CATALOG 2022-2023

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

2022-2023 Academic Calendar

	Fall Semester2022	Spring Semester2023	Summer Semester2023
Admissions			
Priority Application Deadline	July 1	November 1	April 1
Program Change Deadline	July 1	November 1	April 1
Classes			
First day of classes	August 23	January 9	May 15
Last day of classes	December 6	April 24	June 20(Five-Week Term) July 17 (Eight-Week Term) August 1 (Ten-Week Term)
Final Examinations			
See exam schedule at www.athenstech.edu	December8 - 13	April 26 -May 1	June 21(Five-Week Term) July 18 - 19 (Eight-Week Term) August 2-3 (Ten-Week Term)
Financial Aid			
Application deadline	July 1	November 1	April 1
Grades			
No Show reporting deadline	September 2	January 19	May 24
Last day to withdraw with a W	October 17	• Please refer to link below for withdrawal dates for each part of term	• Please refer to link below for withdrawal dates for each part of term
First day for faculty to assign grades of WP or WF when students withdraw from classes	October 18	• Please refer to link below for withdrawal dates for each part of term	• Please refer to link below for withdrawal dates for each part of term

Graduation

Graduation ceremony	May 4
Last day to apply for graduation	January 29

Holidays and Breaks

Classes will not meet on these dates	September 5(Labor Day- All Campuses Closed) November 21 - 25 No Classes November 24 - 25 (Thanksgiving Break- All Campuses Closed)	December 23 - January 2 (Winter Break- All Campuses Closed) January 16 (Martin Luther King Jr. Day Holiday- All Campuses Closed) April 3 - 7 No Classes (Spring Break- All Campuses Open)	May 29(Memorial Day Holiday Observance) All Campuses Closed June 19 Juneteenth All Campuses Closed

July 3 - 7 No Classes (Summer Break) All Campuses Open July 4 Independence Day Holiday Observance All Campuses Closed |

Registration

Early Owl Advisement day	June 14	October 5	February 28
Registration	June 14 - August 16	Oct 5 - Jan 3	March 1 - May 9
Late Advisement and Registration	August 19 - 22	December 2 - 8	April 20 - 24
Drop/Add	August 23 - 25	January 9 - 11	May 15 - 17
Last day to withdraw from classes without Academic or Financial penalties	August 25	January 11	May 17

Payment Due Dates

First Payment deadline	TBD	TBD	TBD
Final Payment deadline	TBD	TBD	TBD

For additional details regarding specific registration and term dates, please follow this link:
https://athenstech.edu/registrar-records/calendar

- *Dates are subject to change*

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 and we are excited to partner with you on your journey.

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 overall enrollment exceeds 5,500 students annually with students hailing from over 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.

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.

Our faculty use a variety of instructional delivery models such as traditional classroom/lab, online, live online, and hybrid formats. Instructors not only are they equipped with excellent educational credentials, but they have years of real-world experience in their given fields and stay attuned to local industry needs.

Workforce development is an integral part of our state and our business climate. Nearly six in 10 jobs in today's labor market are held by workers with at least some postsecondary education or training. And 60% of projected job openings by 2025 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.

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 and Education.

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.

Dr. Andrea Daniel assumed the role of Athens Technical College's fourth president on April 1, 2016. She previously held the position of Executive Vice President at the college. Her over 24-year career at Athens Technical College in various roles provides her with a unique prospective and vision for the future of the college. Dr. Daniel has also worked as a senior planning analyst for the Atlanta Regional Commission. She holds a doctorate in Business Administration from Northcentral University, an M.A. in Public Administration from the University of Georgia, and a B.A. in political science from Lander University. She has completed additional training in economic development and is a graduate of the L.E.A.D. Athens Class of 2008.

Under Dr. Daniel's leadership, Athens Technical College was named Achieving the Dream 2017 Leader College. Achieving the Dream (ATD) is a national nonprofit leader in championing evidence-based institutional improvement. Athens Technical College is the first college in Georgia to join ATD and one of two technical college in the state to earn the Leader College distinction. The honor is awarded to colleges within the Achieving the Dream National Network that have shown three consecutive years of improvement in outcomes that measure student success.

Dr. Daniels's leadership led the college to complete a comprehensive renovation of the Athens Technical College Library in 2017. The enrollment at the college continues to increase with eleven consecutive enrollment increases since Dr. Daniel became president. In 2018, Dr. Daniel gained approval for the completion of a $8.2 million Agriculture Science Building on the Elbert Campus of Athens Technical College. In addition to Agriculture Science, other programs to be offered in this new facility include Horticulture, Poultry, and Animal Science. A new program, Conservation Law, in partnership with the Department of Natural Resources, will be added.

In late 2019, under the direction of Dr. Daniel, the college constructed a new visitor center and college entrance. This project enhanced the visitor and prospective students experience at Athens Technical College.

In January 2020, Dr. Daniel was elected and nominated by a group of her peers to serve on the Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC) Board of Trustees. For her efforts in demonstrating excellence, creativity, and success in business and furthering the goals for other professional women, Dr. Daniel was presented the Athena Award in February 2020. The Athena Award is presented annually to a person who embodies the highest level of professional excellence in her or his business or profession, devotes time and energy to improve quality of life for others in the community, and actively assists women in realizing their leadership potential.

In FY2020, under Dr. Daniel's leadership, Athens Technical College was approved to design a new Industrial Systems / Economic Development Building. The building's estimated project cost is $17,226,039. This 49,000 square-foot building will include programs in HVAC/Air Conditioning Technology, Industrial Systems, and Mechatronics, as well as Economic Development manufacturing training space. This new capital outlay project is a much-needed addition in order to serve the manufacturing companies in the region and the State of Georgia.

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 (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Athens Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standards. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Athens Technical Collège (800 US Highway 29 North, Athens, Georgia 30601, Phone 706-355-5000).

Professional Accreditation — The business unit (the associate of applied science degree programs in Accounting, Business Management, 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 following associate of applied science degree programs are not accredited programs with ACBSP even though they are offered by the Division of Business, Industry, and Technology Education: Applied Technical 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 850, 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. 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 address and telephone number are 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, 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; (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 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.gosoced.org

ADMISSIONS INFORMATION

Priority 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. Applicants who submit their admissions packets after the priority 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.

- 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).

- Documentation of Lawful Presence and Residency.

The section on General Admission Requirements (p. 13) 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 10	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	May 15	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 Dual Enrollment 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.

- 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.

- 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. 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 290 in critical reading and 380 in math. SAT exams

administered after March 1, 2016 must have a minimum score of 17 in math and 17 in reading or minimum ACT scores of 14 in English, 17 in math, and 16 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. Any student who has graduated from a Georgia High School within the last 5 years preceding their enrollment date, can exempt placement testing requirements by submitting an official High School transcript showing a calculated HOPE GPA of 2.60 or higher. The student will be deemed 'program ready' with this documentation. The final and official high school transcript will be used to document the graduation date.

- 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.

- 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 studentaid.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.

- 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 290 in critical reading and 380 in math or minimum ACT scores of 14 in English, 17 in math, and 16 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 Science 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 12section 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 378

- Nursing 383

- Nursing Bridge Program 385

- Paramedicine393

- Phlebotomy Technician 400

- Physical Therapist Assistant 407

- Practical Nursing 413

- Radiography 423

- Surgical Technology 432

- Veterinary Technology 439

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.

- 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 distance education 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 $7.50 transcript fee in order to have official transcripts sent to their home institutions. Students must complete the request for a transcript at www.athenstech.edu/transcriptrequest.

Athens Technical College does not guarantee enrollment to transient students. Transient students may enroll in classes if space is available.

Dual Enrollment Admission for High School Students

Dual Enrollment provides high school students with opportunities to earn college credit while working on their high school diploma. This program replaces ACCEL, HOPE-Dual Enrollment, and the previous program. In order to qualify as Dual Enrollment 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 Dual Enrollment 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 Dual Enrollment. 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 grades); and

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

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

Dual Enrollment Funding Application Process

Students attending an eligible public, private, or online high school must complete the Dual Enrollment funding online application located on the website at www.GAFutures.org.

The GAFutures funding application must be completed online by the student and parent each year, and the counselor and college each semester prior to the college payment deadline specified in the Academic Calendar. The Georgia Student Finance Authority will review the funding application and pay the portion of tuition that the dual enrolled student is eligible for according to the Dual Enrollment Regulations which are found on the website at www.GAFutures.org.

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

- Signed application for admission, 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 Dual Enrollment program at Athens Technical College.

- Recommendation agreement to participate form with signatures of applicant, 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 Dual Enrollment program. Applicants whose test scores place them in learning support coursework are not eligible to participate in Dual Enrollment. After gaining admission to Athens Technical College, high school students must complete the New Student Orientation, Distance Education, and online GA-Futures funding application in order 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. Students may incur expenses for course-related fees and supplies required for a particular course. Students are responsible for tuition, fees, and books for courses taken that are not on the Dual Enrollment Approved Course Directory and over the allowed 30 semester hours paid by Georgia Student Finance Commission.

Additional information on Dual Enrollment is available online.

Students that would like to continue enrollment at Athens Technical College after high school graduation, please see General Admission Requirements.

For information on Financial Aid, please see Financial Aid Information.

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 and Distance Education 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, 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 Accuplacer Placement Examination20).

- 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 $20,145 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 Program Change Form available from the Admissions Office. 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. 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).

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 Science 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. Applicants who submit scores that do not meet the minimum requirements 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 exam scores from another college. Applicants who have successfully completed English and mathematics courses with grades of C or higher at another college will be exempt from the placement examination requirement if they submit official transcripts with their application for admission.

The Admissions Office may admit applicants who have not achieved the minimum exam scores needed for regular program admission on a provisional basis if all other requirements have been met. The ACCUPLACER exam scores needed to gain regular admission to each program of study offered at the college are available online.

The ACCUPLACER exam is a computer-based, untimed placement test developed by College Board to identify the basic skill levels of students as they enter college. This information is important when selecting appropriate college level courses. The results provide suggest the likelihood of student success in specific college-level courses. The ACCUPLACER exam measures applicants' current level of performance in reading, writing, arithmetic algebra, and math.

ACCUPLACER is administered throughout the semester.

Upon receipt of your admissions applications, the admissions staff will review the application for current (within the last 5 years) placement exam, SAT, or ACT exam scores or evidence of the completion of college level coursework in English and Math. If the applicant does not have evidence of this, the application will be forwarded to Testing Services. The Testing Services Office will then contact applicants by mail with specific instructions to schedule their placement exam. It is the responsibility of applicants to 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 page, the ACCUPLACER preparation page, and Athens Technical College Library Services webpage 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 under provisional admission status are eligible to retake the placement exam once in each content area after waiting a minimum of 30 calendar days. 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 wishes to retest.

- Submit the completed registration form and payment no later than a minimum of 24 hours prior to the desired testing date. Available dates are listed on page two of the retest registration form. Applicants admitted to the college under provisional 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 the highest placement test scores attained in each content area.

Applicants who fail to achieve the minimum placement exam requirements upon retesting will be referred to the Athens Technical College's the Adult Education centers in their counties of residence for remediation in the appropriate content area(s).

Applicants who do not meet minimum placement exam requirements after retesting must completed the following steps:

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

- Acquire a minimum of score consistent with the eighth grade level 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 exam.

- Return verification of having met these requirements to Testing Services. This form is required to schedule subsequent retest appointments.

High School Students: Currently enrolled high school students who are applying for the Move on When Ready (MOWR) programs must achieve regular admission requirements in order to gain admission to the Athens Technical College MOWR program. High school applicants who do not achieve regular admission requirements must improve their performance in all areas of weakness before they may be considered for admission while enrolled in high school.

