - Electromechanical Instrumentation and Sensors (3)**

This course introduces advanced applications for power electronic semiconductor devices used in mechanical applications for AC/DC motor controls and related devices. The course covers selected applications, including instrumentation and electronic sensors and stepper-motors for robotic applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting, and circuit simulation using PSPICE and Multisim.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

**EMET 2140 - PLC Programming and Structure I (3)**

This course provides students with the knowledge and ability to analyze basic programming structures of programmable logic controller software. Students will create, edit, execute, and debug PLC programs of moderate difficulty. Topics include PLC programming structure, I/O data tables, controller properties, I/O configuration, status files, timers, counters, state diagram programming, data management, program control, sequencing, file transfers, and computation environments. Laboratory work includes programming of PLCs, troubleshooting, and using RS Logix software.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

**EMET 2141 - PLC Programming and Structure II (3)**

This course provides students with advanced knowledge and ability to analyze programming structures of programmable logic controller software. Students will create, edit, execute, and debug PLC programs. Topics include Stepper-motor control, servo-motor control, process control, PID programming techniques, feedback systems, and analyzing stability issues using software. Laboratory work includes programming of PLCs, troubleshooting, and using RS Logix software.

Distribution: (2-3-3). Prerequisite: Program admission. Offered: Offered as needed.

**EMET 2160 - Manufacturing Systems and Design (4)**

This course emphasizes the knowledge and ability to analyze manufacturing systems and automation. Students will develop an understanding of the control of pneumatic and hydraulic, temperature, and instrumentation for manufacturing systems requirements. Topics include the use of communications, RS232, RS422/RS485, PID control, feedback systems, robotic controls, wiring of control systems, AC frequency drive systems, AC/DC motor theory and control, process controls, programmable controls, and industrial schematics. Laboratory work includes troubleshooting of manufacturing systems using power devices, robotics, hydraulics, sensors, and pneumatics.

Distribution: (3-1-4). Prerequisite: Program admission. Offered: Offered as needed.

**EMET 2170 - Quality Management for Manufacturing (3)**

This course introduces the principles and methods of quality management as it relates to the manufacturing environment. Topics include quality control, quality tools, and quality implementation. The course emphasizes Six Sigma and Lean Manufacturing principles. Topics include statistical methodology and tools such as MatLab, SPSS, and ANOVA methods using

spreadsheet software. Students will use linear regression, correlation, histograms, and scatter plots for the statistical analysis of quality control and for the implementation of lean manufacturing practices.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

## 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 Paramedicine

### EMSP 1110 - Introduction to the EMT Profession (3)

This course serves as the introductory course to the Emergency Medical Services 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. 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 for healthcare professionals, 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 and disasters, and life-span development.

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: EMSP 1110 with a grade of C or higher, EMSP 1120 with a grade of C or higher, EMSP 1150 with a grade of C or higher. Offered: Offered Spring.

### EMSP 1140 - Special Patient Populations (3)

This course provides students with a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for patients with special needs. Topics include obstetrics, gynecology, neonatal care, pediatrics, geriatrics, patients with special challenges, and special patient population assessments.

Distribution: (2-2-3). Prerequisite: EMSP 1110 with a grade of C or higher, EMSP 1120 with a grade of C or higher, EMSP 1150 with a grade of C or higher. 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; head, facial, neck, and spine trauma; and nervous system trauma. Instructors will cover special considerations in trauma-related injuries, 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 clinical and assessment-based management.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-3-1). Prerequisite: EMSP 1110 with a grade of C or higher, EMSP 1130 with a grade of C or higher, EMSP 1150 with a grade of C or higher. 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 1130 with a grade of C or higher, EMSP 1140 with a grade of C or higher, EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

**EMSP 1520 - Advanced Patient Care for the AEMT (3)**

This course provides students with opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: acutely ill patients; patients in shock; respiratory failure or arrest; cardiac failure or arrest; post resuscitation management; and acutely injured patients. The course also provides students with a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for patients 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 and trauma assessments.

Distribution: (2-2-3). Prerequisite: EMSP 1130 with a grade of C or higher, EMSP 1140 with a grade of C or higher, EMSP 1160 with a grade of C or higher. Offered: Offered Summer.

**EMSP 1530 - Clinical Applications for the AEMT (1)**

This course provides students with 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 1130 with a grade of C or higher, EMSP 1140 with a grade of C or higher, 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 students with 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 clinical and assessment-based management.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-6-3). Prerequisite: EMSP 1130 with a grade of C or higher, EMSP 1140 with a grade of C or higher, 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 paramedics 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.

Distribution: (2-2-3). Prerequisite: Program admission. Corequisite: EMSP 2120, EMSP 2130, EMSP 2540. 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 emergency settings.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: EMSP 2110, EMSP 2130, EMSP 2540. 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 patients. Topics include principles of pharmacology, medication administration, emergency medications, airway management, respiration, and artificial ventilation.

Distribution: (2-2-3). Prerequisite: Program admission. Corequisite: EMSP, 2110, EMSP 2120, EMSP 2540. 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 electrocardiographic interpretation) into the assessment of cardiac patients.

Distribution: (3-2-4). Prerequisite: EMSP 2110 with a grade of C or higher, EMSP 2120 with a grade of C or higher, EMSP 2130 with a grade of C or higher, EMSP 2540 with a grade of C or higher. Corequisite: EMSP 2310, EMSP 2510, EMSP 2520. 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 comprehensive treatment and disposition plans for patients experiencing cardiovascular emergencies. Topics include cardiovascular emergencies and advanced cardiovascular life support.

Distribution: (2-2-3). Prerequisite: EMSP 2110 with a grade of C or higher, EMSP 2120 with a grade of C or higher, EMSP 2130 with a grade of C or higher, EMSP 2540 with a grade of C or higher. Corequisite: EMSP 2140, EMSP 2510, EMSP 2520. 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 field impressions and implement comprehensive treatment and disposition plans for patients experiencing medical emergencies. Topics include medical overview; neurology; abdominal and gastrointestinal disorders; immunology; infectious diseases; 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.

Distribution: (4-2-5). Prerequisite: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2330, EMSP 2530, EMSP 2550, EMSP 2560, EMSP 2570. 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 and implement comprehensive treatment and disposition plans for acutely injured patients. 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: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2330, EMSP 2530, EMSP 2550, EMSP 2560, EMSP 2570. 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 comprehensive treatment and disposition plans for various special patient populations. 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: 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. Corequisite: EMSP 2710, EMSP 2720. 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-6-2). Prerequisite: EMSP 2110 with a grade of C or higher, EMSP 2120 with a grade of C or higher, EMSP 2130 with a grade of C or higher, EMSP 2540 with a grade of C or higher. Corequisite: EMSP 2140, EMSP 2310, EMSP 2520. 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-6-2). Prerequisite: EMSP 2110 with a grade of C or higher, EMSP 2120 with a grade of C or higher, EMSP 2130 with a grade of C or higher, EMSP 2540 with a grade of C or higher. Corequisite: EMSP 2140, EMSP 2310, EMSP 2510. 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-6-2). Prerequisite: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2320, EMSP 2330, EMSP 2550, EMSP 2560, EMSP 2570. Offered: Offered Summer.

**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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-3-1). Prerequisite: Program admission. Corequisite: EMSP 2110, EMSP 2120, EMSP 2130. Offered: Offered Fall.

### 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-3-1). Prerequisite: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2320, EMSP 2330, EMSP 2530, EMSP 2560, EMSP 2570. 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-3-1). Prerequisite: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2320, EMSP 2330, EMSP 2530, EMSP 2550, EMSP 2570. 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 courses will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Distribution: (0-3-1). Prerequisite: 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, EMSP 2520 with a grade of C or higher. Corequisite: EMSP 2320, EMSP 2330, EMSP 2530, EMSP 2550, EMSP 2560. 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 entry-level paramedics within the EMS system. The internship includes an end-of-course evaluation of the practical skills and knowledge that paramedics must possess. Students are assigned to preceptors who evaluate the students and their skills.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-6-2). Prerequisite: 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. Corequisite: EMSP 2340, EMSP 2720. 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 paramedics. Topics include assessment-based management for paramedics. Students must pay a $45 supply fee when registering for this course.

Distribution: (2-2-3). Prerequisite: 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. Corequisite: EMSP 2340, EMSP 2710. Offered: Offered Fall.

# EMTX Emerging Technologies

### EMTX 1000 - Tech-Driven Problem Solving (4)

This course provides an overview of emerging technology. Students will explore the new and different technologies available to business, industry, and government. Topics include hands-on demonstrations of the technologies, ethics of the use of these technologies, and the application of these technologies on a semester-long project.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered every semester.

### EMTX 1101 - Microprocessors, Programming, and Mobile Units (4)

This course provides an introduction to programming with mobile devices. Students will use Raspberry Pi, Arduino, Beagleboard, and other processors to begin the process of becoming familiar with the types of hardware being used currently by the mobile business. Students will focus on installation and programming basics with Python, Wiring, Javascript, and other programming languages that are being used currently by the mobile business.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: Provisional admission. Offered: Offered every semester.

### EMTX 1201 - Introduction to Personal Robotics (4)

This course provides a comprehensive discussion of personal robotics and their present day use, as well as their use in the future. The course will consist of the beginning of simple robotic construction, programming, and deployment.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-2-4). Prerequisite: Provisional admission. Offered: Offered every semester.

### EMTX 2010 - Introduction to Wearable Computing and Augmented Reality (4)

This course provides a comprehensive discussion of wearable computing and the use of augmented reality by business, industry, and government. Students will take a hands-on approach to these technologies and work with these technologies to solve problems in business, medicine, industry, and government.

Distribution: (1-6-4). Prerequisite: Program admission. Offered: Offered every semester.

### EMTX 2020 - UAV in Sports and Security Photography (4)

This course provides students with hands-on opportunities to work with unmanned aerial vehicles. Students will learn to fly UAVs safely, maintain them, and use the installed equipment correctly. They will also learn how to read and interpret big data collected by UAVs. Students will also use different types of videography and photo editing software. They will begin the process of synthesizing the data collected by using emerging technology. Students will create information graphics, edit still photography and video, and read data provided by the emerging technology they are using.

Distribution: (3-2-4). Prerequisite: EMTX 1000 with a grade of C or higher, EMTX 1101 with a grade of C or higher, or EMTX 1201 with a grade of C or higher. Offered: Offered every semester.

### EMTX 2030 - Ethics in the Application of Emerging Technologies (4)

This course provides a comprehensive discussion of the ethical use of emerging technology. Students will explore the different issues surrounding privacy and law enforcement with unmanned aerial vehicles, the rise of big data, and the amount of information that is collected on individuals using big data algorithms. They will discuss what privacy means and what expectations of privacy can individuals have in the digital age. Other topics on ethics and technology may arise during the semester.

Distribution: (4-0-4). Prerequisite: EMTX 1000 with a grade of C or higher, EMTX 1101 with a grade of C or higher, EMTX 1201 with a grade of C or higher. Corequisite: EMTX 2020 or CIST 2751 or CIST 2752. Offered: Offered every semester.

### EMTX 2101 - Advanced Programming and Mobile Units (4)

This course focuses on advanced programming with mobile devices. Students will use Raspberry Pi, Arduino, Beagleboard, and other processors to work on advanced projects found in business, industry, and government. Students will focus

on installing programming with Python, Wiring, JavaScript, and other programming languages that are being used currently by the mobile business to complete industry, business, and government scenarios in which this technology is employed.

Distribution: (1-6-4). Prerequisite: EMTX 1000 with a grade of C or higher, EMTX 1101 with a grade of C or higher. Offered: Offered every semester.

### EMTX 2201 - Advanced Personal Robotics (4)

This course provides a comprehensive discussion of personal robotics and their present day use, as well as their use in the future. Students will work on projects that include advanced robotic construction, programming, and deployment.

Distribution: (1-6-4). Prerequisite: EMTX 1000 with a grade of C or higher, EMTX 1201 with a grade of C or higher. Offered: Offered every semester.

### EMTX 2500 - Internship/Capstone Course (4)

This course provides students with hands-on opportunities to take their classroom knowledge and apply it in business, government, or industry settings. Students will be outfitted with kits to take to their job sites where they will work as emerging technologists. Students may also choose to work on projects in which they can either invent or add to existing technologies in order to create products that they may market and sell. These projects must be approved of by the program chair two weeks before the start of the class.

Distribution: (0-12-4). Prerequisite: Permission of department. Offered: Offered every semester.

## EMYT - Emergency Management Technology

### EMYT 1124 - Principles of Emergency Management (3)

This course provides information that will enable individuals entering the emergency management profession or expanding their roles to work with emergency management issues. The primary purpose of this course is to provide an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Instructors place emphasis on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Specific topics covered include emergency management roles and responsibilities; the all-hazard emergency management process; and the social, political, and economic implications of a disaster.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

### EMYT 1125 - Exercise Design and Evaluation (3)

This course provides information for local government officials, emergency managers, volunteers, and other emergency service personnel who are responsible for preparing for, responding to, or recovering from disasters. It is intended to provide participants with the knowledge and skills needed to develop and conduct disaster exercises that will test a community's emergency operations plan and operational response capability. To this end, the course provides hands-on training in the design, conduct, and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective jurisdictions. Specifically, this course includes an introduction to exercise design and evaluation, community exercise programs, the exercise development process, and exercise evaluation and enhancements.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

### EMYT 1127 - Emergency Planning (3)

This course provides information that will enable individuals entering the profession or expanding their roles to have the ability to assess their community's hazards, determine community resources, and write all-hazards plans to assign responsibility to various agencies who will respond during emergencies or disasters. The primary purpose of this course is to provide background information encouraging communities to plan, reasons for planning, who might be involved in the planning process, and a framework within which to plan. Students will have ample opportunities to practice each step of the process, thus gradually becoming familiar with the planning process. The principle topics include rationale for emergency planning, assessment of community hazards and resources, and the development of all-hazards plans.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered: TBD.

**EMYT 1137 - Facility Security (3)**

One of the best defenses against intrusion is to present a hard target. In this course, students will learn how to assess a facility's vulnerability and make helpful recommendations to lessen opportunities for entry by those who would intend harm to the habitants. Students will learn how to communicate safe practices in the facility and train habitants to share in the responsibilities of security. Students will be able to list no-cost, low-cost, and cost-effective measures for facility security. Specific topics include terrorism terminology, hardening a potential target, protective actions, and facility security surveys.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**EMYT 1138 - Effective Communications for Emergency Management (3)**

This course provides basic competencies that emergency managers and public information officers need in order to convey information to a broad audience that includes public and private sector organizations, the media, disaster victims, and co-responders. Even during non-emergency situations, emergency managers and public information officers rely on strong communication skills to coordinate with staff and to promote safety awareness. This course is designed to enhance the communication and interpersonal skills of local emergency managers, public information officers, emergency planners, and emergency responders. Specific topics include basic communications, emergency communications, multicultural communications, and communication and technology. Students will learn to develop effective oral presentations, press releases, and sound bites.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

# 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. Topics include 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 testing. Corequisite: ENGL 1101. Offered: Offered Fall.

**ENGL 0989 - Academic Writing in the Digital Age (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.

Program Fee: $35

Distribution: (5-0-5). 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 an 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 grades 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 grades of C* or higher. Offered: Offered every semester.

**ENGL 1102 - Literature and Composition (3)**

This course emphasizes students' 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. It 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 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, measurements 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, digital multimeters usage, circuit construction, precision instruments usage, and team exercises.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-3-3). Prerequisite: Provisional admission. Offered: Offered TBD.

### 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: Provisional admission. Offered: Offered as needed.

### 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 1111L. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-9-3). Prerequisite: Permission of Department. Offered: Offered as needed.

## ESCI - Environmental Science

### ESCI 1050 - Environmental Engineering I (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. The course will focus on water pollution and water quality and provide an introduction to environmental law. 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). Corequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Offered: Offered TBD.

### ESCI 1060 - Survey of Environmental Law (3)

This course examines current practices, laws, and regulations pertaining to the management of both solid and hazardous wastes, air quality, water quality, and wildlife and fisheries. Students 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, Federal Aid in Sport Fish Restoration Act, Migratory Bird Treaty Act, Lacy Act, Endangered Species Act, and CITIES.

Distribution: (3-0-3). Prerequisite: Program admission. 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). Prerequisite: Program admission. 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 specifications as they are used to classify and predict soil behavior.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

**ESCI 1150 - Introduction to Water Treatment Processes (4)**

This course introduces 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 introduces 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 treatments. 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 1180 - Applied Surveying (4)**

This course introduces fundamental plane surveying concepts, instruments, and techniques. Topics include linear measurements; instrument use; and angles, bearings, and directions. Advanced topics include the transfer of data to GIS and AutoCAD platforms and data post processing.

Distribution: (2-4-4). Prerequisite: Program Admission. Offered: Offered Summer.

**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 explore human ecology, ecosystem services, and biodiversity concepts. They also identify and study regionally important ecosystems and state threatened and endangered species.

Distribution: (2-3-3). Prerequisite: Program admission. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

**ESCI 2040 - Environmental Engineering II (3)**

This course will build on ESCI 1050—*Environmental Engineering I* by further discussing local and global environmental problems and potential engineering solutions. The course will focus on air pollution and air quality, toxic substances, hazardous waste, solid waste management, and energy. It also provides students with a background in environmental law. Students will learn quantitative and qualitative environmental techniques to address environmental engineering problems.

Distribution: (3-0-3). Prerequisite: ESCI 1050. Offered: Spring semester.

**ESCI 2050 - Construction Plans, Estimates, and Records (3)**

This course exposes students to construction methods, equipment, and planning. Instructors will also introduce construction contract development, work specifications, and reading construction plans. 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 study experimental design techniques, statistical data analysis, and the

significance of results. Field techniques include basic forest identification and delineation, stream and wetland identification and condition assessment, and 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 of 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 students with an applied understanding of sediment transport and erosion control. It also introduces physical erosion processes, channel stability, estimation of sediment yield, and ecological and societal impacts from erosion. Topics also include regulatory controls on sediment and erosion, including the Georgia Erosion and Sedimentation Act, Stream Buffers, and NPDES permit requirements. The course covers vegetative and structural control best management practices, 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 esthetics profession. Instructors 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. Corequisite: ESTH 1010, ESTH 1020. Offered: Offered Fall.

### ESTH 1010 - Anatomy and Physiology of the Skin (3)

This course introduces 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: Program admission. Corequisite: ESTH 1000, ESTH 1020. 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 $11 malpractice insurance fee when registering for this course.

Distribution: (1-7-4). Prerequisite: Program admission. Corequisite: ESTH 1000, ESTH 1010. 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: ESTH 1000 with a grade of C or higher, ESTH 1010 with a grade of C or higher, ESTH 1020 with a grade of C or higher. Corequisite: ESTH 1040, ESTH 1060. 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.

Distribution: (1-6-3). Prerequisite: ESTH 1000 with a grade of C or higher, ESTH 1010 with a grade of C or higher, ESTH 1020 with a grade of C or higher. Corequisite: ESTH 1030, ESTH 1060. 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: (1-8-4). Prerequisite: ESTH 1030 with a grade of C or higher, ESTH 1040 with a grade of C or higher, ESTH 1060 with a grade of C or higher. Corequisite: ESTH 1070. Offered: Offered Summer.

**ESTH 1060 - Esthetics Practicum I (4)**

This course provides students with the laboratory experience necessary for the development of skill levels to be competent estheticians. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-12-4). Prerequisite: ESTH 1000 with a grade of C or higher, ESTH 1010 with a grade of C or higher, ESTH 1020 with a grade of C or higher. Corequisite: ESTH 1030, ESTH 1040. Offered: Offered Spring.

**ESTH 1070 - Esthetics Practicum II (4)**

This course provides students with experience for professional development and completion of requirements for licensure as specified by the Georgia State Board of Cosmetology. Instructors 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-12-4). Prerequisite: ESTH 1030 with a grade of C or higher, ESTH 1040 with a grade of C or higher, ESTH 1060 with a grade of C or higher. Corequisite: ESTH 1050. Offered: Offered Summer.

# FRSC - Fire Science Technology

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

This course provides students with information on the applicable laws, policies, and standards that the Firefighter I course is designed around. This course provides students with the basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills for students to operate within the ICS and their role within the ICS at fire stations, non-emergency scenes, and emergency scenes. It will also provide students with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide students with the skills and knowledge to recognize the presence of and the potential for a hazardous materials release, and how and who should be called to contain the release. Upon completion of this course, students will have the basic skills and knowledge to become certified through the appropriate governing agency for the following: infection control, CPR, first aid, ICS-100, ICS-700, NPQ—*Hazardous Materials for First Responders Awareness Level*. This course meets the requirements of NFPA 1001—*Standard for Firefighter Professional Qualifications* and all other state and local occupational health and safety regulatory requirements.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

**FRSC 1030 - Basic Firefighter — Module I (5)**

This course provides students with the basic knowledge and skills to perform various fireground operations as firefighters on emergency scenes. Students will learn about safety during all phases of firefighters' careers, the personal protective equipment that is required for training and every emergency response, how to properly don the equipment for use, and how to doff it after use. Students will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. Students will also learn the three tactical priorities of life safety, incident stabilization, and property conservation that have to be achieved on every fireground. Students will obtain the basic knowledge and skills needed to achieve the tactical priorities through various fireground operations such as response and size-up, forcible entry, ladders, search and rescue, ventilation, water supplies, fire hoses, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course, students will have the basic skills and knowledge to become certified through the appropriate governing agency for Module I. This course meets the requirements of NFPA 1001—*Standard*

*for Firefighter Professional Qualifications* and all other state and local occupational health and safety regulatory requirements. Students must pay a $100 supply fee when registering for this course.

Distribution: (3-4-5). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### FRSC 1040 - Basic Firefighter — Module II (3)

This course builds on the skills and knowledge introduced in Module I. Students will learn about the various uses of ropes and knots, as well as how to hoist firefighting tools and equipment. Students will also gain the knowledge and skills of building construction principles in order to identify building conditions such as fire spread and travel, how and where to ventilate, and indications of potential building collapse. Students will learn survival techniques and how to rescue other firefighters and themselves from dangerous situations. Firefighter rehabilitation will be discussed during this course in order to know how and when to enter rehabilitation before, during, and after an emergency response. Students will gain a basic understanding of the components of fire detection, protection, and suppression systems. They will learn about basic cause determination in order to develop an awareness of the observations firefighters must make during various phases of fireground operations. Students will participate in the following live fire scenarios in order to complete the objectives of the program: exterior class A fires, interior structure attacks above grade level, interior structure attacks below grade level, vehicle fires, and dumpster fires. Upon completion of this course students will have the basic skills and knowledge to become certified through the appropriate governing agency for NPQ Firefighter I. This course meets the requirements of NFPA 1001—*Standard for Firefighter Professional Qualifications* and all other state and local occupational health and safety regulatory requirements.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-4-3). Prerequisite: Program admission. Offered: Offered Fall and Spring.

### FRSC 1050 - Fire and Life Safety Educator I (3)

Most structural fires, fire deaths, and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or, if needed, escape fires and related emergencies. Firefighters must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include administration, planning and development, education and implementation, and evaluation.

Distribution: (3-0-3). Prerequisite: FRSC 1020 with a grade of C or higher, FRSC 1030 with a grade of C or higher, FRSC 1040 with a grade of C or higher, FRSC 1141 with a grade of C or higher. Offered: Offered Fall and Spring.

### FRSC 1060 - Fire Prevention, Preparedness, and Maintenance (3)

This course covers fire prevention, emergency scene preparedness, and tool and equipment maintenance. Topics include basic principles of building construction; water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; principles of hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; and fire detection, suppression, and suppression systems. Students will gain the knowledge needed to perform pre-incident plans for buildings. They will develop an understanding of how to select, clean, and maintain firefighting tools. Students will become familiar with hose lines, nozzles, and fire streams and how to perform hose line lays with the proper nozzles attached. They will learn to select the proper fire stream for the class of fire encountered on various types of fire scenes and how to perform service testing of fire hoses. Finally, this course will provide students with the necessary knowledge and skills to perform fire investigations in order to determine the point of origin and the cause of a fires in structures.

Distribution: (2-2-3). Prerequisite: Firefighter I national certification or successful completion of FRSC 1020 with a grade of C or higher, FRSC 1030 with a grade of C or higher, FRSC 1040 with a grade of C or higher, FRSC 1141 with a grade of C or higher. Offered: Offered Fall and Spring.

### FRSC 1070 - Introduction to Technical Rescue (4)

This course provides students with an awareness of the principles of technical rescue through utilization of readings from textbooks, classroom discussions, practical skills, and practice. Students will learn about extricating victims entrapped in motor vehicles and assisting rescue teams in various technical rescue operations including, but not limited to, trench and excavations, rope rescues, water rescues, confined space operations, structural collapses, vehicle and machinery rescues, and wilderness searches and rescues. Students will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction, and rope rescue equipment applications and limitations. This course fulfills NFPA 1001—*Standard for Firefighter Professional Qualifications* sections 6.4.1 and 6.4.2; NFPA 1006—*Standard for Technical Rescuer Professional Qualifications* sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14; and NFPA 1670—

*Standard for Operations and Training for Technical Search and Rescue Incidents* sections 5.2.2, 6.2.2, 6.3.4, 7.2.4, 8.2.3, 9.2.3, 10.2.2, 11.2.3.

Distribution: (2-4-4). Prerequisite: Firefighter I national certification or successful completion of FRSC 1020 with a grade of C or higher, FRSC 1030 with a grade of C or higher, FRSC 1040 with a grade of C or higher, FRSC 1141 with a grade of C or higher. Offered: Offered Fall and Spring.

### FRSC 1080 - Fireground Operations (3)

This course provides students with the basic knowledge of the roles and responsibilities of the Firefighter II, the standard operating procedures and guidelines of firefighters, and fire service communications relative to obtaining information from occupants and owners to complete incident reports accurately. The course also covers incident command principles and their application, as well as practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-4-3). Prerequisite: Firefighter I national certification or successful completion of FRSC 1020 with a grade of C or higher, FRSC 1030 with a grade of C or higher, FRSC 1040 with a grade of C or higher, FRSC 1141 with a grade of C or higher. Offered: Offered Fall and Spring.

### 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. They will develop an understanding of basic fire prevention methods, fire and building codes, and records systems. 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 fires or related emergencies. 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 collapses, 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 focuses 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. Upon the completion of this course, students are eligible to sit for the National Professional Qualification (NPQ) Fire Instructor I exam.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered TBD.

**FRSC 1141 - Hazardous Materials Operations (4)**

Students will learn 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 operations-level responsibilities of first responders include recognizing and identifying hazardous material scenes, 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. 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 hazardous materials response teams. 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 Fall and Spring.

**FRSC 1151 - Fire Prevention and Inspection (4)**

This course emphasizes the shared responsibilities of all fire service personnel in preventing fires and fire losses. It 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, means 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.

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. It 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 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 why it is 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 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 fireground. 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 and 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 firefighter 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, as well as functioning within multi-jurisdiction incidents under the Incident Management System. 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 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered TBD.

### FRSC 2170 - Fire and Arson Investigation (4)

This course introduces fire investigations. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-2-4). Prerequisite: Program admission. Offered: Offered TBD.

## FSSE - First Semester Seminar

### FSSE 1000 - First Semester Seminar (3)

This course is designed to introduce first-time college students to the campus resources and academic skills necessary to achieve their educational and career goals. Emphasis is placed on promoting connections between student needs and college

resources, and the development of college-level learning and success skills (study skills, career exploration, goal planning, time management, financial planning). Through the use of academic strategies and self-discovery, students will acquire knowledge and skills to help them succeed in college and in life. Additionally, this course introduces the fundamental concepts and operations necessary to use computers. The course emphasizes word processing, spreadsheet, and presentation software; the Internet; and utilizing the college's learning management system and student information system.

FSSE must be taken during students' first term of enrollment. Students who meet any of the following criteria are exempt from taking FSSE 1000:

1. Successful completion of 30 semester hours

2. Earned associate's degree or higher

3. Successful completion of COMP 1000 and COLL 0099 or other combination of coursework as approved by the Vice President for Academic Affairs

Distribution: 3-0-3. Prerequisite: This course must be taken during new students' first term of enrollment at Athens Technical College. New students who have earned the minimum of an associate degree or who have successfully completed a minimum of 30 semester credit hours of coursework at another postsecondary institution will be exempted from taking this course. Offered: Offered every semester.

# GERT - Gerontology

### GERT 1040 - Healthy Aging (2)

This course provides an examination of lifestyles conductive to healthy aging and considers the role of nutrition, exercise, safety, and lifelong learning.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

### GERT 1060 - Alzheimer's Disease and Dementia (3)

This course provides an examination of Alzheimer's disease and other forms of dementia. It also provides a foundation for care giving and emphasizes therapeutic techniques. This course involves experiential learning activities and didactic learning experiences.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

### GERT 1070 - Legal and Ethical Aspects of Aging (3)

This course provides an exploration of legal and ethical issues and the relationship to nursing care of gerontological clients. It also includes a review of laws that govern and protect aging clients, as well as a review of moral principles and values that guide human behaviors.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### GERT 1080 - Death and Dying (2)

This course provides an understanding of the death and dying process as a normal part of the life cycle and an examination of the specific care needed for the dying patient and family as they complete the last stage of growth and development.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

### GERT 1090 - Activity Coordinator (3)

This course provides an overview of the profession of activity directors. Students will learn the history and background of the profession. They will be introduced to the roles of activity directors in various care settings. Students will also learn therapeutic interventions and techniques. The course will address ethics and accountability. Students will learn basic assessment, care planning, and documentation. The course gives particular attention to diversity and special populations.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### GERT 2000 - Gerontology Practicum I (5)

This course provides an examination of lifestyles conducive to healthy aging and considers the role of nutrition, exercise, safety, and lifelong learning.