Currently enrolled high school students who do not achieve regular admissions requirements in all content areas of the placement will be allowed to retest in the identified areas of weakness after waiting a minimum of 30 calendar days from 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 webpage, the ACCUPLACER preparation webpage, and Athens Technical College Library Services webpage all found on the college website.

High school students who are seeking admission to the MOWR programs must meet the following requirements if they fail to achieve minimum requirements in all areas of the exam upon retesting:

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

- Provide official documentation from their high schools verifying that they have successfully completed courses they were enrolled in 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 program.

High school seniors who are not applying for MOWR 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 science 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 program of study. Tests must have been administered within three years of the application deadline for the specific program of study to which applicants are seeking admission. Applicants registering to retake the exams must wait a minimum of three months from their previous exam date. Applicants who commit acts of academic dishonesty while taking selective admission exams will be charged with violating the college's Academic Honesty Policy.

Applicants to the Nursing program must take the NLN Pre-admission **RN Exam** and applicants to the Practical Nursing programs must take the NLN Pre-admission **PN Exam** for consideration of admission to those programs. The NLN pre-admission exam 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 Nursing and Practical Nursing are encouraged to take the NLN pre-admission examination after successfully completing coursework in anatomy and physiology (ALHS 1011 at the diploma level or BIOL 2113458, BIOL 2113L458, BIOL 2114, and BIOL 2114L 458at the associate degree level), English (ENGL 1010 at the diploma level or ENGL 1101 498at the associate degree level), mathematics (MATH 1012 at the diploma level or MATH 1101518, MATH 1103518, MATH 1111518, or MATH 1127 at the associate degree level), and other general education course requirements. Completing these courses prior to taking the NLN pre-admission exam better prepares students for the content covered on the exam and may aid in improving test scores.

Students may not register for the NLN exam until any necessary learning support courses are complete.

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

- Registration for the NLN exam on-line at the college website.

- Select Selective Admissions Testing

- Select the desired testing date prior to the required registration deadline.

- Submit the non-refundable $60 payment to the cashier at the Athens Campus or via phone at (706) 355-5121 by the required registration deadline.

- Students must submit the online registration and make the required payment prior to the registration 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 at the Athens Technical College's Library webpage.

Applicants to the Dental Hygiene, Health Information Management Technology, Physical Therapist Assistant, Radiologic Technology, Surgical Technology, and Veterinary Technology programs must take the ATI TEAS exam. This exam 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:

- Register for the ATI TEAS exam online the college website.

- Select the desired testing date prior to the registration deadline.

- Submit the non-refundable $70 payment to the cashier at the Athens Campus or via phone at (706) 355-5121 by the required registration deadline.

- Must submit the online registration and make the required payment prior to the registration deadline.

Applicants must show photo identification to gain entrance to the testing session.

Resources to prepare for the ATI TEAS examination are available on the Testing Services website and on the Library webpage.

ADVISEMENT AND REGISTRATION

Early Alert Program

The Early Alert program identifies students at risk of academic difficulty or failure between the third and the seventh week of each semester. The program connects students with the student retention coordinator or members of the Advisement and Retention Staff. 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/staff 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. "Students may email their advisor to set-up an appointment. Here is the link to find your advisor (https://www.athenstech.edu/studentaffairs/advisement/locate.cfm). Students may also call 706-355-5109 for more information."

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.

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 make copies 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 students complete registration and pay tuition and fees. Students must pay tuition, fees, and other charges by the Tuition/Fee Payment deadline as listed on the academic calendar2.

- *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 Aid51). 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 Aid51). 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 Orientation 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.

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.

Returning Student Registration

Returning students register for classes during Returning Student Registration as listed on the academic calendar2. Students must meet with their advisors each academic term to discuss program requirements, develop their class schedules, and receive their registration access codes/alternate pin. 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 other charges, or the will be removed from classes for non-payment (see Tuition/Fee Payment Deadline)51.

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 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 distance education class must complete the approval process to take online classes (see Advisement for Online Classes23). 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 Deadline51). 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 participate in 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. 2

Students who would be considered a no-show:

- Students taking face-to-face, web-enhanced, and hybrid courses must attend one class session during the first five days of the semester. Otherwise, instructors must report those students as no shows.

- Students taking distance education 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 have completed an academic assignment. Those students must complete the formal withdrawal process as outlined in the 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 and receive a W during the first 61 percent of the academic term. 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 or academic standing (see Grading System). 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 calendar. 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 percent 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 after the last day of class.

Withdrawing From Distance Education Courses

Students who are taking distance education classes may withdraw from classes through the online student registration system through the 61 percent withdrawal deadline as indicated on the academic calendar2. 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 distance education courses during any given semester must follow the same procedures outlined in Withdrawing From Classes25. 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 Progress62.

ACADEMIC INFORMATION

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 progress62 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**Error! Bookmark not defined.** 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

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 grades are designated an asterisk (*) after the letter grade or grading symbol and are counted as attempted hours, but are not included in grade point average calculations.

Prior to Fall 2011, work ethics grades were given in all courses after the letter grades as 3 or E (exceeds expectation), 2 or M (meets expectations, 1 or N (needs improvement, or 0 or U (unacceptable). Since Fall 2011, instruction and evaluation of work ethics takes place in the context of students' program of study. Work ethics grades are not calculated into credit hours or grade point average calculations.

The college also uses the following symbols:

AC   Articulated Credit: passed exemption examinations while enrolled in high school. No longer in use as of Sum 2019.

AU   Audit/Warranty Claim: This symbol indicates that students enrolled in classes but chose not to receive credit.

EXE   Credit attained via examinations demonstrating prior achievement of course competencies. Prior to Fall 2014, EX graded

EXP   Credit attained through a complete and cohesive portfolio of prior experience that demonstrates prior achievement of course competencies Prior to Fall 2014, EX graded

I   Approved extension for student to complete coursework after academic term.

IP   Instructor assigned extension of individualized course and/or internship/practicum.

TR   Transfer: Effective Fall 2014, solely for AP, IB, or CLEP. Transfer credits are counted as attempted hours but are not included in a student's grade point average.

TRA

TRB

TRC

TRP   Transfer: Credit awarded for courses taken at other colleges. Prior to Fall 2014, TR graded. Transfer credits are counted as attempted hours but are not included in a student's grade point average.

TRM   Transfer: Military credit. Prior to Fall 2014, TR graded.

W   Withdrawal prior to 61% of semester completion.

WF   Withdrawal after 61% of semester completion, while failing course. This is calculated as grade of F in grade point average calculation.

WP   Withdrawal after 61% of semester completion, while passing course.

Z   COVID-19 emergency. Unsuccessful completion of course. Grade is excluded from attempted hours and grade point average calculation.

Student Right To Grade Appeal

A student who wishes to contest a final course grade must first institute an informal appeal request through the instructor who awarded the grade or made the decision. A student must make every effort to resolve the appeal through initially contacting the instructor by phone, email, or personal visit before filing a formal appeal.

If consultation with the instructor does not resolve the appeal, the student may appeal to the Academic Dean of the division in which the course was taught by filing a written request for review. (Forms for the appeal may be requested from the Office of Academic Affairs, the Academic Dean, or downloaded from the college website.) The written appeal must state the class in

which the grade was received, corresponding semester, grade received, the instructor of the class, response from corresponding with the instructor, the reason for the appeal, the action requested based on the appeal, and student contact information. This request must be filed with the Academic Dean no later than the midpoint of the following semester.

The Academic Dean will respond to the student within two weeks of receiving the written request. If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President for Academic Affairs within two weeks of receiving the Dean's decision The Vice President will respond to the student's request within one week. The decision of the Vice President for Academic Affairs shall be final.

The College assures that a student will not face retaliation for filing a grade appeal.

The above appeal procedures do not apply to Student Code of Conduct alleged offenses or equity issues (i.e. race, age, national origin, or gender discrimination). See the Non-Discrimination Policy and Grievance Procedure section of this catalog for an explanation of other grievance procedures or the Student Handbook for Code of Conduct procedures.

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 executive director of the Greene County Campus for students at that campus, or the executive 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.

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. Students must complete a minimum of twelve (12) credit semester hours of Paralegal Studies legal specialty courses, along with PARA 2210 at Athens Technical College. In addition, must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction.

- **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 progress62 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. In addition, Athens Technical College does not accept lab science courses for transfer credit in which the lab portion is taken as part of a distance education class. Students may be asked to provide syllabi and other course information to show that the lab portion of a distance education lab science class was taken in the classroom.

- **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.

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 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 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 for a course or courses should make an appointment to speak with the dean responsible for the program.

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.

Attendance Policy

Athens Technical College strongly encourages regular and punctual class attendance. Research shows a strong correlation between class attendance and grades earned. 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 who stop attending class, but do not formally withdraw, may receive grades of "F" and face financial aid repercussions in future semesters.

The student is responsible for knowing the course attendance requirements and adhering to them. Students anticipating an absence or tardiness should contact the instructor and provide notification as soon as possible. students absent from class for any reason are still responsible for all work missed. Final grades may be affected by excessive absence and tardiness. Failure to attend class the first week may result in students being reported as no-shows and dropped from the course.

Athens Technical College is a non-attendance taking institution. However, instructors may develop reasonable attendance requirements appropriate to the type, level, delivery method, and frequency of class meetings for their courses in accordance with the rules of respective licensure boards and/or accrediting agencies. Instructors must communicate the requirements to students clearly via their syllabi addenda and apply the requirements fairly and consistently to all enrolled students. Instructors are responsible for determining whether work missed may be made up or rescheduled; if any make-up work is allowed, it is scheduled at the discretion of instructors. Policies for make-up work are detailed in the course syllabus. The syllabus should clearly describe the consequences of missed classes.

In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard. Instructors will provide information on their continuation of instruction plans in their syllabus.

Workforce Investment Act (WIOA) students and students in programs sponsored by the Department of Labor will submit an Attendance/Travel Reimbursement form for the instructor's signature verifying attendance in class or school biweekly. Please sign forms as appropriate.

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 the Learning Management System 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 learning management system or email in their course to continue instruction when the college is closed for inclement weather and other emergency situations. Faculty utilize the learning management system in their course will use that it to continue instruction. Faculty who do not utilize the learning management system 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 learning management system or sent to them via email.

Course Load

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

Course Substitution

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

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

Distance Education

Distance education is a flexible and convenient alternative to taking face-to-face courses; however, online courses are not easier. Distance Education 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 distance education 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 education courses are comparable to the same courses taught in a traditional classroom setting.

- Distance education courses have the same course content, student learning outcomes, grading policy, and criteria as face-to-face courses.

- Students who take distance education 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.

- Blackboard Learn, a learning management program, is used for all distance education courses. Some courses also use publisher resource sites. Students receive a username and password to access the learning management system and publisher sites.

Eligible for Distance Education at Athens Technical College

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

- Must have successfully completed the Distance Education Orientation Assessment prior to meeting with their advisor.

Definitions of Distance Education Course Types

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

- On Campus (CA): Courses taught primarily on campus with 50% or less of the course content delivered online. This delivery method requires students to be in class at specific days/times during the term. Students may be required to login the Learning Management System to access some course content. On Campus classes are not considered distance education courses.

- Blended (BL): Distance education courses taught on campus and online with more than half (50%-99%) of the course content being delivered online. This delivery method requires students to be in class at specific days/times during the term, and to login to the Learning Management System to access over half of the course content.

- Online Synchronous (OS): Distance education courses taught fully online synchronously with course content, activities and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events.

- Online Asynchronous (OS): Distance education courses taught fully online asynchronously with course content, activities and interactions occurring entirely online. This delivery method does not required students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Online asynchronous courses may require proctored events.