Distribution: (0-15-5). Prerequisite: GERT 1040, GERT 1060, GERT 1080, GERT 1090, SOCW 2010, SOCW 2030, SOCW 2130. Offered: 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 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: (2-4-4). Prerequisite: Program admission. Offered: Offered Spring.

# HACE - Housing and Consumer Economics

### HACE 2000 - Introduction to Family and Consumer Sciences (1)

This course covers the specialties and professions comprising the fields in Family and Consumer Sciences. The human ecosystems perspective is emphasized in examining daily life issues for families and consumers. A history of the field and current issues are covered. Discussions include the personal, professional, and technical elements involved in career development.

Distribution: (1-0-1). Prerequisite: Program admission. Offered: Offered as needed.

### HACE 2100 - Family Economic Issues through the Life Course (3)

This course explores the family as a producing and consuming unit, including the decision-making processes involved and the special role of housing. It emphasizes interrelationships among decisions and links between economic and social issues.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered as needed.

# HIMT - Health Information Management Technology

### HIMT 1100 - Introduction to Health Information Management Technology (3)

This course orients 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.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

### HIMT 1105 - Essentials of Healthcare Access Services (3)

This course provides comprehensive coverage of healthcare access service roles and processes employed in healthcare settings. Instructors emphasize the knowledge and skills needed to competently interact with customers while following business policies and procedures. Topics include the role of healthcare access services staff and the impact on national patient satisfaction scores, professional ethics and cultural considerations, professionalism and competency, customer service excellence, meeting insurance payer guidelines, and compliance standards for handling and protecting health information. This course prepares students to become candidates for the NAHAM Certified Healthcare Access Associate exam.

Distribution: (3-0-3). Prerequisite: ALHS 1090. Offered: Offered as needed.

### HIMT 1150 - Computer Applications in Healthcare (3)

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.

Distribution: (1-4-3). Offered: Offered Fall and Spring.

**HIMT 1200 - Legal Aspects of Healthcare (3)**

This course focuses on the study of legal principles applicable to health information, patient care, and health records. Topics include 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 electronic health records.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered every semester.

**HIMT 1205 - Review and Practice for the CHAA Exam (2)**

This course provides students with the opportunity to prepare for the National Association of Healthcare Access Management Certified Healthcare Access Associate certification examination. The course includes a review of the skills needed to prepare for the certification examination. CHAAs are healthcare access associates who ensure the quality of data collection and security of data, as well as provide exceptional customer service. CHAAs use computer applications to schedule services and analyze data to determine patient financial responsibility. The course provides a comprehensive multiple choice practice test data bank with over 300 questions. Topics include a review of content specific to the healthcare access services' field and test-taking strategies.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-0-2). Prerequisite: HIMT 1105. Offered: Offered TBD.

**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 structures, content and standards, and healthcare information requirements and standards.

Distribution: (1-2-2). Prerequisite: HIMT 1100. Offered: Offered 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 classifications, and drug effects on the body systems.

Distribution: (2-0-2). Prerequisite: ALHS 1090 with a grade of C or higher. Offered: Offered every semester.

**HIMT 1400 - Coding and Classification—ICD Basic (4)**

This course introduces medical coding and the classification of diseases, injuries, encounters, and procedures using standard applications of medical coding guidelines to support reimbursement of healthcare services.

Program Fee: $125

Distribution: (2-4-4). Prerequisite: ALHS 1090 with a grade of C or higher or BIOL 2100 with a grade of C or higher or BIOL 2114 with a grade of C or higher and BIOL 2114L with a grade of C or higher. Offered: Offered Fall.

**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.

Program Fee: $125

Distribution: (2-2-3). Prerequisite: HIMT 1400 with a grade of C or higher. Offered: Offered Spring.

**HIMT 2150 - Healthcare Statistics (3)**

This course analyzes the methods and formulas used in computing and preparing statistical reports for healthcare services and vital records. It also focuses on the methods and techniques used in presenting statistical data.

Distribution: (1-4-3). Prerequisite: MATH 1103 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 (3)**

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.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered Fall.

**HIMT 2300 - Healthcare Management (3)**

This course engages students in the functions of managers in planning, organizing, decision making, staffing, leading or directing, communicating, 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.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered 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.

Program Fee: $125

Distribution: (1-4-3). Prerequisite: Prerequisite/Corequisite: HIMT 1410 with a grade of C or higher. Offered: Offered Fall.

**HIMT 2410 - Revenue Cycle Management (3)**

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access 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 reviews. The course also reviews ICD and CPT coding as they relate to the billing function. It emphasizes the importance of revenue cycle management for fiscal stability.

Program Fee: $125

Distribution: (2-2-3). Prerequisite: HIMT 1400 with a grade of C or higher. Offered: Offered Spring.

**HIMT 2460 - Health Information Management Technology Practicum (3)**

This course will allow students to perform advanced functions of a health information management department. Students will work in realistic work environments in either traditional, non-traditional, or lab settings. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-9-3). Prerequisite: HIMT 1200 with a grade of C or higher, HIMT 1250 with a grade of C or higher; a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing. Corequisite: HIMT 2400. Offered: Offered every semester.

**HIMT 2500 - Certification Seminar  (4)**

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include searching the job market, preparing the portfolio, stress management and burnout, test-taking strategies, and reviewing for the certification exam.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Program Fee: $125

Distribution: (2-4-4). Prerequisite: HIMT 1410 with a grade of C or higher, HIMT 2400 with a grade of C or higher, HIMT 2410 with a grade of C or higher. Corequisite: HIMT 2410. 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 learning support courses with grades 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 reading learning support courses with grades of C* or higher. Offered: Offered Fall and Spring.

### HIST 2111 - U.S. History I (3)

This course emphasizes the study of U.S. history to 1877. The course focuses on the period from the Age of Discovery through the Civil War. It includes the geographical, intellectual, political, economic, and cultural development of the American people, as well as 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 learning support courses with grades 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 I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required learning support courses with grades of C* or higher. Offered: Offered every semester.

# HITC - Health Information Technician

### HITC 1000 - Introduction to Healthcare and Public Health in the US (2)

This course is a survey of how healthcare and public health are organized in the United States. The course also includes details of how public health services are delivered. Topics include public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems. The course also addresses recent health reform initiatives in the United States.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

### HITC 1005 - Health Management Information (2)

This theory based course is an introduction to a range of topics specific to healthcare and public health applications. Specific topics include health information technology standards, health-related data structures, software applications such as a computerized order entry, clinical decision support, and enterprise architecture for healthcare and public health organizations.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1010 - History of Health Information Technology in the U.S. (2)**

This course traces the development of information technology systems in healthcare and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH act. Topics include health information exchange as a clinical and technology concept and the introduction of the concept of meaningful use of electronic health records.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1015 - Planning Management and Leadership for Health IT (2)**

This course targets those who are preparing for leadership roles in health information technology settings. If defines the basic principles of leadership and the effective management of teams. Instructors place emphasis on the leadership modes and styles best suited to information technology deployment.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1020 - Introduction to Information and Computer Science (2)**

This course is designed for students who have a background in information technology. It provides a basic overview of computer architecture; data organization, representation, and structure; structure of programming languages; networking; and data communication. The course also includes basic terminology of computing and a critical overview of security.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1025 - The Culture of Healthcare (2)**

This course is designed for students who do not have a background in healthcare. The course addresses job expectations in healthcare settings and discusses how care is organized within a practice setting. Topics include privacy laws and professional and ethical issues encountered in the workplace.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1030 - Terminology in Healthcare and Public Health Settings (2)**

This course offers a brief overview and explanation of specific biological/medical terminology used by workers in healthcare and public health. This is not a course in data representation, standards, or medical coding.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered Fall.

**HITC 1040 - Fundamentals of Health Workflow (2)**

The fundamentals of health workflow process analysis and redesign is a critical component of complete practice automation. This course introduces students to the analysis and redesign processes. Topics include process analysis, mapping theory, clinical process knowledge, process validation, and change management.

Distribution: (2-0-2). Prerequisite: HITC 1025 and HITC 1030 for students without medical backgrounds or HITC 1025 for students without IT backgrounds. Offered: Offered Spring and Summer.

**HITC 1045 - Quality Improvement (2)**

This course introduces the concepts of health information technology and practice workflow redesign as instruments of quality improvement. It addresses the need to establish a culture that supports increased quality and safety. Topics include approaches to assessing patient safety issues, implementing quality management, and reporting through electronic systems.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015. Offered: Offered Spring and Summer.

**HITC 1050 - Usability and Human Factors (2)**

This course introduces the basic aspects of usability and human factors. Topics include rapid prototyping, user-centered design and evaluation, and usability. Students will learn to understand the effects of new technology and workflow on downstream processes. The course includes a unit-wide focus group or simulation exercise.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015. Offered: Offered Spring and Summer.

**HITC 1055 - Networking and Health Information Exchange (2)**

This course provides students with an in-depth analysis of data mobility, including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations, and grids. The HNIN is examined thoroughly as a nationwide approach to information exchange. The course also introduces other approaches.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015. Offered: Offered Fall and Spring.

### HITC 1070 - Introduction to Project Management (2)

This is an experiential course centered on lecture survey of project management. This course will help students become team players by understanding their roles and the importance of communications and group cohesion. This course also surveys the basic fundamentals of project management, from selection to implementation, closure, and transition.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015. Offered: Offered Fall and Spring.

### HITC 1075 - Working in Health IT Systems (2)

This course is a lecture-guided laboratory course. Students will work with simulated systems or real systems with simulated data. The software will simulate threats to security and will underscore the need for standards, high levels of usability, and an understanding of errors.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015, HITC 1020, HITC 1025, HITC 1030. Offered: Offered Fall and Spring.

### HITC 1085 - Installation and Maintenance of Health IT Systems (2)

This applied course provides instruction in the installation and maintenance of health information technology systems. Topics include pre-implementation testing and an introduction to the underlying principles of system configuration. Hands-on experience in computer labs and on-site in health organizations is available as part of this course.

Distribution: (1-2-2). Prerequisite: HITC 1025 and HITC 1030 for students without medical backgrounds or HITC 1020 for students without IT backgrounds. Offered: Offered Fall and Spring.

### HITC 1090 - Configuring Electronic Health Records Systems (2)

This course provides practical experience with a laboratory component utilizing the VistA for Education program. The course addresses the basic approaches to assessing, selecting, and configuring electronic health records systems to meet the specific needs of customers and end-users.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010. Offered: Offered Fall and Spring.

### HITC 1095 - Special Topics Course on Vendor-Specific Systems (2)

This course provides a lecture-guided overview of the most frequently adopted vendor systems. The course highlights, compares, and contrasts the features of each system as they relate to practical deployments.

Distribution: (2-0-2). Prerequisite: HITC 1000, HITC 1005, HITC 1010, HITC 1015, HITC 1020 or HITC 1025, HITC 1030. Offered: Offered Spring and Summer.

## HORT - Horticultural

### HORT 1010 - Woody Plant Identification I (3)

This course provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include an introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

Distribution: (1-4-3). Prerequisite: Program admission. Offered: Offered TBD.

### HORT 1020 - Herbaceous Plant Identification (3)

This course emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include an introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification, culture requirements, and seasonal color management.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered TBD.

### HORT 1030 - Greenhouse Management (4)

This course helps prepare students for careers in the management of commercial greenhouses, conservatories, and institutional greenhouses. The course emphasizes greenhouse construction, operations, and management; regulating and controlling the

environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of greenhouse businesses.

Distribution: (3-4-4). Prerequisite: Program admission. Offered: Offered TBD.

### HORT 1050 - Nursery Production and Management (4)

This course will develop the skills necessary to propagate and produce both container and field-grown nursery stock. Topics include an industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

Distribution: (3-4-4). Prerequisite: Program admission. Offered: Offered TBD.

### HORT 1100 - Introduction to Sustainable Agriculture (3)

This course introduces the fundamentals of small scale agriculture with a sustainable approach. The course emphasizes an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered TBD.

### HORT 1110 - Small Scale Food Production (4)

This course provides hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets, or community sponsored agriculture sites. Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

Distribution: (3-4-4). Prerequisite: Program admission. Offered: Offered TBD.

### HORT 1250 - Plant Production and Propagation (4)

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture), and propagation facilities construction.

Distribution: (3-4-4). Prerequisite: HORT 1030 .

## 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 that 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 travel agents 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 that 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Fall.

**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. The course emphasizes 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 the fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events; and facilitating events.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 Summer.

**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 Summer.

**HRTM 1201 - Hospitality Marketing (3)**

This course introduces students to marketing techniques associated with hotel, restaurant, and tourism fields. It focuses 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 Spring.

**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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 weekly reports.

Distribution: (0-9-3). Prerequisite: HRTM 1100, permission of department, a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing. 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 the maintenance of electrically operated equipment in industrial, commercial, and home settings. 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 every semester.

**IDFC 1011 - Direct Current I (3)**

This course introduces direct current concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Distribution: (2-2-3). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**IDFC 1012 - Alternating Current 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.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered as needed.

# IDSY - Industrial Systems Technology

### IDSY 1005 - Introduction to Mechatronics (4)

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-5-4). Prerequisite: Program admission. Offered: Offered Fall.

### IDSY 1101 - DC Circuit Analysis (3)

This course introduces direct current concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; laboratory procedures; and safety practices.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered every semester.

### IDSY 1105 - AC Circuit Analysis (3)

This course introduces alternating current concepts, theory, and applications of varying sine wave voltages and current, as well as the physical characteristics and applications of solid state devices. Topics include electrical principles and laws, magnetism, inductance, and capacitance.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-2-3). Prerequisite: Program admission. Offered: Offered every semester.

### IDSY 1110 - Industrial Motor Controls I (4)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls; theories and applications of single- and three-phase motors; wiring motor control circuits; and magnetic starters and braking. Topics include motor theory and operating principles, control devices, symbols and schematic diagrams, National Electrical Manufacturers Association standards, Article 430 of the National Electric Code, preventative maintenance, and troubleshooting.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-5-4). Prerequisite: Provisional admission. Offered: Offered as needed.

### IDSY 1120 - Basic Industrial PLCs (4)

This course introduces the operational theory, systems terminology, installation, and programming procedures for programmable logic controllers. 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-7-4). Prerequisite: Provisional admission. Offered: Offered as needed.

### 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; National Electric Code requirements; and industrial lighting systems, switches, receptacles, and cord connectors.

Distribution: (2-5-4). Prerequisite: Provisional admission. Offered: Offered as needed.

### IDSY 1170 - Industrial Mechanics (4)

This course introduces 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: (1-7-4). Prerequisite: Provisional admission. Offered: Offered Fall.

**IDSY 1190 - Fluid Power and Piping Systems (4)**

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-5-4). Prerequisite: Program admission. Offered: Offered Spring.

**IDSY 1195 - Pumps and Piping Systems (3)**

This course provides instruction on the fundamentals concepts of industrial pumps and piping systems. Topics include pump identification; pump operation; installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

Distribution: (1-4-3). Prerequisite: Provisional admission. Offered: Offered as needed.

**IDSY 1210 - Industrial Motor Controls II (4)**

This course introduces the theory and practical applications for two-wire control circuits, advanced motor controls, and variable speed motor controls. Instructors place emphasis on circuit sequencing, switching, installation, maintenance, and troubleshooting techniques.

Distribution: (2-5-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**IDSY 1220 - Intermediate Industrial PLCs (4)**

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 I/O devices.

Distribution: (1-7-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

**IDSY 1230 - Industrial Instrumentation (4)**

This course provides instruction on the principles and practices of instrumentation for industrial process control systems. It emphasizes 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: (2-6-4). Prerequisite: Provisional admission. Offered: Offered as needed.

## 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 Fall.

**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 Summer.

**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: (2-2-3). Prerequisite: INDS 1100. Offered: Offered Spring.

**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 emphasizes 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 emphasizes 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: Provisional admission. Offered: Offered Spring.

**INDS 1170 - Interiors Internship (3)**

This course provides students with in-depth application and reinforcement of interiors and employability principles in actual job settings. This internship provides students with opportunities to become involved in intensive on-the-job interiors applications that require full-time concentration, practice, and follow through. The interiors internship is implemented through the use of written individualized training plans, written performance evaluations, required seminars, required student projects,

and lab activities. Topics include the application of interiors principles, problem solving, adaptability to job settings, use of proper interpersonal skills, 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 2215. Offered: Offered every semester.

### 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 2505. Offered: Offered every semester.

### INDS 2210 - Design Studio I (3)

This course introduces the current generation of technology used in design presentations. Topics include technological communications and their use 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 short- and long-term projects that address real-life design situations and require competence in solving design problems as related to 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 short- and long-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 portfolio development.

Distribution: (3-5-5). Prerequisite: INDS 2215. 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 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 the 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 introduction to 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: MAST 1100. Offered: Offered Fall and Spring.

**MAST 1080 - Medical Assisting Skills I (4)**

This course introduces the skills necessary to assist physicians 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 cardiopulmonary. Topics include infection control and related OSHA guidelines, preparing patients and assisting physicians with age and gender-specific examinations and diagnostic procedures, taking vital signs/mensuration, medical office surgical procedures, and electrocardiography. Students must pay a $11 malpractice insurance 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, the principles of IV administration, rehabilitative therapy procedures, the principles of radiology safety, and maintenance of medication and immunization records.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-8-4). Prerequisite: MAST 1030 with a grade of C or higher, MAST 1080 with a grade of C or higher, 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: MAST 1060. 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 electronic health records. 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. Offered: Offered Summer and Spring.

### MAST 1120 - Human Diseases (3)

This course provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted with 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: ALHS 1011, ALHS 1090. 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 Summer and Fall.

### 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 Summer and Fall.

## MATH - Mathematics

### MATH 0097 - Math II (3)

This course emphasizes the 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.

Program Fee: $70

Distribution: (3-0-3). 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.

Program Fee: $70

Distribution: (3-0-3). 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.

Program Fee: $70

Distribution: (3-0-3). Prerequisite: MATH 0098 with a grade of C* or higher or placement by diagnostic testing. Offered: Offered every semester.

### MATH 0997 - Paired Support for Quantitative Skills and Reasoning (3)

This course provides mathematical support for students enrolled in MATH 1103—Quantitative Skills and Reasoning. Students take this course concurrently with MATH 1103. Topics include sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management. Students receive support in understanding the topics covered and the use of appropriate technology to enhance their mathematical thinking and understanding.

Program Fee: $70

Distribution: (3-0-3). Prerequisite: MATH 0097 with a grade of C* or higher or placement by diagnostic testing. Corequisite: MATH 1103. Offered: Offered Fall and Spring.

### 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 as needed.

### 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, geometric concepts, 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 as needed.

### 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 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 optional topics in algebra.

Distribution: (3-0-3). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C* or higher. Offered: Offered every semester.

**MATH 1103 - Quantitative Skills and Reasoning (3)**

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

Distribution: (3-0-3). Offered: Fall, Spring, and Summer.

**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 grades 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. Topics 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 or placement by diagnostic testing. 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 grades 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 or placement by diagnostic testing. Offered: Offered Fall, Spring, and Summer.

**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 improper integrates, and sequences and series.

Distribution: (3-1-4). Prerequisite: MATH 1131 with a grade of C or higher or placement by diagnostic testing. Offered: Offered as needed.

# 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-4-4). Prerequisite: Provisional admission. Corequisite: MATH 1012. Offered: Offered every semester.

### 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. Offered: Offered Fall and Spring.

### MCHT 1013 - Machine Tool Math (3)

This course develops mathematical competencies as applied to machine tool technology. Instructors emphasize 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: Program admission. Corequisite: 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.

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.

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.

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.

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 emphasize 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 1119, MCHT 1120. 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: (2-2-3). Prerequisite: Program admission. 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, gas metal arc welding, gas tungsten arc welding, basic machining operations, and precision measuring instruments.

Distribution: (1-3-2). Prerequisite: Program admission. Corequisite: ENGT 1000, MEGT 1010. Offered: Offered TBD.

**MEGT 2020 - Engineering Materials (4)**

This course introduces the fundamentals of metallurgy and engineering material science. Topics include the 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. Instructors emphasize material strength, design considerations, and the effects of heat treatment, creep, and fatigue. The course includes performance lab exercises that demonstrate the applications of the topics covered such as material testing (i.e. tensile and hardness testing), material treatment (i.e. heat treatment), and inspection (i.e. NDE).

Distribution: (3-3-4). Prerequisite: CHEM 1211, CHEM 1211L. Offered: Offered as needed.

**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, analysis of trusses and frames, distributed loading, and geometric properties of areas. The course emphasizes bodies at rest in both two dimensions and three dimensions.

Distribution: (3-0-3). Prerequisite: ENGT 1000, MATH 1113. Offered: Offered as needed.

**MEGT 2260 - Fluid Power (3)**

This course studies the transportation of energy in liquid and gas systems and introduces the student to HVAC and cooling towers. Topics include fundamental fluid theory and application, storage, control, components, symbols, circuits, and cooling processes. The course emphasizes hydraulic and pneumatic systems. The course includes hands-on laboratory exercises such as pump selection and building circuits on hydraulic trainers.

Distribution: (2-3-3). Prerequisite: MATH 1111. Offered: Offered: Fall.

**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. The course emphasizes 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.

**MEGT 2090 - Machine Design (4)**

This course introduces the theories and techniques used in the design of machine elements. Topics include the design of gears, belts, shafts, fasteners, springs, bearings, chains, brakes, and clutches. The course focuses on solving design process problems using applied engineering mechanics and strength of materials. Students will take the design principles for machine elements and perform hands-on laboratory exercises in the topic areas.

Distribution: (3-3-4). Prerequisite: MEGT 2080. 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 course covers in detail the registrar accreditation, auditor certification, and company registration. This course also covers the AC and DC standards used in a standards laboratory. The course emphasizes the applications of these standards that pertain to measurements. It also covers multifunction calibrators and digital multimeters.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered as needed.

**METR 1111 - Introduction to Measurement Standards and Technology (3)**

This course provides instruction in principles and concepts of measurement technology. Topic includes various levels of metrology, terminology, and definitions of common metrology terms. It also covers units of measurement, metric, linear, motion, force, temperature, fluid, and electronic measurements.

Distribution: (1-4-3). Prerequisite: Program admission. Offered: Offered TBD.

# 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 place emphasis on real life concepts, personal skill development, applied knowledge, and the management of 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**MGMT 1105 - Organizational Behavior (3)**

This course provides students with 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 Fall, Spring, and Summer.

**MGMT 1111 - Employee Compensation and Benefits (3)**

This course provides students with theoretical and practical knowledge of the design and implementation of compensation and benefits programs. Topics include compensation program development, legal requirements of employee benefit packets, effect of compensation on employee morale, current trends and practices in compensation and benefits, and calculation of compensation costs.

Distribution: (3-0-3). Prerequisite: MGMT 2115. Offered: Offered Fall and Spring.

**MGMT 1115 - Leadership (3)**

This course familiarizes students with the principles and techniques of sound leadership practices. Topics include characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, and the role of leadership in effecting change.

Distribution: (3-0-3). Prerequisite: MGMT 1100. Offered: Offered every semester.

**MGMT 1120 - Introduction to Business (3)**

This course provides 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). Prerequisite: Provisional admission. Corequisite: MGMT 1100. Offered: Offered Fall, Spring, and Summer.

**MGMT 1125 - Business Ethics (3)**

This course provides students with an overview of business ethics and ethical management practices. The course emphasizes 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, Spring, and Summer.

**MGMT 1310 - Introduction to Quality Assurance (3)**

This course provides an introduction to Six Sigma quality improvement methodology and philosophy designed to reduce product and/or service failure rates to near perfection. The course emphasizes a disciplined, data-driven approach to work toward the elimination of defects across every business area. It blends theoretical concepts and practical ideas from proven applications of the Six Sigma methodology to help students develop an understanding of a methodical approach to problem resolution and problem prevention.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**MGMT 1315 - Define and Measure (3)**

This course introduces students to the first two phases of the Six Sigma process: define and measure. The material emphasizes the importance of developing a clear definition of the scope of a Six Sigma process and using SIPOC in determining that scope, as well as the use of certain tools in that process. The course also illustrates the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**MGMT 1320 - Analyze, Improve, Control (3)**

This course provides students with the necessary tools to develop data analysis techniques for a particular process. It will suggest specific methodologies for improvement utilizing the information derived from determining process capability. The course also will offer specific techniques designed to enable students to sustain and maintain process improvement solutions.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Summer.

**MGMT 1340 - Quality Assurance Philosophy (3)**

This course presents the historical basis for Six Sigma in American business and industry. The course will blend theoretical and practical ideas from proven applications of the Six Sigma methodology thus enabling students to demonstrate the use of the basic tools and techniques of Six Sigma for the improvement of processes and services. The relationship between Lean and Six Sigma will be evaluated as a means for the overall reduction of waste and the improvement of quality through elimination of defects in products and services.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**MGMT 1350 - Quality Assurance Tools (3)**

This course introduces the data collection, analysis, and statistical tools used in Six Sigma projects. Students will have opportunities to apply these tools and to interpret the results. The course will emphasize hypotheses testing in its relation to the overall improvement of processes. It provides a methodical approach to problem resolution and prevention.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

**MGMT 1360 - Advanced Quality Assurance Process (3)**

This course emphasizes the tools and techniques necessary to implement change in processes to maximize ROI and to improve overall effectiveness and efficiency. The course focuses on the role of control charting in maintaining changes in processes. It also includes the role of communicating the rationale and methodology of changes.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**MGMT 2115 - Human Resources Management (3)**

This course provides an overview of the human resources management function and the managers' and supervisors' roles in managing the career cycle from organizational entry to exit. It acquaints students with the authority, responsibility, functions, and problems of the human resources manager, with an emphasis on developing familiarity with the real world application required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resources management; contemporary issues in HRM; ethics; diversity and globalization; the human resources/supervisor partnership; human resources planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in human resources management

Distribution: (3-0-3). Prerequisite: MGMT 1100. Offered: Offered Fall and Spring.

**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 Fall and Spring.

**MGMT 2130 - Employee Training and Development (3)**

This course addresses the challenges of improving the performance and career potential of employees, while benefiting students in their own preparation for success in the workplace. The focus is on both training and career and personal development. It shows students how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Students have opportunities to develop their own career plans, assess their work-related

skills, and practice a variety of skills desired by employers. Topics include developing a philosophy of training, having systems approach to training and development, the context of training, conducting a needs analysis, critical success factors for employees, learning principles, designing and implementing training plans, conducting and evaluating training, human resources development and careers, personal career development planning, and applications in interpersonal relationships and communication.

Distribution: (3-0-3). Prerequisite: MGMT 1100. Corequisite: MGMT 1105. Offered: Offered every semester.

### MGMT 2145 - Business Plan Development (3)

This course provides students with the knowledge and skills necessary for managers or entrepreneurs to develop and implement business plans. Topics include business/community compatibility, introduction to cash flow and break even analysis, product/service idea development, determination of market feasibility, determination of financial feasibility, marketing strategy development, operations outline development, and application of financial concepts.

Distribution: (3-0-3). Prerequisite: Provisional admission. Corequisite: ACCT 1105, ACCT 1110. Offered: Offered Fall and Spring.

### MGMT 2155 - Quality Management Principles (3)

This course introduces the principles and methods of quality management. Topics include the history of quality control, quality control leaders, quality tools, quality management implementation, team building for quality management, and future quality trends.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered as needed.

### MGMT 2200 - Production and Operations Management (3)

This course provides students with an intensive study of the overall field of production and operations management. Topics include role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control and assurance.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

### 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 Fall and Spring.

### MGMT 2216 - Schedule and Cost Control (3)

This course emphasizes a hands-on approach to using project management tools to facilitate scheduling, estimating, tracking, and controlling the schedule and costs of the project. A project baseline will be set so that actual schedule and cost variances can be compared to the project baseline and corrective actions can be developed to address the variances. Specific topics include Gantt, PERT, and Milestone charts; critical path methods; earned value techniques; and present value and internal rates of return. Other topics include ways to communicate project status and to do contingency planning. This course will examine ways of identifying, evaluating, and mitigating the risk associated with scheduling and cost control.

Distribution: (3-2-4). Prerequisite: Provisional admission. Corequisite: MGMT 2200. Offered: Offered as needed.

### MGMT 2XXX - Quality Internship (3)

This course introduces students to the application and reinforcement of quality assurance principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job, use of proper interpersonal skills, application of quality assurance techniques, and professional development.

Distribution: (1-4-3). Prerequisite: MGMT 1310, MGMT 1315, MGMT 1320. Offered: Offered every semester.

# MKTG - Marketing Management

### 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 1161 - Service Industry Business Environment (2)

This course introduces students to the service industry. Topics include the service industry business environment; the life-long learning, work ethic, and positive behavior required for exceptional customer service; customer relations; working together successfully on teams; and basic business principles.

Distribution: (2-0-2). Prerequisite: Program admission. Offered: Offered as needed.

### MKTG 1162 - Customer Contact Skills (4)

This course provides students with the skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-based training allow students to practice skills using simulated business situations.