- eCampus (ECP): Distance Education courses taught fully online using TCSG's eCampus platform. eCampus courses can be taught Synchronously or Asynchronously. eCampus courses may require proctored events.

Support for Distance Learners

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

- Visit the Distance Education 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 complete the request for a transcript at www.athenstech.edu/transcriptrequest. On the transcript request, students must provide their names as recorded on official Athens Technical College records, their college identification/social security numbers, and complete information on where the transcript should be mailed or emailed. Students may print unofficial transcripts from their BannerWeb accounts at any time.

Students must pay a fee of $7.50 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 institutes.

The Registration and Records Office will not issue transcripts to students who have HOLDs on their account including financial obligations.

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 distance education 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 Registration and Records on the Athens Campus.

The director of Registration and Records will verify that students are currently enrolled and are in good academic standing. The director 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 director of Registration and Records 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 (SACSCOC):

- 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 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.

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 all documents pertaining to the alleged violation.

• 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 all documents pertaining to the alleged violation.

• 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 for 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, distance education 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.

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	$100 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	$6

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	$6

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	$200 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	$6

Non Citizen Students

International students will be charged at a rate four times the rate paid by Georgia 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, an L or G series visa, or employment authorization card do not meet the definition of eligible non-citizens.

Tuition	$400 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	$6

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 Fu51nds.)

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
CDL Test/Exam Fee	$100
ACCUPLACER retest	$15 per section
Diploma replacement	$25
Exemption test fee	25% of Tuition for the class
GDOT Fee	$150
Graduation fee	$40
Late registration fee	$45
Malpractice insurance	$11
NLN Exam	$60
Parking tickets	$10
Pest Control Exam	$45
Proctor Fee	$20 - $150
Return check fee	$30
Smoking violations	$50
TABE Testing	$20
Transcript fee	$10.00
On-demand transcript service	$25 plus any cost incurred to ship overnight
TEAS – V Test	$70
Work Keys	$30

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.

Eligible Non Citizen: a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-555C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired): "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, a G or L series visa, or an Employment Authorization Document card (EAD) do not meet the definition of an Eligible Non-Citizen.

Ineligible Non-Citizen: an ineligible Non-Citizen cannot qualify for in-state tuition per Technical College System of Georgia (TCSG) Policy 6.2.2p. However, at the discretion of the President of the college, the international tuition rate may be waived in favor of an out of state tuition rate for an Ineligible Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws. Requests for the tuition waiver must be presented in writing to the Vice President for Student Affairs at least two weeks prior to the beginning of the term for which the student is seeking waiver. To begin the process, please see the Director of Admissions on the main campus or the campus administrator on any satellite campus.

Verification of Lawful Presence in the United States

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.

Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.

TCSG Procedure 6.2.2p: "Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws."

How can a student verify lawful presence?

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.

- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.

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

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

- A current U.S. Passport.

- Unexpired Georgia and select out of state Drivers license and state ID cards can be accepted under certain conditions. **It must be a Real ID and not contain any of the verbiage in the chart below.** If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.

- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.

- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.

- Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS).

- Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program.

State	DL/ID Requirements for Acceptance
Alabama	Must NOT be marked "FN"
Alaska	Must NOT be marked "Limited Term"
California	Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary licenses cannot be accepted.
Delaware	Must NOT be marked "Limited Term" or "Temporary"
Florida	Must NOT be marked "Temporary"
Georgia	Must NOT be marked "Limited Term"
Idaho	Must NOT be marked "Limited Term"
Iowa	Must NOT be marked "Limited Term"
Kentucky	Must NOT be marked "Not for REAL ID purposes"
Louisiana	Must NOT be marked "Limited Term"
Maryland	Must NOT indicate "T" restriction
Missouri	Must NOT be marked "Limited Term"
Montana	Must NOT be marked "Limited Term" or "Temporary"
Nevada	Must NOT be marked "Limited Term"
North Carolina	Must NOT be marked "Limited Term"
Ohio	Must NOT indicate that it is "nonrenewable and nontransferable"
Oklahoma	Must NOT be marked "Temporary"
South Carolina	Must NOT be marked "Limited Term"
Tennessee	Must NOT be marked "Temporary"
Texas	Must NOT be marked "Limited Term" or "Temporary"
Vermont	Must NOT be marked "Limited Term"
Wisconsin	Must NOT be marked "Limited Term"

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 Progress62). 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. 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 Calendar2).

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-Associate Degree, Nursing Bridges, Paramedicine, Healthcare Assisting, Phlebotomy Technician, Practical Nursing, Physical Therapist Assistant, Radiography, Social Work Assisting, 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 if the balance of tuition and fees is not paid by the tuition/fee deadline.

To pay their 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 Plan53)

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 Authorization51) 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:

- Click on Banner Web Login

- Type in your username and password

- 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:

- Click on Banner Web Login

- Type in your username and password

- 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, Discover, 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. Follow the steps below to enroll in the Nelnet Payment Plan.

• Click on BannerWeb login

• Type in your username and password

• Click on Student Services and Financial Aid

• Click on Student Accounting (Pay online)

• Select Pay Online

• Select the appropriate term

• Select the Pay by Payment Plan with Nelnet icon

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.

For more information visit bankmobiledisbursements.com/refundchoices or see the Student Accounts Specialist or the Cashier.

To view our institution's contract with BankMobile, a Division of Customers 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).

DoD MOU Tuition Refund Policy

Athens Technical College has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

Athens Technical College will use the following schedule to determine unearned TA fund to be returned to the government. Note that the college counts all days including weekends in the academic calendar but excludes breaks of five days or more.

5-Week Course (Total of 35 days)

Day 1 to 7 - 100% return

Day 8 - 77% return

Day 9 - 74% return

Day 10 - 71% return

Day 11 - 69% return

Day 12 - 66% return

Day 13 - 63% return

Day 14 - 60% return

Day 15 - 57% return

Day 16 - 54% return

Day 17 - 51% return

Day 18 - 49% return

Day 19 - 46% return

Day 20 - 43% return

Day 21 - 40% return (60% of course is completed)

Day 22 - 0% return

8-Week Course

Before or during week 1 -100% return

During week 2 - 75% return

During weeks 3 to 4 - 50% return

During week 5 - 40% return (60% of course is completed)

During weeks 6 to 8 - 0% return

10-Week Course

Before or during week 1 -100% return

During week 2 to 3 - 75% return

During weeks 4 to 5 - 50% return

During week 6 - 40% return (60% of course is completed)

During weeks 7 - 10 0% return

16-Week Course

Before or during weeks 1 to 2 - 100% return

During weeks 3 to 4 - 75% return

During weeks 9 to 10 - 40% return (60% of course is completed)

During weeks 11 to16 - 0% return

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 — (706) 552-0901

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 have a remaining, unmet need for financial aid assistance in order to participate in this program. Opportunities open to all eligible students and 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.

Federal Pell Grant Recalculation Policy

PELL Grants awards are based on a projected full-time enrollment status. The Pell Grant amounts are then prorated based on the enrollment level of the student during each term. The College utilizes the student's latest census date for all classes when disbursing federal Pell each semester and Pell awards will be issued based on the enrollment level calculated at that time. For more information regarding Federal Pell Grants, please go to: https://studentaid.ed.gov/sa/types/grants-scholoarships/pell.

Pell Lifetime Eligibility Used (LEU)

A federal law effective with the 2012/13 school year that limits the amount students can receive in the Federal Pell Grant. Lifetime Eligibility Used (LEU) includes all awards received prior to the 2012/13 year, some students will already be ineligible at the start of the year. Others will have some eligibility but not enough to receive 100% of their award. It includes an Pell Grant award received at any school and it's a limit to receive it at any school. Students can't transfer and receive additional awards at another school. There are no exceptions and it isn't possible to appeal. The school has no legal ability to award a student beyond the limit.

The limit is six years of full-time attendance. It's prorated for part-time students. It's calculated based on 600% of annual awards. When students are awarded a Pell Grant, he/she is given a maximum annual Pell Grant award. If a student attends full-time for two semesters he/she receives 100% of it. If he/she attends half-time for two semesters receive 50% of it. Each semester students receives a percentage. When that total reaches 600% students are no longer eligible for the grant. Students must be eligible for the Pell Grant to receive the Federal Supplemental Educational Opportunity Grant (FSEOG). Once a student has reached the limit, he/she is no longer eligible for either grant.

Students may view their Pell Grant used by logging into https://studentaid/gov/. The https://studentaid.gov/ portal is where students can find and track their financial aid history. Students will need their federal student ID to access the system.

To read more about the LEU and how it's calculated including examples click on the link: http://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility

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 Calendar2.

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 any balance associated with 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. 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, HOPE Career 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 and other institutional 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 Calendar2).

Renewal Application

Students must renew their Free Application for Federal Student Aid (FAFSA) online each year after October 1 and prior to the financial aid application deadline as indicated on the Academic Calendar2 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 federal 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 Calendar2. Once the Financial Aid Office receives and processes 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.

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.

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 and Zell 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 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 even 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 HOPE Career Grant for specific diploma programs. The designated HOPE Career Grant 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 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 Admission15).

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 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 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

Dual Enrollment

The Georgia Student Finance Commission (GSFC) administers the Dual Enrollment program to provide high school students at eligible, participating Georgia public and private high schools the opportunity to take certain courses from postsec-ondary institutions that count for both high school graduation credit and perhaps credit toward a college degree.

To be eligible for Dual Enrollment funds, the student must complete the Dual Enrollment application on the www.gafutures.org website. This application must then be approved by both the high school counselor and the college before funds can be awarded. Dual Enrollment will only cover classes that have been approved by the high school as accepted for high school credit.

Parent participation agreement must be completed for participating in Dual Enrollment.

The Dual Enrollment program will pay 100 percent of the current standard tuition rate.

Satisfactory Academic Progress

Satisfactory Progress Policy

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress for students receiving financial aid. The satisfactory progress policy must include both a qualitative measure (cumulative GPA) and a quantitative measure (maximum time frame). Students must declare a major and be working toward the completion of that major in order to receive financial aid.

Notes: The SAP policy applies to all students regardless of whether he/she has previously received aid. SAP is checked at the end of each semester. Standards for the Title IV students are the same or stricter than non-Title IV students enrolled in the same educational program.

Qualitative:

- Students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. The GPA is computed by the Office of Registration & Records on a scale of 4.0.

- Successful completion of learning support classes requires a C* or better.

- Students enrolled in a program of study of more than two academic years must have a GPA of at least a 2.0.

Quantitative:

- Students must successfully complete two-thirds (66.66%) of all hours attempted.
  Example: Cumulative hours attempted (hours at ATC as well as any hours transferred in as credit) = 25 25 x 66.66% = 16.65 (must round up to next whole number). In this example, you must successfully complete at least 17 hours to be making satisfactory progress. See unsuccessful grades below.

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

Students must also show a completion rate that will allow the student to complete a program of study in at least 150% of the time it should require (as determined by the college catalog). For example, a student in a program requiring a total of 50 semester credit hours will receive financial aid up to 75 semester credit hours for that program. Transfer credits accepted by ATC will be counted in the maximum timeframe.

SAP is calculated at the end of each term. Students who change their program of study for the current term to a longer program of study may request to be reevaluated by the financial aid office to determine the student's current completion rate. Failure to maintain satisfactory academic progress will result in the loss of financial aid including Pell, state grants and scholarships (HOPE/Zell), and private student loans. The SAP policy applies to all students, regardless of whether they have previously received aid.

Warning

Students that do not meet the above guidelines will initially be placed on Financial Aid Warning. A student assigned a Warning will be notified by email at their ATC student email account. The student may continue to receive financial aid for one subsequent semester under this status. SAP standards must be met to continue eligibility.

Exclusion

Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on Financial Aid Exclusion. Students on Exclusion are not eligible to receive financial aid but may appeal this status. See the Appeals section below.