Distribution: (3-2-4). Prerequisite: Prerequisite/Corequisite: MKTG 1161. Offered: Offered as needed.

### MKTG 1190 - Integrated Marketing Communications (3)

This course introduces the fundamental principles and practices associated with promotion and communications. Topics include the purposes and 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.

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 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. Topics include planning, location analysis, financing, and entrepreneurial ethics and social responsibility.

Distribution: (6-0-6). Prerequisite: Program admission. Offered: Offered Fall.

### MKTG 2211 - Entrepreneurship II (3)

This course provides an overview of the steps needed to establish a business. Students will create a formal business plan. Topics include developing a business plan.

Distribution: (3-0-3). Prerequisite: Program admission. 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 2290 - Marketing Internship/Practicum (3)

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development

Distribution: (0-9-3). Prerequisite: Permission of department. Offered: Offered each semester.

### 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.

### MKTG 2500 - Exploring Social Media (3)

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include the history of the Internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

Distribution: (3-0-3). Prerequisite: MKTG 1100 with a grade of C or higher. Offered: Offered as needed.

### MKTG 2550 - Analyzing Social Media (3)

This course analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and customer experience management.

Distribution: (3-0-3). Prerequisite: MKTG 1101 with a grade of C or higher, MKTG 2500 with a grade of C or higher. Offered: Offered as needed.

## MRIM - Magnetic Resonance Imaging

### MRIM 2300 - Orientation and Introduction to Magnetic Resonance Imaging (3)

This course provides students with knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

**MRIM 2320 - MRI Procedures and Cross Sectional Anatomy (3)**

This course provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include anatomy, scanning protocol, MRI safety, image contrast, and image formation.

Distribution: (2-2-3). Prerequisite: MRIM 2300 with a grade of C or higher. Corequisite: MRIM 2330. Offered: Offered Spring.

**MRIM 2330 - MRI Physics and Instrumentation (3)**

This course introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI fundamentals, image processing and display, and special procedures.

Distribution: (2-2-3). Prerequisite: MRIM 2300 with a grade of C or higher. Corequisite: MRIM 2320. Offered: Offered Spring.

**MRIM 2350 - Magnetic Resonance Imaging Clinical Education I (6)**

This course introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality, and progress toward completion of clinical competency evaluations.

Distribution: (0-18-6). Prerequisite: MRIM 2320 with a grade of C or higher, MRIM 2330 with a grade of C or higher. Offered: Offer Summer.

**MRIM  2360 - Magnetic Resonance Imaging Clinical Education II (6)**

This intermediate course reinforces learning obtained in previous MRI coursework. Topics include exam preparation, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-18-6). Prerequisite: MRIM 2350 with a grade of C or higher. Corequisite: MRIM 2370. Offered: Offered Fall.

**MRIM 2370 - MRI Review (3)**

This course provides a comprehensive review of patient care, imaging procedures, imaging formation, and data acquisition for the magnetic resonance imaging certification exam. Topics include anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures.

Distribution: (3-0-3). Prerequisite: MRIM 2350 with a grade of C or higher. Corequisite: MRIM 2360. Offered: Offered Fall.

## MUSC - Music Appreciation

**MUSC 1101 - Music Appreciation (3)**

This course explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

Distribution: (3-0-3). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades 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 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 grades of C* or higher. Offered: Offered Fall and Spring.

# NANO - Nanotechnology

### NANO 1100 - Introduction to Nanotechnology (4)

This course introduces students to 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: Provisional. Offered: Offered as needed.

### NANO 2020 - Material Science (4)

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. The course emphasizes material strength, design considerations, and the effects of heat treatment, creep, and fatigue.

Distribution: (3-0-4). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Offered: Offered as needed.

### NANO 2030 - Materials in Nanotechnology (3)

This course introduces the students to the producing and tailoring of the materials used in nanofabrication. The course will cover chemical materials production techniques such as colloidal chemistry; atmosphere, low-pressure and plasma enhanced chemical vapor deposition; nebulization; and atomic layer deposition. it will also cover physical techniques such as sputtering, thermal and electron beam evaporation, and spin-on approaches. This course is designed to give students knowledge and experience in the production of a wide variety of materials used within today's nanotechnology.

Distribution: (2-2-3). Corequisite: MEGT 2020 or NANO 2020. Offered: Offered: Spring.

### NANO 2250 - Characterization and Testing of Nanotechnology (4)

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: (1-4-4). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Offered: Offered as needed.

### NANO 2260 - Micro-Nano Fabrication Techniques

This course introduces the theory and fabrication techniques of micro/nano devices. It covers the theory of basic processing techniques, such as diffusion, oxidation, photolithography, chemical vapor deposition, physical vapor deposition. Students will be taught the various processing techniques used to micro/nano fabricate, theory of the individual processes, how these processes are characterized, and the interrelationship of these processes when combined to fabricate devices.

Distribution: (2-2-4). Offered: Spring.

### 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.

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 a survey of American jurisprudence, code of professional responsibility and ethics overview, and an introduction to areas of law and legal vocabulary.

Program Fee: $25

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Corequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### 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 emphasize the preparation of legal documents. The course will examine criminal case documents, 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher, PARA 1105. Offered: Offered Fall and Spring .

### 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring every year and Summer during even-numbered years.

### 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. Instructors emphasize 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### 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 procedures and criminal litigation support.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### 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.

Program Fee: $25

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.

Program Fee: $25

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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Fall and Spring.

### 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. 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Spring every year and Summer during odd-numbered 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Summer during even-numbered 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 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.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Prerequisite/Corequisite: PARA 1100. Offered: Offered Summer during odd-numbered 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. It covers the Administrative Procedure Act (federal and state). 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.

Program Fee: $25

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.  This course is taken simultaneously with PARA 2215.

Program Fee: $25

Distribution: (0-18-6). Prerequisite: Completion of all coursework, a 2.0 cumulative grade point average, no unresolved grades of F or I, good academic standing, and permission of the department. Corequisite: PARA 2215. 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. This course is taken simultaneously with PARA 2210.

Program Fee: $25

Distribution: (0-18-6). Prerequisite: Completion of all coursework, a 2.0 cumulative grade point average, no unresolved grades of F or I, good academic standing, and permission of the department. Corequisite: PARA 2210. Offered: Offered every semester.

## PHLT - Phlebotomy Technology

**PHLT 1030 - Introduction to Venipuncture (3)**

This course introduces blood collecting techniques and processing specimens. Instructors emphasize 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.

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, 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-15-5). Prerequisite: 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 (3)**

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: (1-6-3). Prerequisite: PHTA 1110 with a grade of C or higher, PHTA 1130 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: Program admission. Offered: Offered Fall.

**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, PHTA 1130 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 1110 with a grade of C or higher, PHTA 1130 with a grade of C or higher. Offered: Offered Spring.

### 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 1140 with a grade of C or higher, PHTA 2110 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 1140 with a grade of C or higher, PHTA 2110 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 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 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 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 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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- with a grade of C or higher, MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. 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 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 with a grade of C or higher, MATH 1101 with a grade of C or higher or MATH 1111 with a grade of C or higher. 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: ENGL 1101 with a grade of C or higher, MATH 1112 with a grade of C or higher or MATH 1113 with a grade of C or higher. Corequisite: PHYS 1111L. Offered: Offered Fall, Spring, and Summer.

### 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: ENGL 1101 with a grade of C or higher, MATH 1112 with a grade of C or higher, or MATH 1113 with a grade of C or higher. Corequisite: PHYS 1111. Offered: Offered Fall, Spring, and Summer.

### 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, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

Distribution: (3-0-3). Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112L. Offered: Offered Spring.

### 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. Offered: Offered Spring.

## 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: Program Admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2030, PNSG 2035, PNSG 2210. 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.

Program Fee: $150

Distribution: (3-8-6). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2035, PNSG 2210. 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, standard precautions, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, and perioperative care.

Distribution: (0-6-2). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2030, PNSG 2210. 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, hematological, and immunological systems.

Distribution: (3-2-4). Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2030, PNSG 2035. Offered: Offered Spring.

**PNSG 2220 - Medical Surgical Nursing II (4)**

This second 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; 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 systems.

Program Fee: $150

Distribution: (3-2-4). Prerequisite: PNSG 2010 with a grade of C or higher, 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, PNSG 2310, PNSG 2320, PNSG 2330. Offered: Offered Summer.

**PNSG 2230 - Medical Surgical Nursing III (4)**

This third 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; 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, and musculoskeletal systems, as well as mental health.

Distribution: (4-0-4). Prerequisite: PNSG 2010 with a grade of C or higher, 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, PNSG 2310, PNSG 2320, 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 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310 with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2250, PNSG 2255, PNSG 2340, PNSG 2410, PNSG 2415. 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 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310 with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2240, PNSG 2255, PNSG 2340, PNSG 2410, PNSG 2415. 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 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310 with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2240, PNSG 2250, PNSG 2340, PNSG 2410, PNSG 2415. Offered: Offered Fall.

**PNSG 2310 - Medical Surgical Nursing Clinic I (2)**

This first clinical course is part of a series of four medical-surgical clinical courses. It 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 2010 with a grade of C or higher, 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, PNSG 2230, PNSG 2320, PNSG 2330. Offered: Offered Summer.

**PNSG 2320 - Medical Surgical Nursing Clinic II (2)**

This second clinical course is included in a series of four medical-surgical clinical courses. It 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, as well as mental health.

Distribution: (0-6-2). Prerequisite: PNSG 2010 with a grade of C or higher, 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, PNSG 2230, PNSG 2310, PNSG 2330. Offered: Offered Summer.

**PNSG 2330 - Medical Surgical Nursing Clinic III (2)**

This third clinical course is included in a series of four medical-surgical clinical courses. It 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, and reproductive systems, as well as mental health.

Distribution: (0-6-2). Prerequisite: PNSG 2010 with a grade of C or higher, 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, PNSG 2230, PNSG 2310, PNSG 2320. Offered: Offered Summer.

**PNSG 2340 - Medical Surgical Nursing Clinic IV (2)**

This fourth clinical course is included in a series of four medical-surgical clinical courses. It 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, and reproductive systems, as well as mental health.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-6-2). Prerequisite: PNSG 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310, with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2240, PNSG 2250, PNSG 2255, PNSG 2410, PNSG 2415. 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.

Program Fee: $150

Distribution: (1-0-1). Prerequisite: PNSG 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310 with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2240, PNSG 2250, PNSG 2255, PNSG 2340, 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 2220 with a grade of C or higher, PNSG 2230 with a grade of C or higher, PNSG 2310 with a grade of C or higher, PNSG 2320 with a grade of C or higher, PNSG 2330 with a grade of C or higher. Corequisite: PNSG 2240, PNSG 2250, PNSG 2255, PNSG 2340, 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 provides 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 grades of C* or higher. Offered: Offered every semester.

# PORT - Portuguese

### PORT 1001 - Elementary Portuguese I (4)

This course introduces students to the Portuguese language and culture. The coursework stresses students' abilities to acquire a non-native language and to communicate effectively in the target Portuguese language. The course emphasizes reading, writing, and speaking the language. It also provides an overview of Portuguese-speaking society, highlighting the differences between the culture of the United States and Portuguese-speaking cultures. This course is not open to native speakers of Portuguese.

Distribution: (3-2-4). Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C or higher. Offered: Fall Semester.

**PORT 1002 - Elementary Portuguese II (4)**

This course advances students' knowledge of Portuguese language and culture learned in Elementary Portuguese I. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Portuguese language. This course is not open to native speakers of Portuguese.

Distribution: (3-2-4). Prerequisite: PORT 1001 with a grade of C or higher. Offered: Spring 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 grades 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 critical thinking and 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 grades 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, but are not limited to, theoretical perspectives and research methods, prenatal development and child-birth, stages of development from infancy through late adulthood, and death and dying.

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, and understanding and defining classifications of psychological disorders.

Distribution: (3-0-3). Prerequisite: PSYC 1101. Offered: Offered Fall and Spring.

## 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 health care profession. In addition to the essential skills, students explore various delivery systems and related issues. The course provides students with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. The course will emphasize patient care with consideration of both physical and psychological conditions. It will introduce a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include ethics, medical and legal considerations, Right-to-Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures, patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

Distribution: (3-2-4). Prerequisite: Program admission. Corequisite: RADT 1030, RADT 1060, RADT 1065. 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, chest and abdomen, shoulder girdle, and lower extremities.

Program Fee: $33

Distribution: (2-3-3). Prerequisite: Program admission. Corequisite: RADT 1010, RADT 1060, RADT 1065. 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 procedures, genitourinary procedures, and biliary system procedures. Students must pay a $25 supply fee when registering for this course.

Distribution: (2-3-3). Prerequisite: Program Admissions. Corequisite: RADT 1010, RADT 1030, RADT 1065. Offered: Offered fall semester.

### RADT 1065 - Radiologic Science (2)

This course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation, ionizing and non-ionizing radiation, x-ray production, the properties of x-rays, and the fundamentals of x-ray photon interaction with matter.

Distribution: (2-0-2). Prerequisite: Program admission. Corequisite: RADT 1010, RADT 1030, RADT 1060. Offered: Offered fall semester.

### 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 1075 - Radiographic Imaging (4)

This course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. It emphasizes the knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include image quality (radiographic density, radiographic contrast, recorded detail, distortion, grids, image receptors, and holders (analog and digital)), processing considerations (analog and digital), image acquisition (analog, digital, and PACS), image analysis, and image artifacts (analog and digital). Guidelines for selecting exposure factors and evaluating images within a digital system will assist students in bridging between film-based and digital imaging systems. The course also covers the factors that impact image acquisition, display, archiving, and retrieval. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Distribution: (3-2-4). Prerequisite: RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1060 with a grade of C or higher, RADT 1065 with a grade of C or higher. Corequisite: RADT 1200, RADT 1320, RADT 2090. Offered: Offered Spring.

### RADT 1085 - Radiologic Equipment (3)

This course establishes a knowledge abase in radiographic, fluoroscopic, and mobile equipment requirements and design. The content also provides a basic knowledge of automatic exposure control devices, beam restriction, filtration, quality control, and

quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Distribution: (2-2-3). Prerequisite: RADT 2360 with a grade of C or higher. Corequisite: RADT 2340. Offered: Offered Fall.

### 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 (2)

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: (2-0-2). Prerequisite: RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1060 with a grade of C or higher, RADT 1065 with a grade of C or higher. Corequisite: RADT 1075, RADT 1320, RADT 2090. Offered: Offered Spring.

### 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.

Program Fee: $33

Distribution: (0-12-4). Prerequisite: RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1060 with a grade of C or higher, RADT 1065 with a grade of C or higher. Corequisite: RADT 1075, RADT 1200, RADT 2090. Offered: Offered Fall.

### RADT 1330 - Clinical Radiography IV (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, genitourinary, and biliary systems; and attend to and/or observation of procedures related to minor radiologic procedures. The execution of radiographic procedures will be conducted under direct and indirect supervision.

Program Fee: $33

Distribution: (0-21-7). Prerequisite: RADT 1085 with a grade of C or higher, RADT 2340 with a grade of C or higher. Corequisite: RADT 2260. 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, special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses, and special procedures.

Program Fee: $35

Distribution: (1-3-2). Prerequisite: RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1060 with a grade of C or higher, RADT 1065 with a grade of C or higher. Corequisite: RADT 1075, RADT 1200, RADT 1320. 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 2201 - Introduction to Computed Tomography (2)

This course introduces students to computed tomography and patient care in the CT suite. Topics include the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

Distribution: (2-0-2). Prerequisite: Program admission. Corequisite: RADT 2210. Offered: Offered Fall.

### RADT 2210 - Computed Tomography Physics and Instrumentation (5)

This course introduces the concepts of basic physics and instrumentation for computed tomography. Topics include computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection, and quality control.

Distribution: (5-0-5). Prerequisite: Program admission. Corequisite: RADT 2201. Offered: Offered Fall.

### RADT 2220 - Computed Tomography Procedures I (3)

This course provides knowledge of CT procedures of the head, chest, abdomen, and pelvis. Topics include anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Distribution: (3-0-3). Prerequisite: RADT 2201 with a grade of C or higher, RADT 2210 with a grade of C or higher. Corequisite: RADT 2230. Offered: Offered Spring.

### RADT 2230 - Computed Tomography Procedures II (3)

This course provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing, and quality assurance.

Distribution: (3-0-3). Prerequisite: RADT 2201 with a grade of C or higher, RADT 2210 with a grade of C or higher. Corequisite: RADT 2220. Offered: Offered Spring.

### RADT 2250 - Computed Tomography Clinical I (4)

This course introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and the incorporation of contrast media.

Program Fee: $33

Distribution: (0-12-4). Prerequisite: RADT 2220 with a grade of C or higher, RADT 2230 with a grade of C or higher. Corequisite: RADT 2265. Offered: Offered Summer.

### RADT 2260 - Radiologic Technology Review (3)

This course provides a review of basic knowledge from previous courses and helps students prepare for the national certification examination 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 1085 with a grade of C or higher, RADT 2340 with a grade of C or higher. Corequisite: RADT 1330. Offered: Offered Spring.

### RADT 2265 - Computed Tomography Clinical II (4)

This course provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-12-4). Prerequisite: RADT 2220 with a grade of C or higher, RADT 2230 with a grade of C or higher. Corequisite: RADT 2250. Offered: Offered Summer.

### 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.

Program Fee: $33

Distribution: (0-18-6). Prerequisite: RADT 2360 with a grade of C or higher. Corequisite: RADT 1085. Offered: Offered Spring.

### 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 II (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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Program Fee: $33

Distribution: (0-27-9). Prerequisite: RADT 1075 with a grade of C or higher, RADT 1200 with a grade of C or higher, RADT 1320 with a grade of C or higher, RADT 2090 with a grade of C or higher. Offered: Offered Summer.

## 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.

Program Fee: $40

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.

Program Fee: $35

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 General Education course. Students develop vocabulary, comprehension, critical reading, and study skills in conjunction with course-specific reading.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Corequisite: ARTS 1101. Offered: Offered Fall.

## 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 $135 Kaplan fee when registering for this course, but this fee is 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 or MATH 1111 with a grade of C or higher. Corequisite: FSSE 1000 with a grade of C or higher, 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 $135 Kaplan fee when registering for this course, but this fee is subject to change without notice.

Distribution: (5-6-7). Prerequisite: FSSE 1000 with a grade of C or higher, PSYC 1101 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 $223 ATI fee when registering for this course, but this fee is subject to change without notice.

Distribution: (5-6-7). Prerequisite: Accelerated Option program admission, 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 or MATH 1111 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. Corequisite: 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: FSSE 1000 with a grade of C or higher, PSYC 1101 with a grade of C or higher, RNSG 1910 with a grade of C or higher; Prerequisite/Corequisite PSYC 2103 with a grade of C or higher. Corequisite: 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, 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 or MATH 1111 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. Corequisite: 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 $135 Kaplan fee when registering for this course, but this fee is subject to change without notice.

Distribution: (3-6-5). Prerequisite: 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, Prerequisite/Corequisite: SOCI 1101 with a grade of C or higher. Corequisite: RNSG 2920. 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: (3-6-5). Prerequisite: 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, Prerequisite/Corequisite: SOCI 1101 with a grade of C or higher. Corequisite: RNSG 2910. 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, students will have the opportunity to develop independence in caring for groups of patients under the direction of faculty and preceptors and demonstrate leadership and management competencies necessary for assuming beginning leadership and/or management positions. Pharmacological principles are integrated. Students must pay a $135 Kaplan fee when registering for this course, but this fee is subject to change without notice.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-12-7). Prerequisite: 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; Prerequisite/Corequisite: Humanity/Fine Arts Requirement with a grade of C or higher. Corequisite: 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: 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; Prerequisite/Corequisite: Humanity/Fine Arts Requirement with a grade of C or higher. Corequisite: RNSG 2930. Offered: Offered Spring.

## SCMA - Supply Chain Management

**SCMA 1001 - Inventory Control Procedures (3)**

This course provides students with the knowledge and skills necessary for successful control of a company's inventory. The course emphasizes inventory methods and control systems, physical inventories, prevention of shortages, and how current technology can assist managers in inventory planning and control. Topics include systems, area of management attending, economic order quantities, ABC analysis, MRP, bar coding, physical inventory, and cycle counting.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**SCMA 1002 - Purchasing (3)**

This course provides a study of the fundamental aspects of industrial and government purchasing. It emphasizes procedures, techniques, and challenges in the field of purchasing, as well as the basic organization of purchasing departments. Topics include purchasing role in business, industrial purchasing, purchasing capital equipment, purchasing management and organization, governmental purchasing, electronic data interchange, and ordering decisions.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered every semester.

**SCMA 2800 - Supply Chain Management Principles I (3)**

This course provides an opportunity for the student to acquire the knowledge, skills, and attitudes necessary for the successful management and handling of materials. Emphasis is placed on the history of supply chain management, basic functions and organization necessary for its implementation, as well as on material identification and storage systems. Topics include motivation and incentives, measured standards, and freeing bottlenecks.

Offered: Offered Spring and Summer.

**SCMA 2810 - Supply Chain Management Principles II (3)**

This course provides an opportunity for the student to acquire the knowledge, skills, and attitudes necessary for the successful management and handling of materials. Emphasis is placed on basic functions and organization, as well as just-in-time inventory control, traffic management, and shipping and receiving. Topics include: Reducing inventory levels, handling times and travel distances; quality control and continuous improvement; cube utilization; and traffic management.

Offered: Offered Spring and Summer.

## SFMA - Sports Fitness Management

**SFMA 1200 - Nutrition for Sports (3)**

This course introduces the characteristics of the essential dietary nutrients and their respective roles in the body. It emphasizes special dietary requirements of athletes, the importance of pre- and post-event nutrition, potential problems encountered by athletes, and ergogenic foods and drugs.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered TBD.

**SFMA 1210 - Certified Personal Training I (4)**

This course covers general anatomy, joint and muscle function, and the analysis of body movements. The course prepares and qualifies students to work as personal trainers. Students learn how to properly screen and evaluate clients for safe participation in an exercise program. The will design and implement exercise prescriptions for multiple populations and successful client goal attainment.

Distribution: (3-2-4). Prerequisite: Program admission. Corequisite: ALHS 1011, ALHS 1040. Offered: Offered TBD.

**SFMA 1220 - Certified Personal Training II (4)**

This course is a continuation of SFMA 1210. It introduces successful selling and managing of a personal trainer business, as well as the legal aspects of owning a personal training facility.

Distribution: (3-2-4). Prerequisite: SFMA 1210 with a grade of C or higher. Corequisite: SFMA 1240. Offered: Offered TBD.

**SFMA 1240 - Seminar in Sports and Fitness (2)**

This course focuses on job preparation and review for the American Council on Exercise national certification exam. It also provides a basic overview of activities involved in planning, establishing, and managing a personal trainer business.

Distribution: (2-0-2). Prerequisite: SFMA 1210 with a grade of C or higher. Corequisite: SFMA 1220. Offered: Offered TBD.

## 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 grades of C* or higher. Offered: Offered every semester.

## SOCW - Social Work Assistant

**SOCW 2000 - Introduction to Social Work (3)**

This course provides an introduction and overview of the profession of social work. Students will be introduced to the terms, concepts, people, and critical events that shaped the profession. The course focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will learn about basic social welfare policies, community agencies, and at-risk populations. Additional topics that will be covered include the role of the National Association of Social Workers (NASW) in maintaining and strengthening social work education and profession standards; the importance of human service agencies in fostering and not diminishing the quality of services; and developing an understanding of poverty.

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 which includes initial referral for services, determination of eligibility for services, developing a formal plan for services, case documentation, monitoring a client's progress through the service delivery system, and case closure and follow-up activities. This course will also 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 human services.

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: Provisional admission. 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, assessing a client's situation, and determining 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 developmental 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: SOCW 2020. Offered: Offered Summer.

### SOCW 2050 - Group Work Intervention (3)

This course provides 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 2030 with a grade of C or higher and permission of department. Offered: Offered Spring .

### 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). Offered: Offered Fall.

### 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, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work Assistant program faculty and agency personnel to coordinate work experience arrangements. A malpractice fee of $11 will be required when registering for this course.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-12-6). Prerequisite: SOCW 2000 with a grade of C or higher, SOCW 2010 with a grade of C or higher, SOCW 2020 with a grade of C or higher, SOCW 2030 with a grade of C or higher, SOCW 2040 with a grade of C or higher, SOCW 2060 with a grade of C or higher, SOCW 2130 with a grade of C or higher, a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing . 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (2-12-6). Prerequisite: SOCW 2080 with a grade of C or higher, a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing. 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. The course is designed to foster awareness and understanding about the influence of culture on practice and provides an opportunity for students to explore their own attitudes, beliefs, and values as they pertain to people of different groups. Using a person-in-environment system (PIE) and a strengths-based foundation, students will explore various aspects of service delivery and issues related to the different cultural groups.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

### SOCW 2130 - Social Welfare and Community Service (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.

### SOCW 2140 - Addictions, Theories, and Treatment (3)

This course looks at the social, political, physiological, and behavioral implications of alcohol and drug abuse. The course focuses on theories of drug and alcohol addiction stages, the dynamics and nature of psychoactive substance, theories and methods of substance abuse prevention, family dynamic models, co-dependency, and disease concepts.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Spring.

### SOCW 2150 - Domestic and Family Violence (3)

This course provides a comprehensive exploration of domestic and family violence. It examines the history, nature, extent, causes, and consequences of violence. This course covers laws and law-enforcement, society, populations, victimization, and diagnosis and treatment techniques. It also includes community resources, treatment centers and support groups, cultural awareness, special populations at risk, and theories explaining the prevalence of domestic and family violence.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered Fall.

## 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 grades of C* or higher. Offered: Offered every semester.

## SURG - Surgical Technology

### SURG 1010 - Introduction to Surgical Technology (8)

This course 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.

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, 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 1103 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: SURG 1020, SURG 1080, SURG 1100. Offered: Offered Spring.

### SURG 1020 - Principles of Surgical Technology (7)

This course provides for the continued study of surgical team participation by focusing on 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.

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, 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 1103 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: SURG 1010, SURG 1080, SURG 1100. Offered: Offered Spring.

### SURG 1080 - Surgical Microbiology (2)

This course 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, 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 1103 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: SURG 1010, SURG 1020, SURG 1100. Offered: Offered Spring.

### SURG 1100 - Surgical Pharmacology (2)

This course 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.

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, 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 1103 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: SURG 1010, SURG 1020, SURG 1080. Offered: Offered Spring.

### SURG 1120 - Surgical Technology Clinical I (3)

This course orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments

and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Prerequisite: Program admission.

### SURG 1130 - Surgical Technology Clinical II (3)

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

Prerequisite: Program admission.

### SURG 2030 - Surgical Procedures I (4)

This course 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.

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 2040, SURG 2110. Offered: Offered Summer.

### SURG 2040 - Surgical Procedures II (4)

This course introduces the surgical specialties to include oral and maxillofacial surgery, plastic and reconstructive surgery, ophthalmic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Topics include anatomy and physiology, pathophysiology, diagnostic intervention, and the surgical procedure.

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 2030, SURG 2110. Offered: Offered Summer.

### SURG 2110 - Surgical Technology Clinical I (3)

This course 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, ophthalmic surgery, 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. A maximum of 15 cases 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 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 2030, SURG 2040. Offered: Offered Summer.

**SURG 2120 - Surgical Technology Clinical II (3)**

This course 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, ophthalmic surgery, 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. A maximum of 15 cases 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 2030 with a grade of C or higher, SURG 2040 with a grade of C or higher, SURG 2110 with a grade of C or higher. Corequisite: SURG 2130, SURG 2140, SURG 2240. Offered: Offered Fall.

**SURG 2130 - Surgical Technology Clinical III (3)**

This course 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, ophthalmic surgery, 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. A maximum of 15 cases 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 2030 with a grade of C or higher, SURG 2040 with a grade of C or higher, SURG 2110 with a grade of C or higher. Corequisite: SURG 2120, SURG 2140, SURG 2240. Offered: Offered Fall.

**SURG 2140 - Surgical Technology Clinical IV (3)**

This course 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, ophthalmic surgery, 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. A maximum of 15 cases 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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (0-9-3). Prerequisite: SURG 2030 with a grade of C or higher, SURG 2040 with a grade of C or higher, SURG 2110 with a grade of C or higher. Corequisite: SURG 2120, SURG 2130, SURG 2240. Offered: Offered Fall.

### SURG 2150 - Surgical Technology Clinical VI (3)

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

Prerequisite: SURG 2130.

### SURG 2240 - Seminar in Surgical Technology (2)

This course prepares students for entry into careers as surgical technologists 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.

Program Fee: $240

Distribution: (2-0-2). Prerequisite: SURG 2030 with a grade of C or higher, SURG 2040 with a grade of C or higher, SURG 2110 with a grade of C or higher. Corequisite: SURG 2120, SURG 2130, SURG 2140. 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: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher. 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. Corequisite: VETT 1000, VETT 1030, VETT 1060. 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.

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.

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.

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, VETT 1030. 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 $50 radiation badge fee when registering for this course.

Program Fee: $50

Distribution: (2-3-3). Prerequisite: VETT 2130 with a grade of C or higher. 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.

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

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 (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.

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: 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.