Probation

Students who were placed on Financial Aid Exclusion may choose to appeal the exclusion. If the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. A student on Financial Aid Probation may be placed on an Academic Plan that may require the student to meet certain terms and conditions as determined by the retention coordinator. At the conclusion of the Financial Aid Probation semester, the student must be meeting SAP standards or be meeting the requirements specified in the Academic Plan.

Special Considerations Affecting SAP Criteria

Learning Support Classes

Learning support classes are counted in the quantitative measures affecting SAP (both completion rate and 150% maximum timeframe). Successful completion of all learning support coursework is required to meet qualitative progress. This is defined as completing all learning support coursework with a grade of A*, B*, or C*.

Dropped and Repeat Coursework

All coursework taken at Athens Technical College will be included in the qualitative and quantitative measures for SAP. This includes courses that are withdrawals or repeated. Courses that are dropped during the drop/add period or courses in which a student is a no show are not counted.

Successful grades include A, A*, B, B*, C, C*, and D. Unsuccessful grades include D*, F, F*, W, WP, WF, and WF*. Grades of I or IP are treated as unsuccessful and SAP will be reevaluated once a final grade is posted.

Transfer Credits

Credits that are transferred from other institutions (including courses taken as a transient) will count in a student quantitative SAP measure (pass rate and 150% maximum timeframe) but will not count in the qualitative (GPA measure).

How to Reestablish Financial Aid Eligibility

Students may regain financial aid eligibility after being placed on exclusion by either

- Meeting the cumulative SAP standards described in this policy in their course of study at a future evaluation (end of semester)
- Successfully appealing as described in this policy and being placed on Probation

Appeals

Students placed on Financial Aid Exclusion may appeal the denial of financial aid if extenuating circumstances are present. A Satisfactory Academic Progress Appeal form must be submitted through the student's Campus Logic account online explaining the extenuating circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. Supporting documentation is required. Appeals must be submitted to the Financial Aid Office prior to the midpoint of the semester for which students are appealing their exclusion status. Financial aid appeals are reviewed by a committee of faculty and staff.

Tips for Submitting the SAP Appeals

1. Read the SAP Appeal form thoroughly. Incomplete appeal forms will not be accepted.

2. Please explain in detail the extenuating circumstances in your personal statement (Step 3 of the SAP form) and be sure to include documentation to support your statement. An attempt should be made to explain all terms with failing grades or withdrawals since SAP uses cumulative GPA and credit hours.
   Examples of extenuating circumstances include, but are not limited to:

   - Death of a relative
   - Hospitalization of immediate family members
   - Personal injury or illness
   - Unexpected work issues beyond the student's control

3. Once you have completed your appeal and the attached documents, please submit it to the Financial Aid Office.

4. Only one appeal per semester will be allowed. Once a appeal is denied, the student must wait until the next semester to appeal again.

Academic Plan

Students who file a successful appeal and require more than one term to regain good financial aid standing may have the option to enter into an academic plan. The academic plan consists of the following four major elements:

1. A 100% pass rate for the term: Any withdrawals or failing grades will result in suspension of an academic plan. A grade of D in a class that requires a C will not be considered passing. A cumulative 66.66% completion rate is required for students on a plan for maximum timeframe.

2. A 2.5 term GPA for students who have a cumulative GPA higher than 1.5 and a 2.00 term GPA for students who have a cumulative GPA of less than 1.5. A cumulative 2.00 GPA is required for students on a plan for maximum timeframe.

3. Advisement and follow up with the Student Support Services, and/or other on campus services that will ensure students are successful in both following the academic plan and successfully completing their program of study on time.

4. The estimated time the student will have to be on the academic plan to be back in good standing.

*The above guidelines are general recommendations intended to move a student toward program completion. Plans may be designed by the retention coordinator to meet a student's individual needs.

Each agreement will set the minimum pass rate, GPA, the offices/services to be included in the student's plan, and the expected time for the student to be back in good standing. Failure to meet the terms of the plan will result in the student being placed on financial aid exclusion until he/she meets SAP standards. Students who fail to meet the terms of their academic plan due to uncontrollable, one-time, documentable circumstances (medical problems, death or illness in the family, etc.) will be able to appeal their financial exclusion status for the following term under the existing financial aid exclusion appeal process. Academic plans may include guidance and input from various Student Affairs and Academic Affairs offices. The plans will be maintained and administered each term by the financial aid office using Banner student records.

Process for Those Who Fail to Follow the Academic Plan

If a student fails to meet SAP standards despite prior SAP approvals or academic plans, and consequently loses financial aid eligibility, the student may submit a written appeal with supporting documentation for reinstatement of financial aid eligibility - only if mitigating circumstances exist.

Mitigating circumstances include:

•   Serious injury of the student and/or the student's immediate family

•   Serious extended illness of the student and/or the student's immediate family

•   Death of a student's relative

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 appeals through Campus Logic 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, Zell Miller 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 a portion of tuition provided students attended class 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.

As part of the Veterans Benefits and Transition Act of 2018 of title 38, United States Code, a veteran attending Athens Technical College who qualifies for chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, tuition and fees will be deemed covered and the veteran able to attend or participate in the course of education during the period beginning on the date on which the individual provides, to the educational institution, a certificate of eligibility for

entitlement to educational assistance under chapter 31 or 33. A certificate of eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs.

Our institution will ensure that the entitled veteran will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

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 high school equivalency credential 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, Morgan, 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 a high school equivalency credential.

• 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 high school equivalency preparation classes at adult education centers in all service area counties. The college conducts GED or HI SET 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 high school equivalency testing sessions are available from the college's Adult Education Office, which is located in Building K, on the Athens Campus. The telephone number is (706) 583-2551. Information is also available on the college website.

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, Morgan, 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 Pearson Vue, NATE, 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 education 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

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: individuals preparing for non-traditional fields, single parents, out-of-workforce individuals, English learners, homeless individuals, youth in/aged out of foster care, individuals with disabilities, youth with a parent who is a member of the armed forces and on active duty, and/or individuals from economically disadvantaged families.

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. Staff provide assistance through the textbook lending library, technology lending library, referrals for off-campus programs and resources, and mentorship for students seeking to improve their academic standing. Each term, students can attend seminars on health and wellness, academic resources, career guidance and exploration, and other topics of interest.

For assistance through the Office of Special Populations, please contact the coordinator at 706-355-5006.

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 Counseling Coordinator and Veterans Liaison at 706-355-5146 or the college's Certifying Official at 706-355-5146 or 706-357-1202. 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 tutoring centers or email tutoring@athenstech.edu.

Workforce Innovation and Opportunity Act

WIOA (Workforce Innovation and Opportunity Act)

The WIOA Program provides financial assistance and supportive services for Georgians who are unemployed as a result of plant closures, mass layoffs, and other effects. WIOA assists with tuition, books, and supplies needed for academic programs of study.

For more information, please contact:

WIOA
Athens Campus
J102
706-355-5015

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 RAVE Alert 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 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 patrons 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 Police Department 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 three 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 enforce Georgia Law and 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.) or utilizing the 911 system. A college administrator will secure professional emergency care if needed. Campus Police can be notified at 706-355-5039 or 706-621-9860.

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 Department as promptly as possible.

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 Department and Vice President for Student Affairs. Students who violate the Student Code of Conduct or who commit crimes of a 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 Procedures108). 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 also 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.

Banning Non-Students from Campus

Occasionally there is a need to ban or exclude non-students from college premises as a result of disruptive or illegal behavior committed on college property or at college events. This includes but is not limited to recreation facilities, libraries, campus centers, classrooms, administrative buildings, and college parking areas. For information about campus bans, contact the Athens Technical College Police Department at 706-355-5039.

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. Virtual Job Shadow 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. Athens Technical College partners 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 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.

Local and regional employers can list job positions for student consideration under the Post a Job section of the career services website.

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) 355-5006 or review the Career Services homepage. Career service assistance is available on all campuses of the college.

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. Students are encouraged to seek guidance from our Counseling Office, located in our Student Support Services. Although unable to provide ongoing counseling, a Counseling Coordinator can assist students who are in crisis, seeking to identify opportunities for academic and personal growth, or struggling with day-to-day challenges. A Counseling Coordinator can also help connect students with other on-campus services. If additional counseling services are needed, we offer referrals to mental health resources in the community, which are able to serve students on an ongoing basis. In cases involving a referral, Counseling Services can assist students in locating a mental health provider who either accepts a student's current insurance coverage or extends a sliding fee scale. Students may contact a Counseling Coordinator at either (706) 552-0984 or (706) 227-7174 to obtain assistance through the Office of Counseling Services.

Disability Services

The Office of Disability Services for Athens Technical College provides assistance 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 in accordance with all relevant federal laws.

The Office of Disability Services requires official documentation of the students' conditions within the last 3 years but cannot accept IEP's or 504 plans from high school. Prospective students must provide documentation from a professional qualified to diagnose their particular disability prior to receiving any academic accommodations or auxiliary aids and must meet the requirements set by the Technical College System of Georgia for students with disabilities. Once reviewed, the disability services coordinator communicated with their instructors each semester outlining the appropriate accommodations which students are eligible to receive during testing and within the classroom.

The Disability Services Intake packet is available on the college website or within the Office of Disability Services. If you need more information about services to students with disabilities, please contact the Disability Service Coordinator on the Athens Campus at (706) 355-5010 or the Georgia Relay Center at 1-800-255-0056 (TYY for VCO). For direct voice calls, contact 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 police (706-355-5039) 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 Insurance51).

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. Students can access online resources such as over half a million ebooks, over 40,000 streaming educational videos, and thousands of journal articles from off campus. 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. 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.

Online resources available to students can be located or accessed through the library's website and Blackboard. GALILEO (Georgia's virtual library) and O.W.L. (your library discovery tool) provide a variety of databases for students to use for research. For off-campus access, to most resources, students will log in with their ATC email and email password. If passwords are needed for specific resources, they can be found in Blackboard. The *Learning Express* databasefeatures a large number of practice exams, licensing exams, and online courses for a variety of subjects.

The library environment in Athens provides:

- plug & play furniture

- group study rooms

- study nooks

- white boards

- anatomy models

- computers/printers/copier/laptops/fax machine/scanner

- classroom

- Technology Nest

Services provided include:

- TechShare (a service to fulfill patron requests or library books from other TCSG libraries through the ATC library discovery tool- O.W.L.)

- 24/7 chat/text

- online library guides for programs and courses

- course reserves

- interlibrary loan

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 printer using a debit or credit card. Study rooms are available for student groups or individual students who need a quiet place to study on the Athens, Elbert, and Walton Campuses.

The normal checkout period for books is four weeks and for videos 3 days. Instructors may place titles on reserve at the help desk for a limited checkout period for their students. Students can manage their library accounts online 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 in Blackboard. The librarians and staff can be contacted by phone, chat, text (706) 621-5888, email, or in person with any questions! Just ask us!

The *Library About Us* links information on the location, telephone numbers, and hours of operation for the libraries at each of the campuses of Athens Technical College.

Live Work

As part of their laboratory experiences, students in Automotive Collision Repair, Automotive Technology, Cosmetology, Culinary, Dental Hygiene, and Diesel 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.

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) 621-9817 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.

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 910210706 would be assigned the email address of johnsmith706@student.athenstech.edu. The email password will be randomly generated and information on retrieving that password will be 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 Services are available for incoming and outgoing telephone calls for persons with speech and/or hearing impairments. For further assistance, contact TTY only line 1-800-255-0056 or Direct Voice Calls at 1-800-255-0135. Speech-to-Speech English at 1-888-202-4082 and Speech-to-Speech Spanish at 1-888-202-3972.