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Program Fee: $50

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 Technology

**WELD 1005 - Welding and Cutting Fundamentals (3)**

This course introduces students to basic welding and cutting techniques. Topics include welding safety, oxyfuel cutting, plasma arc cutting, air carbon arc cutting and gouging, base metal preparation, and weld quality requirements. This course aligns with select modules found in the National Center for Construction Education and Research Levels I and II welding curricula.

Distribution: (1-6-3). Prerequisite: Provisional admission. Offered: Offered TBD.

**WELD 1015 - Shielded Metal Arc Welding I (4)**

This course is the first of two courses dedicated to shielded metal arc welding procedures. Topics include SMAW equipment and setup, electrodes, and beads and fillet welds. This course aligns with modules found in the National Center for Construction Education and Research Level I welding curriculum.

Distribution: (1-8-4). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1025 - Shielded Metal Arc Welding II (3)**

This course is the second in a series of basic shielded metal arc welding practices. Topics include joint fit-up and alignment, groove welds with backing, and open V-groove welds. This course aligns with select modules found in the National Center for Construction Education and Research Level I welding curriculum.

Distribution: (1-6-3). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1035 - Gas Metal and Flux-Cored Arc Welding (3)**

This course covers the fundamentals of gas metal arc welding and flux cored arc welding. Topics include equipment, filler metals, and plate welding. This course aligns with select modules found in the National Center for Construction Education and Research Level II welding curricula.

Distribution: (2-3-3). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1045 - Gas Tungsten Arc Welding I (3)**

This course provides an overview of gas tungsten arc welding. Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, equipment setup, and plate welding. This course aligns with select modules found in the National Center for Construction Education and Research Level II welding curricula.

Distribution: (2-3-3). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1055 - Shielded Metal Arc Welding Pipe Welds (3)**

This course explains how to set up shielded metal arc equipment for open-root V-groove welds on carbon steel pipe. This course aligns with select modules in the National Center for Construction Education and Research Level III welding curricula.

Distribution: (1-6-3). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1065 - Gas Metal Arc Welding and Flux Cored Arc Welding Pipe Welds (4)**

This course explains how to set up gas metal arc welding and flux cored arc welding equipment for open-root V-groove welds. It includes procedures for open-root V-groove welds with GMAW and FCAW equipment on pipes in a variety of positions. This course aligns with select modules found in the National Center for Construction Education and Research Level III welding curricula.

Distribution: (2-6-4). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1075 - Gas Tungsten Arc Welding Pipe Welding (4)**

This course explains how to prepare gas tungsten arc welding equipment for open-root V-groove welds on carbon steel and stainless steel pipe in all positions.

Distribution: (1-8-4). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1085 - Shielded Metal Arc Welding Stainless Steel Groove Welds (3)**

This course explains how to make shielded metal arc welding open-root V-groove welds on stainless steel plates and pipes in all positions. This course aligns with select modules found in the National Center for Construction Education and Research Level III welding curricula.

Distribution: (1-6-3). Prerequisite: Provisional admission. Corequisite: COFC 1080. Offered: Offered TBD.

**WELD 1105 - Gas Metal Arc Welding - Aluminum (3)**

This course introduces students to aluminum plate and pipe welding techniques using gas metal arc welding equipment. Topics include aluminum metallurgy, equipment set-up and use, aluminum wire, shielding gas, and fillet and V-groove welds. This course aligns with select modules found in the National Center for Construction Education and Research aluminum welding curricula.

Distribution: (2-3-3). Prerequisite: Program admission. Offered: Offered TBD.

**WELD 1115 - Gas Tungsten Arc Welding - Aluminum (3)**

This course introduces students to aluminum plate and pipe welding techniques using gas tungsten arc welding equipment. Topics include aluminum metallurgy, equipment set-up and use, aluminum wire, shielding gas, and fillet and V-groove welds. This course aligns with select modules found in the National Center for Construction Education and Research aluminum welding curricula.

Distribution: (2-3-3). Prerequisite: Program admission. Offered: Offered TBD.

# FACULTY

Brent Beall (2006)
Instructor, Chemistry
B.S., Piedmont College
Ph.D., East Carolina University

Paul Blackmon, (2016)
Program Chair, Welding
Diploma, A.A.S., Athens Technical College

Teresa Bowles (2006)
Program Chair, Cosmetology
Diploma, Athens Technical College
B.S.Ed., 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
M.S.A.H.. East Tennessee State

Dana Buxton (2016)
Instructor, Reading and English
B.A., M.A., The University of Louisiana at Lafayette
Ed.S., The University of Georgia

James Michael Bush (2012)
Instructor, Criminal Justice
B.S., Brenau University
M.P.A., Columbus State University

Billy Byrd (2016)
Instructor, Commercial Truck Driving
Diploma, Akers Computer Institute
Technical Certificate of Credit, Athens Technical College

Lori Callahan (2012)
Program Chair, Nursing (ASN)
B.S.N., Medical College of Georgia
M.S.N., Georgia State University

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

Nick Chapman (2015)
Dean, Business and Education
B.S., M.B.A., University of Phoenix

Charles Dawson (2011)
Program Chair, Diesel Equipment Technology
A.A.S., Athens Technical College
Automotive Service Excellence (ASE) Master Certification
Ford Senior Master Technician

Mary Clare DiGiacomo (2008)
Dean, General Education and Online Learning Division
B.A., Stonehill College
M.Ed., Lesley University
Ph.D., Old Dominion University

Patrick Durkin (2015)
Instructor, Industrial Systems Technology
A.A.S., Athens Technical College

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 a Binghamton

Mark Evans (2014)
Program Chair, Emerging Technology
A.A., New Mexico Military Institute
B.A., University of Maryland Baltimore County
M.S., North Georgia College & State University
Additional graduate studies, The University of Georgia

Ben Ewing (2014)
Instructor, Emergency Medical Services
A.A.S., Dekalb Technical College
Licensed Paramedic

Terry Fambro, (2016)
Instructor, Welding
Diploma, Athens Technical College

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

Stuart Frew (2014)
Program Chair, Radiography
A.S., M.S., Washington University/Barnes-Jewish Hospital College of Nursing and Allied Health
A.S., Lewis and Clark Community College
B.F.A., Quincy University

Jill Gaddy (2013)
Lead Instructor, Adult Education
B.S.Ed., The University of Georgia
M.A., Ed.S., Piedmont College

Ronald Gaines (2012)
Program Chair, Marketing
A.S., B.S., Macon State College
M.B.A., University of Phoenix

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

Arlen Hart (2016)
Instructor, Automotive Technology
A.A.S., Athens Technical College

Alysen S. Heil (2003)
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 and Public Safety
Diploma, DeKalb Technical College
A.S., Chattanooga State Community College
B.A., M.A., Ashford University

Diane Hess (2014)
Instructor, Paralegal Studies
B.A., Hamline University
J.D., William Mitchell College of Law

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
Interim Program Chair, Business Technology
B.S.Ed., The University of Georgia
M.Ed., Georgia State University

Bonnie Bray Hopson (1990)
Instructor, Business 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

Melissa Hunt (2015)
Instructor, Veterinary Technology
A.A.S., Central Carolina Community College

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

John Kennedy (2014)
Program Chair, Commercial Truck Driving
Diploma, TCC, Athens Technical College

Krissy King (2015)
Instructor, Radiography
A.A.S., Athens Technical College
B.S., Emory University

Edward Kiszka (2014)
Instructor, Machine Tool Technology
A.A.S., DeKalb Technical College
B.A., Florida Atlantic University
B.M.E., Georgia Institute of Technology
M.S., University of Miami

Rhonda H. Lastie (2007)
Program Chair, Social Work Assistant
B.A., Spelman College
M.S.W., Louisiana State University
Licensed Clinical Social Worker State of Louisiana

Ronnell Leftwich (2014)
Program Chair, Practical Nursing
B.S.N., Marymount University
M.H.S., Touro University International

Jeffrey C. Light (2013)
Instructor, Veterinary Technology
B.S., Southwestern Oklahoma State University
D.V.M., Oklahoma State University

Nathan Major (2014)
Instructor, Diesel Equipment Technology
A.A.S., Athens Technical College

Vicky Malone (2006)
Instructor, Practical Nursing
A.D.N., Athens Technical College
B.S.N., Thomas Edison State College

Tawana S. Mattox (2005)
Faculty Coordinator/Instructor, First-year Student Success Seminar
B.S., Morris Brown College
M.S., Georgia State University
Ed.D., Nova Southeastern University

Leslie Malanoski (2005)
Instructor, Early Childhood Care and Education
B.S., M.S., The University of Tennessee at Martin

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

Coretta Miller (2008)
Instructor, Adult Education
B.S., Georgia College and State University

Pat Moody (2006)
Instructor, Medical Assisting
A.D.N., North Georgia College and State University
B.S.N., M.S.N., Regis University

Kimberly Morris (2012)
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

Chris Morgan (2014)
Program Chair, Agriculture Science
B.S., M.Ed., Texas A&M University
Ph.D., University of Florida

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
M.F.A., Savannah College of Art and Design

Vidya Nahar (1997)
Instructor, Mathematics and Learning Support
B.S., M.S., University of Pune, India
M.S., Michigan State University

Ellen P. O'Keefe (1995)
Program Chair, Physical Therapist Assistant
B.A., Northwestern University
M.P.T., Baylor University
D.P.T., Temple University

Jack Parsons (2015)
Instructor, Air Conditioning Technology
Diploma, Athens Technical College

Douglas Patton (2014)
Program Chair, Consumer Economics
B.A., Ph.D., The University of Georgia

Andraa' M. Perrin (2001)
Instructor, Nursing
B.S., Paine College
B.S.N., Medical College of Georgia
M.S.N., Georgia State University
Ed.D., The University of Alabama

Quinton Phillips (2010)
Program Chair, Electrical Systems Technology
A.A.S., Athens Technical College
A.B.J., The University of Georgia
Georgia Electrical Contractor Class II License

Stephanie Phillips (2014)
Instructor, Dental Services
A.S., Georgia Military College
A.A.S., Macon State College
B.L.S., Mercer University

Tremaine Powell (2013)
Instructor, Engineering Technology and Applied Science
B.S., Florida A&M University
M.S., Pennsylvania State University
Ph.D., The University of Arizona

James E. Price (2016)
Dean, Technology, Engineering, and Manufacturing
A.S., Abraham Baldwin Agricultural College
B.S., Fort Valley State University
M.A., Central Michigan University
Additional graduate studies, Colorado State University

Jeffrey C. Rapp (2005)
Program Chair, Biotechnology
B.S., The University of Notre Dame
Ph.D., Texas A&M University

Phyllis Richardson-Marshall (1991)
Instructor, Nursing
A.D.N, Abraham Baldwin Agricultural College
B.S.N., M.S.N., Medical College of Georgia

Michael Ring (2011)
Instructor, Automotive Collision Repair
A.A.S., Chattahoochee Valley Community College
I-CAR Platinum Individual Certification
Automotive Service Excellence (ASE) Certification

Adam Roberts (2016)
Program Chair, Fire Science
B.S., Mercer University
Licensed Paramedic

Ken Roberts (2000)
Program Chair, Engineering Technology and Applied Science
B.S.A.E., The University of Georgia
M.S.E.E., Virginia Polytechnic Institute and State University
Ed.D., The University of Georgia

Crystal Hayes Robinson (2014)
Instructor, Anatomy and Physiology
B.S., Howard University
M.S., University of North Dakota School of Medicine
Ph.D., Wake Forest University School of Medicine

Stuart Rolf (2007)
Program Chair, Machine Tool Technology
Diploma, South East London Technical College
A.A.S., DeKalb Technical College
B.A.S., Southern Polytechnic State University
Mastercam CAD/CAM Software Certification/Certified Instructor

Michael C. Sales (2004)
Program Chair, Criminal Justice
B.S., Georgia Southern University
M.B.A., Brenau University
C.P.M., The University of Georgia
M.P.A., Columbus State University

Mike M. Samadi (2013)
Program Chair, Industrial Systems Technology
Diploma, Lanier Technical College
B.S.E.E., M.S., Florida Institute of Technology
Additional graduate studies, University of Central Florida
EPA Certification

Crystal L. Shelnutt (2013)
Lead Instructor, EMS
A.A.S., Athens Technical College
B.A.S., Clayton State College
EMT-P Georgia License

Coleman Simmons (2012)
Program Chair, Air Conditioning Technology
Diploma, A.A.T., Athens Technical College
B.S., Southern Polytechnic State University
North American Technician Excellence (NATE) Certification

Sarah Simpson (2013)
Instructor, Accounting
B.B.A, M.Acc., The University of Georgia

Larissa Holm-Smith
Instructor, Mathematics
M.A. Piedmont College

Howard Sokol (2001)
Program Chair, Paralegal Studies
B.A., University of Florida
J.D., Mercer University

Pam Springer (2014)
Instructor, Health Information Technology
A.S., University of North Georgia
B.S., Georgia Regents University
Registered Health Information Administrator (RHIA) Certification

Shawana Stanford (2007)
Faculty Coordinator/English Instructor
B.S., Emmanuel College
M.L.S., Fort Hays State University

Jimmy Summers (1999)
Instructor, Physics and Mathematics
Diploma, Athens Technical College
B.S., M.S., The University of Georgia

Michael Swaim (2006)
Chef-Instructor, Culinary Arts
A.O.S., Culinary Institute of America
American Culinary Federation (ACF) Certified Executive Chef
A.C.E., Approved Culinary Evaluator (ACF)

Chris Thaxton (2014)
Accelerating Opportunities Student Success Coach, Adult Education
B.A., Augusta State University
M.A., University of New Orleans

Ashlee Thomas (2015)
Instructor, Nursing
B.S.N., Lagrange College
N.S.N., Kennesaw State University

Gregory M. Thomas (2009)
Program Chair, Automotive Collision Repair
Diploma, A.A.S., Athens Technical College
Automotive Service Excellence (ASE) Certification
I-CAR Platinum Individual Certificate

Tonya Trapp (2008)
Program Chair, Drafting Technology
A.A., Floyd College
B.S., Southern Polytechnic State University

Jennifer Turner (2014)
Clinical Coordinator, Radiography
A.A.S., Gwinnett Technical College
B.S., The University of Georgia
M.S.R.S., Midwestern State University
R.T.(R)(ARRT)

Lisa Vaughn (2005)
Instructor, Cosmetology
Diploma, A.A.T., Athens Technical College
B.S.Ed., The University of Georgia

Joyce Waters (2010)
Program Chair, Health Information Technology
B.S., University of Wisconsin-Milwaukee
M.A., Central Michigan University
Registered Health Information Administrator (RHIA) Certification
Certified Coding Specialist (CCS)
American Health Information Management Association (AHIMA)-approved ICD10CM/PCS Trainer

Jamey Watson (2014)
Program Chair, Surgical Technology
Diploma, A.A.S., Athens Technical College