Technology Nest

Located inside the Athens campus library, the Technology Nest, is a lab and development space with software and equipment supporting 3D printing, multimedia design, coding/programming, electronics, and other technology. "Nest" gives students a safe space to learn and explore. There are also 3D printers and other technology located in the Elbert and Walton campus libraries.

STUDENT ACTIVITIES

Student Representation in Governance

Students' role in institutional decision-making is an advisory one accomplished through the Athens Technical College Student Advisory Council (ATCSAC). ATCSAC is a student organization that represents the interests of all Athens Technical College students. ATCSAC provides a formal means for students to express their desires, concerns, and ideas to the college administration. ATCSAC 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 ATCSAC.

ATCSAC 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 ATCSAC 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 grade point average of 4.0. 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 grade point average of between 3.75 and 3.99. Presidential scholars are recognized in the annual graduation program.

Dean's Scholar — The college awards this honor to graduating students who have earned a grade point average of between 3.50 and 3.74. 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

Petition for Graduation

To be eligible to graduate with a certificate, diploma, or degree from Athens Technical College, a student must satisfactorily meet the residency requirement, and complete all the curriculum and minimum credits of the program of study in which they enrolled. A minimum graduation grade point average of 2.0, regardless of academic standing, must be attained in order to graduate. A student's academic record will be evaluated by Registration & Records for any and all credentials earned to determine if graduation requirements have been met.

All students must have completed a high school diploma or its equivalent before graduation with an Associates Degree or Diploma program from Athens Technical College. Certificate may be awarded prior to the completion of a high school diploma or its equivalent.

If a student's enrollment has not been continuous since initial matriculation to the College, their record will be evaluated for graduation based on the catalog in effect at the time of readmission. If a student has changed their program at any time during their studies at Athens Technical College, their record will be evaluated for graduation on the catalog in effect at the time the program change was requested.

The student must submit a petition to graduate to Registration & Records no later than the third week of the semester they plan to graduate. Associate Degree, diploma, and certificate students must submit the required $40.00 graduation fee to the cashier no later than the week prior to the end of the semester they plan to graduate. Failure to submit the graduation fee in a timely manner may cause the petition to be cancelled and your degree not to be awarded.

Students failing to submit their petition to graduate must have been enrolled in the college for at least one term during the 60 months preceding the time they submit their petition for graduation to the Office of Registration and Records.

Students who complete TCCs have their awards solely notated on their official transcript; no formal hard copy credential is extended. A student may request a formal hard copy credential to be sent to them by contacting Registration & Records and submitting the relevant fee.

Commencement Ceremony

Athens Technical College holds a graduation ceremony each year at the conclusion of Spring Semester to recognize associate degree, diploma, and certificate students who successfully complete their programs of study. A fee is required for participation in the commencement ceremony. This fee is a one-time and non-refundable. Students must register to participate in the ceremony after the Petition for Graduation has been submitted. The petition for graduation does not register a student to participate in the ceremony.

The Spring Semester graduation ceremony is the only sanctioned ceremony by Athens Technical College. Programs that complete in another semester may participate in the pinning and/or recognition ceremonies with prior approval for the Vice President for Academic Affairs; however, the Spring 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 decorations. Programs who wish to decorate academic caps must have prior approval from the *Vice President for Student Affairs.*

SEXUAL HARASSMENT AND MISCONDUCT

This procedure aims to ensure that all students at Athens Technical College have access to a safe educational environment free from discrimination based on sex. This procedure prohibits sex discrimination, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action, including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

Athens Technical College strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. Athens Technical College will not tolerate retaliation for having filed a good-faith complaint or for providing any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, including expulsion or dismissal.

Procedure

PROCEDURE:

Administration and Implementation

- Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and educational materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g., bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). In addition, the college president will ensure that the designated officials have received appropriate training.

- Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from sex discrimination or harassment.

- The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. In addition, the training materials will be posted on the College's website or made available for members of the public to inspect.

- Colleges must provide sexual harassment and sexual violence prevention training to students and employees and programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.

- Each Technical College shall publish a list of local sources for counseling, support, and advocacy in conjunction with publishing this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking, or dating/ domestic violence will be provided with and/or referred to the list of resources.

- Reporting and Management Action

- All students are encouraged to report sex discrimination and sexual misconduct incidents against themselves or others to the Title IX Coordinator at the Technical College. The Title IX regulations define "sexual harassment" to include three types of misconduct based on sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include any instance of quid pro quo harassment by a TCSG and/or college employee; any conduct based on sex that, in the view of a reasonable person, is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or college education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find the Title IX Coordinator's contact information on the Technical College website, the student handbook, and the college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

- To utilize this procedure, a Complainant must file a Formal Complaint, defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations. The Title IX Coordinator name and contact information is below.

<div align="center">

Mr. Lenzy Reid, Vice President of Student Affairs.

</div>

Office	H-774
Phone	706/355- 5029
Email	lreid@athenstech.edu
Address	800 U.S. Highway 29 North, Athens, GA 30601

- Any allegation of sex discrimination, sexual misconduct, or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

- All allegations of sex discrimination and sexual misconduct on one of Athens Technical College's campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in Athens Technical College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the Student Code of Conduct procedure.

- Students have the right to file (or not file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The Investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports to the Title IX Coordinator will be investigated and adjudicated separately from criminal complaints. A student may request that the Title IX Coordinator assist the student with notifying local law enforcement authorities. If Athens Technical College campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator shall be immediately notified so the Title IX Coordinator may take the appropriate action regarding the Complaint.

- A student filing a complaint alleging sexual misconduct may request confidentiality, anonymity, or asks that the Complaint not be pursued. In that case, the Complainant must be aware that the college's ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the Complaint will be made, and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

- Regardless of a student's request for confidentiality, the anonymity of a complaint, or a request that a complaint not be pursued, if the Complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the College's Annual Security Report ("ASR"). The Complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality while processing the Complaint.

- Athens Technical College may weigh a request for confidentiality, anonymity, or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the Complainant's age, and the Respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the Complainant if the request cannot be granted and the reasons for the denial.

- Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole, and that appropriate corrective actions are considered and taken.

- It may be that an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports. In that case, the employee receiving the Complaint must report the allegation to the Title IX Coordinator. The college must take corrective actions to stop harassment to its notice, prevent the recurrence of the harassment, and remedy the effects on the Complainant promptly and effectively. The college will be deemed to have noticed if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who must report the harassment to the Title IX Coordinator, or whom a student could reasonably believe has this authority or responsibility, including instructors and staff at the College.

- Any sexual conduct involving individuals under 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

- Supportive measures will be offered to the Complainant by the Title IX Coordinator or his/her designee before the outcome of an investigation and until the final Resolution of the allegations, if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the Complainant, the Respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers, or reassignments in order to prevent further harassment, discrimination, sexual violence, or retaliation, to facilitate the Investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals.

Discretionary Dismissal.

- TCSG and/or the Athens Technical College may dismiss the Formal Complaint if:

- The Respondent is no longer enrolled or employed by TCSG and/or the college.

- Specific circumstances prevent TCSG and/or the college from gathering sufficient evidence to reach a determination.

- The Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations.

- A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the college's ability to respond to the allegation may be limited if the allegations are withdrawn.

- The Title IX Coordinator will consider the relevant factors in determining whether to terminate the Investigation and/or Hearing process. If the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. If the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

Investigations

- All complaints of prohibited conduct under this procedure will be reported immediately to the Title IX Coordinator, who will be responsible for conducting the Investigation in a fair, prompt, and impartial manner.

- The Title IX Coordinator shall disclose to the TCSG Compliance Officer any relationship with the parties that could question his/her ability to be objective prior to taking any action concerning the Investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.

- The Title IX Coordinator shall send written notice to both parties of the allegations upon receipt of a formal complaint.

- Either the complaining Party or the Respondent may challenge the Title IX Coordinator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than three business days after the Party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.

- The Investigation should be completed within 45 business days of the receipt of the Complaint by the Title IX Coordinator. The Title IX Coordinator will notify the parties in writing (typically by email) if extraordinary circumstances exist requiring additional time.

- The parties will be notified within five business days of receipt of the Complaint by the Title IX Coordinator if the Complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence, or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining Party while he or she was located in the United States, and that a formal investigation will not be conducted according to this procedure. However, a referral and Investigation may be made by the Title IX Coordinator as to some or all of the matters for consideration under other applicable TCSG policy or procedure, if any. The complaining Party may appeal the decision in writing to the President within five business days of receiving the notice. The President's decision will be final.

- Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations that protect the complainants' safety and promote fairness of the process and accountability.

- Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.

  All parties must preserve any documents or other evidence pertaining to the Investigation.
  Any medically related evidence is best preserved by trained medical personnel.
  Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

- The complaining Party and the Respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either Party is not interviewed during the Investigation, an explanation for not interviewing the witness should be documented in the Title IX Coordinatory Report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining Party and the Respondent may be accompanied by an advisor of his or her choice during any meetings involved in the Title IX Coordinatory process in which the advisee is also eligible to be present. However, the Advisor may not speak on behalf of the Party.

- Any evidence collected during the Investigation should be maintained under the record retention requirements of TCSG. Personally, identifiable information, including, but not limited to home address, telephone number, student ID, or social security number should not be maintained in investigative records.

- Within five (5) business days of completion of the Investigation, the Title IX Coordinator will provide both parties simultaneously with a copy of the Report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the Report to respond to the Report and the supporting evidence, which the Title IX Coordinator must consider before finalizing the Report. Any information prohibited from disclosure by law or policy will be redacted from any documents before distribution. Concerning complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.

- The Title IX Coordinator may determine that all or some of the allegations made in the Complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure. In that case, the Title IX Coordinator shall forward the Report to the appropriate officials at the college for further action under the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

Hearings

Format of Hearing:

- Hearings may be conducted with all Parties physically present in the exact geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.

- At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

Recording of Hearing:

- Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the college will make the transcript or recording available to the Parties for inspection and review upon request.

Role of Advisor:

- If a Party does not have an Advisor present at the Hearing, TCSG and/or the college will provide, without fee or charge to that Party, an Advisor of TCSG and/or the college's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party

Role of the Decision-Maker:

- The Decision-Maker will:

  - be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment, and/or sexual violence and trained on this Title IX Procedure;

  - preside over the Hearing and will issue the Written Determination Regarding Responsibility;

  - be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

Conflict of Interest:

• No person who has a conflict of interest may serve as the Decision-Maker.

• A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.

• Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.

• A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within one business day's receipt of the name of the

• Decision-Maker.

• A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so, an alternate will replace Decision- Maker.

At the Hearing, the Decision-Maker will:

• Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real-time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree to waive oral cross-examination and submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties agree, the Parties are still required to have an Advisor present at the Hearing. The Decision-Maker can restrict the extent to which Advisor may participate in the proceedings.

• Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question; the Decision-Maker must determine whether the question is relevant and explain any decision to exclude a question as irrelevant.

• Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior concerning the Respondent and are offered to prove consent.

• Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibilities. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision- Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

Hearing Process:

• The Title IX Coordinator will be available to answer any questions from the Decision-Maker about the Investigation.

• The Decision-Maker may meet with the Parties and Witnesses to make findings of fact.

• The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).

• Parties and Witnesses must not disclose or reference information to the Decision-Maker excluded from the Hearing File.

• The Decision-Maker may ask questions of the Parties and/or Witnesses.

• Parties are permitted to listen to Witnesses as they speak to the Decision-Maker. However, the Decision-Maker is not obligated to speak to all Witnesses.