Betty Watts (2012)
Instructor, Social Work Assistant
B.S., Presbyterian College
M.S.W., Washington University
Licensed Master Social Worker

Aaron Watwood (2015)
Instructor, Engineering Technology and Applied Science
B.S., The University of Georgia
M.E.M., Duke University
M.S., Georgia Institute of Technology

Alan Wheeler (2012)
Instructor, English
B.A., M.A., The University of Georgia

Lisa White (2002)
Program Chair, Early Childhood Care and Education
B.A., Western Kentucky University
M.S., Miami University
Additional graduate studies, The University of Georgia

Mona Wilkes (2000)
Instructor, Cosmetology
Diploma, Athens Technical College
B.S.Ed., The University of Georgia

Vanessa Williams (2015)
Instructor, Anatomy
B.S., Brown University
M.S., Emory University
Ph.D., University of Alabama, Birmingham

Jacqueline Wilson (2004)
Program Chair, Hotel, Restaurant, and Tourism Management
A.B., M.A., Ph.D., The University of Georgia

Leslie Wright (2010)
Instructor, Nursing
B.S.N., Brenau University
M.S.N., South University

Clinical Instructors

Candice Allgood
Clinical Instructor, Radiography
R.T. (R) (ARRT), A.A.T., Athens Technical College

Lisa Allgood
Clinical Instructor, Nursing
B.S.N., LaGrange College
M.S.N. South University

Robert Bishop
Clinical Instructor, Radiography
R.T. (R)(ARRT), A.A.T., Athens Technical College

Tammy Brock
Clinical Instructor, Surgical Technology
Diploma, Purdue University

Nicol Burke
Clinical Instructor, Dental Hygiene
A.A.S., Athens Technical College

Elaine Carter
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Lisa Cearley
Clinical Instructor, Radiography
R.T.(R)(ARRT), Hartford Hospital School of Allied Health

Diane Estes
Clinical Instructor, Dental Services
A.S., Macon State College
B.S., Armstrong Atlantic State University
M.Ed., The University of Georgia

Stephanie Guerrero, RT (R)
Clinical Instructor, Radiography
R.T.(R)(ARRT), Anderson Area Medical Center School of Radiologic Technology

Laura Hamby
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Starr Jackson
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Leland Karas
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Kari King
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Teresa Linck
Clinical Instructor, Nursing
M.S.N. Georgia Regents University

Jason Looney
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Marcia Lowe
Clinical Instructor, Surgical Technology
B.S.N., C.N.O.R., Georgia Regents University
M.Ed., The University of Georgia

Sheryl Mauldin
Clinical Instructor, Surgical Technology
B.S.Ed., The University of Georgia
B.S.N., Georgia Regents University

Donna Mobley
Clinical Instructor, Surgical Technology
Diploma, Stephens County Hospital

Leanne Roberts
Clinical Instructor, Medical Assisting
A.D.N., Tri-County Technical College

Karen Sartain
Clinical Instructor, Surgical Technology
Diploma, Athens Technical College

Connie Smith
Clinical Instructor, Surgical Technology
Diploma, Morrian City Hospital of New York

Debra Talley
Clinical Instructor, Practical Nursing
R.N., Mayland Community College

Patricia Thaler
Clinical Instructor, Surgical Technology
B.S.N., Millard Filmore School of Nursing

Amanda Wadley
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.T., Athens Technical College

Stacie Warwick
Clinical Instructor, Medical Assisting
A.D.N., Athens Technical College

Mark Weathersby
Clinical Instructor, Radiography
R.T.(R)(ARRT), A.A.S., Athens Technical College

# STAFF

Doug D. Allen (2004)
DFCS Regional Training Coordinator
A.A.T., Athens Technical College
A.A.S., B.A., Columbia College

Rebecca Allen (2005)
Executive Assistant, Office of the President
A.A.T., Athens Technical College
A.A.S., B.A., Columbia College

Caroline Angelo
Vice President, Academic Affairs
A.B., M.A., The University of Georgia

Dennis Ashworth (1987)
Vice President, Information Technology
B.S., M.Ed., The University of Georgia

Leigh Barnes (2014)
Career Coordinator, Adult Education
B.S., University of Phoenix

Geoff Barrow (2013)
Web Developer
B.B.A., The University of Georgia

Jennifer Benson (2001)
Vice President, Student Affairs
B.A., The University of Georgia

Stephanie Benson (2005)
Vice President, Adult Education
A.A.T., Athens Technical College
B.B.A., Brenau University
M.Ed., The University of Georgia

Tina Bone (1997)
Coordinator, Student Affairs

Lesley Bowick (2013)
Coordinator, Admissions
B.B.A., Mercer University
M.Acc., Auburn University

Antoine Boynton (2016)
Director, Public Relations
B.B.A., Georgia Southern University

Elli Bradshaw (2014)
Admissions Assistant
A.A.S., Athens Technical College

Denise Brady (2001)
Student Affairs Assistant
A.A.S., Athens Technical College

Sibley Bryan, III (2009)
Director, Greene County Campus
B.A., M.Ed., The University of Georgia

Rebekah Burton (2014)
Director, Human Resources
B.B.A., The University of Georgia
M.B.A., Ball State University

Cheri Carr (2008)
Asset Management Accountant

Cindy Case, LMSW (2014)
Coordinator, Counseling Services
B.A., M.S.W., The University of Georgia

Alvin Coes, III (2014)
Director, Student Activities
A.S., Ogeechee Technical College
B.B.A., M.Ed., M.B.A., Georgia Southern University

Andrea Daniel (1997)
President
B.A., Lander University
M.P.A., The University of Georgia
D.B.A., Northcentral University

Janet F. Davidson (2005)
Administrative Assistant, Business and Education
B.S., Cortland State University of New York

Octavius Davis (2011)
Director of Student Accounts
B.B.A., The University of Georgia

Rebecca Dewald Dethleafs (2013)
Coordinator, Academic Advisement
B.S.Ed. The University of Georgia

Sherry Downey (2009)
Administrative Assistant, DATA Manager, Adult Education
B.S., Pensacola Christian College

Vanessa Eason (2001)
Student Affairs Assistant
A.S., Florida A&M University

Qian (Jan) Fang (1996)
Librarian
B.A., Hebei University (China)
M.L.S., University of Kentucky

Jessica Felts (2010)
Assistant Director, Student Support Services and Career Development
B.S., M.P.A., The University of Georgia

Keli Fewox (2013)
Director, Student Support Services & Career Development
A.A., Polk Community College
B.A., M.A.T., Piedmont College
Additional graduate studies, Liberty University

Janice Fields (2001)
Administrative Assistant, Library
Diploma, Athens Technical College

David Floyd (2014)
Technical Support Specialist
B.M.E., Florida State University
M.F.A., The University of Georgia

Tamika German (2011)
Accounts Payable Specialist
A.A.S., Athens Technical College

Lori Gibbons (2014)
Learning Management System Administrator/
Administrative Assistant, General Education and Online Learning
B.A., B.F.A., The University of Georgia

Kelly Glenn (2016)
College Receptionist
A.A.S., Athens Technical College

Sheba Grafton (2005)
Library Assistant
Diploma, North Georgia Technical College
A.A.T., Athens Technical College
B.S., Emmanuel College

Larry Hall (2015)
Technical Specialist, Information Technology
A.S., Florida Technical College
A.S., ITT Technical Institute

Robert Hardy (2010)
Counselor, Financial Aid
B.A., Vanderbilt University

Sherri Heath (2005)
Coordinator, Human Resources
B.S., Capella University

Marjorie Heimer (1997)
Coordinator, Student Support Services
B.A., Lander University
M. Ed., The University of Georgia

Cynthia Hernandez (2011)
Math Lab Manager, General Education/Online Learning
B.S., M.A., Piedmont College

Diane Hodson (2008)
Advisor, Nursing Program
B .S., The Ohio State University
M.S., Ph.D., The University of Georgia

Marcy Hostetler (2014)
Administrative Assistant, Technology, Engineering, and Manufacturing
B.S., Peru State College

Hope Iglehart (2010)
Coordinator, Academic Advisement
B.A., Bennett College for Women
M.B.A., Piedmont College

Cindy James (2007)
Research Coordinator, Institutional Effectiveness
A.A.T., Athens Technical College

Pam Johnson Upson (2010)
Director, Computer Technology
B.B.A., Georgia College and State University
M.B.A., Piedmont College
Additional graduate studies, Walden University

Bobbi J. Johnstone (2005)
Director, Institutional Effectiveness
B.S., M.S., University of Wyoming
Ph.D., The University of Georgia

Stephony Lewis (2013)
Coordinator, WIOA
B.A., M.Ed., The University of Georgia

Debra Little (2006)
Administrative Assistant, Life Sciences and Public Safety
A.A.S., Athens Technical College

Missy Lockhart (2011)
Administrative Operations Specialist/
General Education and Online Learning
A.S., Georgia Military College

Dorothea Long (2014)
Payroll Specialist, Human Resources
A.S., Georgia Perimeter College
B.S.W., The University of Georgia

Nathan Loyd (2000)
Coordinator, Career Academy
A.S., Georgia Military College
B.B.A., Georgia Southwestern State University
M.A., Northwestern State University
Additional graduate studies, Western New Mexico University

Tommy Lyon (1997)
Program Manager, Business and Industry Services, Elbert Campus
B.S., Clemson University

Dominic Malcom (2007)
Coordinator, Student Services, Walton Campus
B.B.A., Brenau University
M.B.A., Keller Graduate School of Management

Shameka Mapp (2013)
Counselor, Financial Aid
B.B.A., Augusta State University
M.Ed., The University of Georgia

Shelby Maxwell (2015)
Counselor, WIA Program
B.S., The University of Georgia

Al McCall (2013)
Director, Elbert County Campus / Business and Industry Services
B.A., The University of Georgia

Justin McCalla (2016)
Director, Admissions
A.S., Gainesville State College (UNG)
B.A., Brewton Parker College
M.A.T., Piedmont College

Justin McCannon (2015)
Technical Specialist, Information Technology
A.A.S., Athens Technical College

Ilka McConnell (2016)
Vice President, Economic Development
B.A., M.P.A., Ph.D., The University of Georgia

Dustin McDaniel (2009)
Director, Financial Aid
B.A., University of Southern Mississippi
M.A., The University of Georgia

Tracie McGhee (2008)
Coordinator, High School Relations
B.B.A., The University of Georgia

Kala McNair (2011)
Director, Registration and Records
B.S., Georgia Southern University
M.Ed., The University of Georgia

Carla Michele (1998)
Purchasing Specialist
A.S., Community College of the Air Force

Amelia Mills (2013)
Director, Advisement & Retention
A.A., Young Harris College
B.A., Georgia College and State University
M.A.T., Mercer University

Brenda Moody (2005)
Director, Corporate Customer Relations
B.B.A., M.Ed., The University of Georgia
Additional graduate studies, The University of Georgia

Andrew Palmer (2015)
Director, Training and Continuous Improvement
B.S., Georgia Southern University
M.S., Georgia Southwestern State University

Susan Perdue (2013)
Counselor, WIA Program
B.S., The University of Georgia

Michele Petee (2007)
Coordinator, Financial Aid
B.A., Health and Human Services, California State University, Sacramento, CA
A.A., Criminal Justice, Lake Tahoe Community College, South Lake Tahoe, CA

Donna Pierce (2001)
Administrative Assistance, Academic Affairs
A.A.S., Athens Technical College

Amy Ravotti (2014)
Corporate CNA Coordinator
R.N. Diploma, Trimble Nursing School

Courtney L. Ray (2004)
Assistant Director, Financial Aid
B.A., North Carolina State University
M.S., Troy University

Lenzy M. Reid III (2000)
Executive Director, Walton County Campus
B.S., Georgia College

Hugh David Reynolds (2006)
Coordinator, Academic Support Center
B.S., Lee University
M.A., Georgia State University
Additional graduate studies, The University of Georgia

Nick Roediger (2012)
Information Systems Administrator
A.A.S., Athens Technical College
B.S., University of Illinois
B.S., Illinois State University

Marchelle Massey Sandoval (2008)
Transition Specialist, Adult Education
Diploma, A.A.S., Athens Technical College

B.A., M.B.A., Piedmont College

Scott Sapera (2012)
Coordinator, Testing Services
B.B.A., James Madison University
M.B.A., Piedmont College

James Sauceda (2015)
Coordinator, College Recruitment
B.A., North Central University

Brandon Segars (2016)
Cashier

Cindy D. Simmons (1995)
Coordinator, Economic Development Services

Nikki Simmons (2015)
Coordinator, Student Retention
B.A., Valdosta State University

Ashlee Smith (2016)
Data Entry Specialist
B.A., The University of Georgia
M.L.I.S., University of South Carolina

Elizabeth Smith (2004)
Admissions Assistant
A.A.S., Athens Technical College

Meagan Soles (2013)
Administrative Assistant, Finance & Administration
B.S., The University of Georgia

Carol Stanley (1995)
Director, Library Services
B.A., North Carolina State University
M.L.S., University of North Carolina at Greensboro

Ryan Stanley (2007)
Director, Accounting Finance and Administration
A.A.T., Athens Technical College
B.S., Old Dominion University

Candi Stargell (2016)
Coordinator, Disability Services
B.A., The University of Georgia
M.L.H.R., Ohio State University

Sarah Strickland (2014)
Assistant Director, Registration and Records
B.S., North Georgia College and State University
M.Ed. The University of Tennessee, Chattanooga

Chris Thaxton (2014)
Outreach Coordinator, Adult Education
B.A., Augusta State University
M.A., University of New Orleans

Crystal Thomas (2009)
Accounts Receivable Specialist
A.S., Athens Technical College

Kathryn S. Thomas (1995)
Vice President, Finance and Administration
B.B.A., The University of Georgia
Certified Public Accountant

Beth Thornton (2013)
Librarian, Distance Education and Outreach Librarian
B.A., Scripps College
M.A.L.S., Dominican University
M.Ed., The University of Georgia

Zachary (Zach) Thrift (2016)
Admissions Counselor
B.A., Emmanuel College

Ashley Tiller (2016)
Student Account Specialist
A.S., Athens Technical College

Tracey L. Townsend (2013)
Specialist, Financial Aid
A.S., Athens Technical College
B.S., Troy University

Loretta Trammell (2004)
Data Entry Specialist
A.A.S., Athens Technical College

Natasha Turman (2015)
Receptionist, Registration and Records
Diploma, Athens Technical College

James A. Walter (2001)
Executive Director, Facilities Maintenance and Operations

John Robert White (2007)
Academic Affairs Assistant
B.B.A., Georgia Southern University

J.R. Whitley (2005)
Coordinator, Evening Support Services
A.A.S., Athens Technical College

Lauren Williams (2014)
Coordinator, Special Population Services
B.S., The University of Georgia

Trevor M. Wright (2013)
Science Laboratory Manager
A.S., Gordon State College
B.S., The University of Georgia