Written Determination Regarding Responsibility:

• The Decision-Maker shall issue a Written Determination Regarding Responsibility within ten business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:

• Identification of the allegations potentially constituting Title IX Prohibited Conduct;

• a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;

- findings of fact;

- conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions outlined in this Title IX Procedure to the facts;

- the rationale for the result as to each allegation;

- any disciplinary Sanctions imposed on the Respondent;

- whether Remedies or Supportive Measures will be provided to the Complainant; and

- information about how to file an appeal.

- Sanctions:

  - The Decision-Maker may ask the Parties to submit Sanctions statements after the Hearing.

  - The Decision-Maker may consult TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.

  - The Sanction determination will be provided to the Title IX Coordinator, who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or ongoing accommodations for both Parties.

- The Title IX Coordinator will send the Written Determination Regarding Responsibility to the Parties.

- The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) to maintain records as follows:

  - For students, to the Office of Student Affairs

  - For staff, to Human Resources

  - For faculty, to the Office of Academic Affairs

- The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.

- Whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof will be determined case-by-case by the Title IX Coordinator.

- The Written Determination Regarding Responsibility becomes final:

- If an appeal is not filed, the date on which an appeal would no longer be considered timely; or

- If an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

Corrective Actions:

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

- If prohibited conduct is determined to have occurred following the Investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining Party and others as appropriate.

  - Steps may include but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassigning students or employees.

  - Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.

  - Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision-making leave, or dismissal.

- The severity of sanctions or corrective actions may depend on the severity, frequency, and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the College's interests in performing its education mission.

- Should recommend disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the College's Student Code of Conduct and Disciplinary Procedure.
- Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct, or retaliation has occurred, the college will address any inappropriate conduct and take all reasonable steps to prevent future sex discrimination, harassment, sexual violence, or retaliation.
- Under this procedure, individuals responsible for conducting investigations may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

Appeals:

- Appeal of a Written Determination Regarding Responsibility

  - Submission of Appeal

  - Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.

  - A Complainant or Respondent may submit an appeal in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.

  - The Appeal Officer will be the Commissioner of TCSG or his designee.

  - Each Party may submit a written appeal of up to 6,000 words, which will be shared with the other Party.   The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

- Grounds for appeal are limited to the following:

  - Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?

  - Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome?

  - Did the Title IX Coordinator, Title IX Coordinator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?

  - For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

- Receipt of Appeal

- Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.

- Each Party may submit a response to the other Party's appeal (no more than 3,000 words).

- Each Party must submit this response to the Commissioner within ten calendar days after the other Party's appeal has been shared.

- The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

- Response to Appeal

- The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.

- The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).

- Each response by the Title IX Coordinator should be no more than 1,500 words.

- The Parties will access the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

- Appeal Decision

- The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.

- As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.

- The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

Sources of Counseling, Advocacy, and Support

Rape Crisis Centers

Athens-Clarke County (ACC) SANE, Inc/The Family Protection Center
Athens, GA 30605
(706) 613-3808 Office
(706) 613-3357x780 Admin
(706) 353-4783 Fax
www.accsane.org
On-site SANE exams
Adult and Pediatric SANE Program
Counties: Banks, Barrow, Clarke, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton

The Cottage Sexual Assault and Child Advocacy Center
Athens, GA 30605
(877) 363-1912 (706) 353-1912 Crisis
(706) 546-1133 Admin
(706) 353-9455 Fax
http://www.northgeorgiacottage.org
Sexual Assault and Child Advocacy Program
Counties: Clarke, Madison, Oconee, Oglethorpe

*Harmony House Child and Family Advocacy Cente*r
Royston, GA 30662
(706) 680-4723 Crisis
(706) 245-8700 Admin
(706) 245-2288 Fax
harmonyhousecac@bellsouth.net
www.harmonyhousecacsac.org
Sexual Assault and Child Advocacy Program
Counties: Elbert, Franklin, Hart, Madison, Oglethorpe

National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Domestic Violence Centers

Project Safe
998 Hawthorne Avenue
Athens, GA 30606
(706) 549-0922
Counties: Clarke, Oconee, Oglethorpe, Madison

Project ReNeWal
1425 S Madison Ave A
Monroe, GA 30655
(770) 860-1666
Counties: Walton

Circle of Love
P.O. Box 641
Greensboro, GA 30642
(706) 453-7014
Counties: Greene, Morgan

Safe House Ministries
P.O. Box 6336
Elberton, GA 30635
(706) 213-7657
Counties: Elbert

Northeast Georgia Council on Domestic Violence
P.O. Box 814
Hartwell, GA 30643
(706) 377-4884
Counties: Elbert, Hart

Safe Homes of Augusta
P.O. Box 3187
Augusta GA 30914
(706) 736-2499
Counties: Taliaferro, Wilkes

Protective Orders
Clarke County Sheriff's Office
325 East Washington Street
Athens, GA 30601
(706) 613-3250

Elbert County Sheriff's Office
47 Forest Avenue
Elberton, GA 30635
(706) 283-2421

Greene County Sheriff's Office
1201 Kevin Roberts Way
Greensboro, GA 30642
 (706) 453-3351
https://greeneso.org/

Hart County Sheriff's Office
890 Vickery Street
Hartwell, GA 30643
 (706) 376-3114
https://hartsheriff.com/

Madison County Sheriff's Office
1436 Hwy. 98 West P.O. Box 65
Danielsville, GA 30633
(706) 795-6202
(706) 795-2101
(706) 795-6203
http://www.madisoncountysheriffga.org/

Morgan County Sheriff's Office
1308 Monticello Road
Madison, GA 30650
(706) 342-1507 Administration
(706) 342-5065 Investigations
http://www.morgancountyga.gov/index.aspx?nid=159

Oconee County Sheriff's Office
1140 Experiment Station Road P.O. Box 563
Watkinsville, GA 30677
(706) 769-3945
http://www.oconeesheriff.org

Oglethorpe County Sheriff's Office
115 Buddy Faust Road
Crawford, GA 30630
(706) 743-8101

Taliaferro County Sheriff's Office
P.O. Box 97
Crawfordville, GA 30631
(706) 456-2345
https://www.tcsoga.com/

Walton County Sheriff's Office
1425 South Madison Ave.
Monroe, GA 3065
(770) 267-6557
webmaster@waltonsheriff.org
http://waltonsheriff.com

Wilkes County Sheriff's Office
225 Andrew Drive
Washington, GA 30673
 (706) 678-2224

Legal Services

Georgia Legal Services - Athens Regional Office
1865 W. Broad Street
P.O. Box 1788 (30603)
Athens, GA 30606
(706) 227-5362
https://www.glsp.org/

- The Gainesville/Athens offices serve 27 counties (Including Clarke, Greene, Madison, Oconee, Oglethorpe, Morgan, Hart, Walton, and Elbert). The Gainesville/Athens location provides a special focus on serving the growing Latino population, serving rural victims of domestic violence, and addressing the needs of homeless people in Athens.

Georgia Legal Services – Augusta Regional Office
1450 Greene St., Suite 110
Augusta, GA 30901
(706) 721-7282
https://www.glsp.org/

- Augusta's staff focuses on preserving affordable housing and helping clients retain or obtain financial resources during the economic downturn. It also houses part of the Elder Law Project and the Long-Term Care Ombudsman project. It serves 13 counties including Wilkes and Taliaferro.

National Teen Dating Abuse Helpline: 1-866-331-9474

National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 [TTY]

Local Psychologists or Counselors

<u>Clarke</u>

Advantage Behavioral Health Services
240 Mitchell Bridge Road
Athens, GA 30606

Advantage Intellectual & Development Disabilities (serving Clarke, Oconee & Oglethorpe Counties)
126 Barrington Drive
Athens, GA 30605
 (706) 389-6790

Family Counseling Services
1435 Oglethorpe Ave
Athens, GA 30606
(706) 549-7755

The Cottage
Athens, GA 30605
(706) 546-1133 (non-crisis line)
Northgeorgiacottage.org

Elbert

Elbert County Behavioral Health Center
50 Chestnut Street
Elberton, GA 30635
(855) 333-9544

Harmony House (Serving Hart, Madison, Elbert, Oglethorpe)
Royston, GA 30662
(706) 245-8700 (non-crisis line)
http://harmonyhousecacsac.org/

Quality Community Services (Elbert County)
50 Chestnut Street
Elberton, GA 30635
(706) 213-2151

Greene

Advantage Behavioral Health Center
1040 Silver Road
Greensboro, GA 30642
(855) 333-9544

Gro Industries (Greene & Oglethorpe Counties)
1030 Silver Road
Greensboro, GA 30642

Hart

Hart County Behavioral Health Center
228 N. College Street
Hartwell, GA 30643
(706) 376-4002

Harmony House (Serving Hart, Madison, Elbert, Oglethorpe)
Royston, GA 30662
(706) 245-8700 (non-crisis line)
http://harmonyhousecacsac.org/

Madison

MedLink
11 Charlie Morris Road
Colbert, GA 30628
(706) 788-2127

Harmony House (Serving Hart, Madison, Elbert, Oglethorpe)
Royston, GA 30662
(706) 245-8700 (non-crisis line)
http://harmonyhousecacsac.org/

Morgan

View Point Health
8201 Hazelbrand Road
Covington, GA 30014
(678) 209-2601

Oconee

Oconee Center for Behavioral Health
1360 Caduceus Way Bld 400 Suite 102
Watkinsville, GA 30677

Oglethorpe

Gro Industries (Greene & Oglethorpe Counties)
1030 Silver Road
Greensboro, GA 30642

Harmony House (Serving Hart, Madison, Elbert, Oglethorpe)
Royston, GA 30662
(706) 245-8700 (non-crisis line)
http://harmonyhousecacsac.org/

Taliaferro

Family Counseling Center of the CSRA
3351 Wrightsboro Road, Ste 301
Augusta GA 30909
(706) 868-5011

Serenity Behavioral Health System
3421 Mike Padgett Highway
Augusta, GA 30906

Wilkes

Serenity Behavioral Health System
3421 Mike Padgett Highway
Augusta, GA 30906

Wilkes County Mental Health Clinic
124 Gordon Street
Washington, GA 30673
(706) 678-1395

Walton

Advantage Behavioral Health Systems
834 State Highway 11 SW
Monroe, GA 30655
(855) 333-9544

Local Hospitals

Elbert Memorial Hospital
4 Medical Drive
Elberton, GA 30635
(706) 283-3151

Piedmont Athens Regional
1199 Prince Avenue
Athens, GA 30606
(706) 475-7000

Piedmont Walton
2151 West Spring Street
Monroe, GA 30655
(770) 267-8461

Morgan Medical Center
1740 Lions Club Road
Madison, GA 30650
(706) 342-1667

St. Mary's Hospital
1230 Baxter Street
Athens, Georgia 30606
(706) 389-3791

St. Mary's Good Samaritan Hospital
5401 Lake Oconee Parkway
Greensboro, Georgia 30642
(706) 453-7331

Wills Memorial Hospital
120 Gordon Street
Washington, GA 30673
(706) 678-2151

Definitions

Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support when the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process but may not speak on behalf of the Party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party cannot select an Advisor, the Technical College System of Georgia (TCSG) will furnish an Advisor to the Party. The Advisors are intended to maintain privacy and confidentiality to the extent permitted by law.

Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be obtained by coercion or intimidation or using sedating or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to

be met throughout an activity unless there is mutual agreement to forego or change the condition. When no Affirmative Consent is present during sexual activity, the activity at issue necessarily occurred "against the person's will."

Appeal Officer: The Commissioner of TCSG or his designee will review the Parties' appeals and issue the Notice of Outcome of Appeal.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements, including labs, internships, or practicums.

Complainant: The Party to the process has allegedly experienced the sexual harassment or misconduct at issue.

Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement, in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment, and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.

Domestic Violence: a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabited with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Duress: a direct or implied threat of force, violence, danger, hardship, or retribution enough to cause a reasonable person of ordinary sensitivity to do or submit to something they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the Complainant's age and relationship with the Respondent, are relevant factors.

Employee: any individual employed in a full or part-time capacity in any TCSG work unit or Technical College.

Expert Witness: a Witness identified by a Party or the Title IX Office with particular expertise in a technical matter, such as forensic evidence.

Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

Formal Complaint: a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

Hearing: a live hearing conducted with all Parties physically present in the exact geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. In addition, a recording or transcript of the hearing will be made.

Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.

Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

Hearing Schedule: a timetable specific to each matter that schedules critical dates for the matter after it has been charged.

Human Resources Director: the highest-ranking employee responsible for the human resources function at a Technical College or TCSG work unit.

Incapacitation: a state where a person cannot voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, or under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Informal Resolution: a voluntary process in which the Parties may consent to participate.

Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which any individual may make, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint. It triggers the Title IX Coordinator's obligation to contact and inform the Complainant of Supportive Measures, as described later in this procedure.

Intimidation: includes any threatening statement or conduct made to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary Report.

Investigator: the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

Menace: a threat, statement, or act showing intent to injure someone.

New Evidence: evidence that was not available at the time of the charge decision could not have been available based on reasonable and diligent inquiry and is relevant to the matter.

Nonforcible Sexual Violations: Any of the following acts: (1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law. (2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person under Georgia's statutory age of consent.

Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and includes the details outlined in Section IV.C.1.

Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision- Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a more significant number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

President: the chief executive officer responsible for the management and operation of Athens Technical College, where the Complainant and/or accused violator are enrolled or employed.

Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" to assist in the assessment, Investigation, and Resolution of the Report. All employees responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. In addition, the privacy of student education records will be protected in

accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution designed to restore or preserve equal access to College Programs or Activities and may include Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.

Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or college programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or Hearing.

Sanctions: individualized measures implemented after a Hearing that may be disciplinary.

Sexual Assault: any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the Complainant's consent.

2. Sodomy: oral or anal sexual intercourse with another person:

   • Forcibly and/or against that person's will; OR

   • ·Not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:

   • Forcibly and/or against that person's will; OR

   • ·Not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for sexual gratification:

   • Forcibly and/or against that person's will (non-consensually); OR

   • ·Not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.

Stalking: engaging in conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment or deter sexual harassment. For example, supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating

Violence, Domestic Violence, and Stalking.

Title IX Sexual Harassment: conduct based on sex that satisfies one or more of the following:

1. A reasonable person determines unwelcome conduct to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.

2. An employee of the college conditioning the provision of aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the college exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the college.

Technical College System of Georgia: all work units and Technical Colleges are governed by the State Board of the Technical College System of Georgia.

Title IX Coordinator: an individual designated by the President of the College to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be responsible for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Violence: the use of physical force to cause harm or injury.

Visitor: any third party (e.g., volunteer, vendor, contractor, member of the general public, etc.) who conducts business or regularly interacts with a work unit or Technical College.

Witness: a person asked to give information or a statement under this Title IX Procedure.

Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions outlined in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

This procedure aims to ensure that all students at Athens Technical College are provided with an environment free of unlawful harassment, discrimination, and retaliation.

All students and employees are prohibited from engaging in any form of unlawful harassing, discriminating, intimidating, or retaliatory behavior or conduct ("prohibited conduct") in all interactions, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct.

Allegations of discrimination, harassment, or retaliation occurring at clinical sites assigned to students shall be investigated under this procedure.

Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation, or stalking will be processed under the Sexual Harassment and Misconduct Procedure.

Any student or employee engaged in prohibited conduct will be subject to disciplinary action, including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated promptly and confidentially. Athens Technical College will not tolerate retaliation for having filed good faith harassment and/or discrimination complaints or for providing any information in an investigation. Any individual who retaliates against a person making a complaint or witness in an investigation will be subject to disciplinary action, including expulsion or dismissal.

DEFINITIONS

Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that insults or shows hostility or disliking toward an individual because of that person's race, color, religion, national origin, age, genetic information, or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile, or offensive educational environment, or

2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, insults, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, genetic information, age, or disability. In addition, unlawful harassing conduct can include jokes or pranks that are hostile or demeaning concerning race, color, religion, national origin, age, or disability.

Unlawful harassing conduct may also include written or graphic material that ridicules or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in a college community in any format.

Conduct that threatens, coerces, harasses, or intimidates another person or identifiable group of persons in a manner considered unlawful under state and federal laws about stalking while on college premises or at college-sponsored activities may also be considered unlawful harassment under this procedure.

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

Unlawful retaliation: adverse action taken, an unfavorable condition created, or a student or employee took another action for intimidation directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

Technical College System of Georgia: all work units and technical colleges are governed by the State Board of the Technical College System of Georgia.

Employees: any individual employed in a full or part-time capacity in any TCSG work unit or technical college.

Visitor: any third party (e.g., volunteer, vendor, contractor, member of the general public, etc.) who conducts business or regularly interacts with a work unit or technical college.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements, including labs, internships, or practicums.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Local Investigator: the individual(s) at the technical college who is responsible for investigating unlawful harassment, discrimination, and/or retaliation complaint. Local investigators may be assigned based on the subject matter of the complaint or their function within the organization.

Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

Section 504 Coordinator: an individual designated by the President of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services, and programs.

Procedure

1. Administration and Implementation
At Athens Technical College, the individual designated as the coordinator for
Title VI (non-discrimination based on based on race, color or national origin) and Title IX (non-discrimination based on sex) is:
Mr. Lenzy Reid, Vice President of Student Affairs.
   - Office   H-774
   - Phone   706/355- 5029
   - Email   lreid@athenstech.edu
   - Address   800 U.S. Highway 29 North, Athens, GA 30601

The individual designated as the Coordinator for Section 504 (Americans with Disability Act) is Ms. Jessica Felts, Director of Student Support Services
   - Office   K-614A,
   - Phone   706/583- 2893
   - Email   jfelts@athenstech.edu
   - Address   800 U.S. Highway 29 North, Athens, GA 30601

2. Reporting and Management Action

   a. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation ("prohibited conduct") against themselves or others.

   b. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the student should be aware that the college's ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Athens Technical College will take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent a recurrence.

   c. Athens Technical College may weigh a request for anonymity or a request it not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college will inform the student if the request cannot be granted.

   d. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole, and that appropriate disciplinary measures or corrective actions are considered and taken.

e. Allegations or suspicions of unlawful discrimination, harassment, or retaliation may be reported to the Vice President for Student Affairs (Coordinator for Title VI and Title IX), Director of Student Support Services (Section 504 Coordinator), or the President. Complaints may also be emailed to the Technical College System of Georgia at unlawfulharassment@tcsg.edu.

f. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

g. In the case that an allegation of unlawful harassment, discrimination, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

h. Students or employees may be suspended, transferred, or reassigned employees or students in order to prevent possible further harassment, discrimination, or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure.

3. Investigation

a. Local investigators shall investigate all prohibited conduct complaints under these procedures thoroughly and promptly.

b. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation. A formal investigation will not be conducted under this procedure.

c. In writing, the complaining party may appeal the decision to the President within five business days of receiving the notice. After that, the President's decision will be final.

d. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct an investigation that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the President any relationship with the parties that could call into question their ability to be objective prior to taking any action concerning the investigation. The President will reassign alternate individuals if necessary.

e. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

f. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence supports the claim of unlawful discrimination, unlawful harassment, and/or unlawful retaliation.

g. Investigations and summary findings will be documented appropriately.

4. Corrective Actions

a. Athens Technical College will take all reasonable steps to prevent unlawful retaliation against those making a complaint and other individuals participating in investigations under this procedure.

b. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, or reassignment of students or employees.

c. If recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

d. Individuals responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

e. Even in the absence of sufficient evidence to support a finding that unlawful discrimination, unlawful harassment, or retaliation has occurred, Athens Technical College will address inappropriate conduct and take all reasonable steps to prevent future unlawful discrimination, harassment, or retaliation.

1. Reviews and Dispositions

a. Any parties to a complaint under this procedure may request a review of the investigative findings within five business days of receiving notice of the investigative results by submitting a written request to the President.

b. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

c. Within ten business days of receiving a request for a review of the investigative findings, the President will notify the parties in writing of their final determination, including any change in the result of the findings. In addition, the notice will inform the parties that they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within three business days by regular mail or email to one of the following:

d.   The Office of Legal Services will convene a panel of at least three individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the investigative findings under appeal.

STUDENT RIGHTS

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 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.

Free Speech

Purpose

Students at colleges with the Technical College System of Georgia are free and encouraged to express themselves in a manner that is consistent with the guidelines applicable to members of the public at large, as well as in accordance with the Student Code of Conduct.

Applicability

All work units and Technical Colleges are associated with the Technical College System of Georgia.

Definitions

The outdoor areas of our colleges have been deemed a traditional public forum. Therefore, public members are free to exercise express activities outdoors as long as they do not interfere with the college's operations.

Free speech and expressive activities must not:

• attract a crowd more significant than the location of the spontaneous expressive activity can safely be contained.

- significantly disrupt college activities inside or outside buildings (including classes); must not significantly disrupt previously scheduled campus events.

- utilize any amplification devices.

- obstruct entrances or exits to buildings and must remain 20 feet from any entrances or exits.

- obstruct vehicular or pedestrian traffic.

- include camping or using temporary shelters (e.g., tents).

- affix items to any permanent structure or grounds (i.e, railings buildings, greenways, tree, etc.).

- light any material on fire except for hand-held candles, which may be used with special permission (other open fames devices and bonfires are strictly prohibited).

- last longer than eight hours during a 24-hour period.

- involve solicitations or promotion of commercial enterprises.

- represent a threat to public safety or violate the policies or procedures approved by the State Board of the Technical College System of Georgia or others under the authority of the State Board, according to the discretion of college police.

Procedure

The following provisions apply to both reservation requests and spontaneous expressive activities:

- Non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials may be distributed person-to-person in open areas outside building. All parties must adhere to college policies related to the use of facilities, including solicitation or sales.

- Expressive activity and expression covered under this policy must comply with all applicable state and federal laws and the Technical College System of Georgia policies, rules, and regulations.

- Activities that damage or destroy property owned or operated by the college or property belonging to students, faculty, staff, or guests of the college are prohibited. Persons or organizations causing such damage may be held financially responsible.

- Persons or organizations responsible for an activity covered under this policy must remove all signs and litter from the area at the end of the event. Otherwise, persons or organizations responsible for the event may be held financially responsible for any cleaning costs. In addition, any item left behind or unattended (including memorials) may be removed after the event.

- When assessing a reservation request or informed of spontaneous expressive activities on campus, college personnel must not consider the content or viewpoint of the expression or possible reaction to that expression, except to the extent such factors are relevant to assessing appropriate security measures.

- College personnel may not impose restrictions on individuals or organizations engaged in expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. However, if other persons react negatively to this expression, college personnel shall take all necessary steps to ensure safety while allowing the expressive activity to continue.

- College Policy maintain ultimate discretion to end any activity and may, in addition, expel from public buildings, campuses, and grounds persons violating the policies and procedures that the State Board of the Technical College System of Georgia or others under the authority of the State Board of the Technical College System of Georgia ma prescribe.

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.

STUDENT GRIEVANCES

Purpose

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful harassment and Discrimination of Students Procedure.

Applicability

All Technical Colleges are associated with the Technical College System of Georgia.

Definitions

- *Grievable issues:* Issues arising from applying a policy/procedure to the student's specific case are always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students; this is a representative list and is not meant to be exhaustive.

- *Non-grievable issues*: Issues with a separate process for resolution (i.e., disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievale, and a student must take advantage of the process in place.

- *Business days:* Weekdays when the college administrative offices are open.

- *Vice President for Student Affairs (VPSA):* The staff member in charge of the student services division at the college.

- *Retaliation:* Unfavorable action taken, a condition created, or other action taken by a student/employee for intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

- Grievant: The student who is making the complaint.

Procedure

- For all timelines established herein, if a student will need additional time, an extension may be ranted at the Vice President for Student Affairs discretion.

- Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without filing a formal grievance.

- Where this process does not resolve the grievable issue, the student may proceed to the formal grievance procedure below.

- A student has ten business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair, or any other staff or faculty member directly involved in the grieved incident.

- Formal Grievance Procedure: If students cannot resolve their grievance informally, they may use this formal grievance procedure.

- Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the Technical College president's designee with the following information:

  - Name

  -Date

  -Brief Description of an incident being grieved

  -Remedy requested

  -Signed, and

  -Informal remedy attempted by student and outcome

- If the grievance is against the VPSA, the student shall file the grievance with the Technical College president.

- The VPSA or the Technical College president's designee, will investigate the matter and supple a written response to the student within 15 business days.

- Suppose the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination. In that case, the investigation will be handled according to the Procedure: Unlawful Harassment and Discrimination of Students.

- Suppose the grieved incident is closely related to an incident processed through harassment/discrimination or disciplinary procedures. In that case the proceedings under the Unlawful Harassment and Discrimination of Student procedure will take precedence, then the disciplinary procedure and the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

- The VPSA or the Technical College president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

- Appeal: The student may appeal to the decision from the VPSA or the Technical College president's designee to the Technical College president. Only the student has the right to appeal.

- A student shall file a written appeal the Technical College president with five business days of receiving the response referenced in VI.B.3. above.

- The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.

- At the sole discretion of the Technical College president, grievance appeals at their institution may be held in one of the following two ways:

    -The Technical College president may review the information provided by the student and administration and make the final decision; or

    -The Technical College president may appoint a cross-functional committee to make the final decision.

    -The decision of either the Technical College president or the cross-functional committee shall be made within ten business days of receipt of the appeal.

- Whichever process is chosen by the Technical College president; the decision of the grievance appeal is final.

- Retaliation against a student for filing a grievance is strictly prohibited.

STUDENT CODE OF CONDUCT

Code of Conduct Policy

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, campus, other college sites, and community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them under this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded by the community's laws. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the student's presence on campus is considered a threat to persons or property or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives or violates its Student Code of Conduct, the college will enforce its regulations. When students violate college regulations, they are subject to disciplinary action by the college whether their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's Technical Colleges must provide intellectual, emotional, social, and physical growth opportunities. Technical College students assume an obligation to act in a manner compatible with fulfilling the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. The TCSG establishes this Student Code of Conduct with these principles in mind.

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

Code of Conduct Definitions

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

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).

Procedure

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

Academic Misconduct

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

Aiding and Abetting Academic Misconduct:

- Knowingly helping, procuring, encouraging, or assisting another person in engaging in academic misconduct.

Cheating:

- Use and/or possession of unauthorized material or technology during an examination or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones, and/or smartphones, or other electronic devices.

- Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

- Furnishing assistance with answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

- Those possessing, using, distributing, or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

- Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

- Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person. vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

- Obtaining teacher edition textbooks, test banks, or other instructional materials only intended to be accessed by Technical College officials, college administrators, or faculty members.

Fabrication:

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

Plagiarism:

- Submitting another's published or unpublished work in whole, in part, or paraphrased as one's own without entirely and correctly crediting the author with footnotes, quotation marks, citations, or bibliographical refence.

- Submitting as one's original work material obtained from an individual or a agency without reference to the person or agency as the source of the material.

- Submitting as one's original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Non-Academic Misconduct

Behavior:

- Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

- Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College. Note: certain physical abuse may also be considered unlawful harassment.

- Harassment: The Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, sex, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, a veteran of the Vietnam Era, or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The Technical College also prohibits stalking or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal, and/or physical conduct.

- Disruption: prohibits activities not otherwise protected by law, including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions and other duly authorized activities on Technical College Premises or at Technical College sponsored activity sites.

- Failure to Comply: Failure to comply with lawful directions of Technical College officials and/or failure to identify oneself to these persons when requested.

Professionalism

Personal Appearance:

• Refers to Athens Technical College Dress Code Policy

Use of Technical College Property

• Theft and Damage: prohibits theft of, misuse of, or harm to Technical

• College property, or theft of or damage to property of a member of the Technical College community or a campus visitor on Technical College Premises or at a Technical College function.

• Occupation or Seizure: illegal occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

• Presence on Technical College Premises: prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.

• Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the Technical College.

• Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must

• Evacuate the building unless otherwise directed by a Technical College official.

• Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College-sponsored or supervised functions. Refer to Athens Technical College Parking Policy and Regulations.

Drugs, Alcohol, and Other Substances

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

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

• Alcohol: Students must comply with all state and federal laws regulating alcohol and TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being intoxicated on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities, or in a Technical College-owned vehicle is prohibited.

• Controlled substances, illegal drugs, and drug paraphernalia: The Technical College prohibits the possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of their actions.

• Food: The Technical College prohibits eating and/or drinking in classrooms, shops, labs, or other unauthorized areas on Technical College Premises unless otherwise permitted by Technical College officials.

• Smoking/Tobacco: The Technical College prohibits smoking or using other forms of electronic, alternative smoking devices or other tobacco products in classrooms, shops, labs, or other unauthorized areas on Technical College Premises. Refer to the Athens Technical College Tobacco Policy.

Use of Technology

• Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.

- Electronic Devices: Unless otherwise permitted by Technical College officials, the Technical College prohibits using electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on Technical College Premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers.

- Harassment: The Technical College prohibits the use of computer technology to interfere with another objectively's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, sex, religion, disability, age, political affirmation or belief, disabled veteran, a veteran of the Vietnam Era or citizenship status.

- Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member, or Technical College official. This includes the unauthorized use of another individual's identification and password. Athens Technical College prohibits additional violations of the Department's Acceptable Computer and Internet Use.

Weapons

- The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors with a safe and secure workplace and/or academic setting.

- The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on a college building or property shall be governed by Georgia state law.

- All individuals are expected to comply with the related laws. Failure to follow laws about weapons is considered a violation of the Student Code of Conduct.

- Relevant Georgia laws to be aware of and compliant with include, but may not be limited to:

- O.C.G.A.§ 16-8-12(a)(6)(A)(iii)

- O.C.G.A.§ 16-7-80

- O.C.G.A.§ 16-7-81

- O.C.G.A.§ 16-7-85

- O.C.G.A.§ 16-11-121

- O.C.G.A.§ 16-11-125.1

- O.C.G.A.§ 16-11-126

- O.C.G.A.§ 16-11-127

- O.C.G.A.§ 16-11-127.1

- O.C.G.A.§ 16-11-129

- O.C.G.A.§ 16-11-130 O.C.G.A.§ 16-11-133

- O.C.G.A.§ 16-11-135

- O.C.G.A.§ 16-11-137

- O.C.G.A.§ 43-38-10

Gambling

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

Parking

The Technical College prohibits violating Athens Technical College regulations regarding the operation and parking of motor vehicles on or around Athens Technical College Premises.

Financial Irresponsibility

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

Violation of Technical College Policy

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

Aiding and Abetting

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

Falsification of Documentation

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

Violation of Law

Suppose a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law but has not been charged with any other violation of the Student Code of Conduct. In that case, disciplinary action may nevertheless be taken, and sanctions imposed if the violation of federal, state, or local law is detrimental to the Technical College's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with a violation of a law that violates the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be conducted 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 Technical College will not request or agree to special consideration for that individual because of their status as a student. The Technical College will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and the conditions imposed by criminal courts for rehabilitating student violators. Individual students, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate.

Student Judicial Process

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

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

Student Discipline Policy

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of Technical College officials, a student's conduct disrupts or threatens to disrupt the Technical College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual

respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases following due process and justice principles.

DEFINITIONS:

Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct.

Business days: weekdays that the Technical College administrative offices are open.

Hearing Body: any person or persons authorized by the president of a Technical College to provide a hearing as provided in this procedure.

Member of the Technical College community: any person who is a student, faculty member, Technical College official, or any other person/s involved with the Technical College community or employed by the Technical College.

Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

Student: all persons taking courses at the Technical College full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but have a continuing relationship with the Technical College are considered "students."

Student Organization: any persons who have complied with the formal requirements for Technical College recognition.

Technical College: any college within the Technical College System of Georgia.

Technical College official: any person employed by the Technical College 2 performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

Premises: all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

PROCEDURE:

Filing a Complaint

- Any person may file a complaint with the Vice President for Student Affairs or the Technical College President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Vice President for Student Affairs or the Technical College president's designee.

- Academic Misconduct may be managed using this procedure or a separate Academic Misconduct Procedure at the discretion of the Technical College president.

- Investigation and Decision
  Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the Technical College president's 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 allegations. If additional time is necessary, the Student will be notified. After discussing the complaint with the Student, the Vice President for Student Affairs or the Technical College president's designee shall determine whether the Student committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

- The Student shall have five business days from the date contacted by the Vice President for Student Affairs or the Technical College president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. Suppose the Student fails to respond to the Vice President for Student Affairs or the Technical College president's designee within five business days to schedule the meeting, reschedule the meeting more than once, or fails to appear at the meeting. In that case, the Vice President for Student Affairs or the Technical College president's designee will consider the available evidence without student input and decide.

- Suppose a Complaint alleges violations of the Student Code of Conduct by more than one Student. In that case, each Student's disciplinary proceeding and any appeals relating to that proceeding shall be conducted individually.

- Suppose the Vice President for Student Affairs or the Technical College president's designee determines that the Student has violated the Student Code of Conduct. In that case, their shall impose one or more disciplinary sanctions consistent with those described below. However, suppose the Vice President for Student Affairs or the Technical College president's designee determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct. In that case, their shall not impose disciplinary sanctions on the Student, and the investigation shall be closed.

Disciplinary Sanctions

- Violation of the Student Code of Conduct
Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions, no referral to the Hearing Body or referral to the Hearing Body.

- After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the Technical College president's designee may impose one or more of the following sanctions without referral to the Hearing Body. The notification shall be sent to the Student and the person(s) who initially filed the complaint.

Restitution: A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

Reprimand: A written reprimand may be given to any student. Such a reprimand does not restrict the Student in any way. However, it signifies to the Student that there is being given another chance to conduct themselves as a proper member of the Technical College community and that any further violation may result in more severe 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 Technical College, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation: Continued student enrollment on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to violate these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

Failing or lowered grade: In cases of Academic Misconduct, the Vice President for Student Affairs or the Technical College president's designee will make a recommendation to the Vice President for Academic Affairs or their designee, who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

- After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the Technical College president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the Student and the person filing the complaint.

Disciplinary Suspension: If a student is suspended, they are separated from the Technical College for a stated period. Conditions of reinstatement, if any, must be stated in the notice of suspension.

Disciplinary Expulsion: Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. Vice President maintains a record of the reason for the Student's dismissal for Student Affairs or the Technical College president's 4 designee. Students dismissed from the Technical College for any reason may write to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the Student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the Technical College president's designee.

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

Violation of Federal, State, or Local Law

- Suppose a student is convicted or pleads with 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. In that case, disciplinary action may be taken, and sanctions for misconduct detrimental to the Technical College's vital interests and stated mission and purpose.

- Disciplinary proceedings may be instituted against a student charged with a violation of a law that violates the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be conducted 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 Technical College will not request or agree to special consideration for that individual because of their status as a student. The Technical College will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and the conditions imposed by criminal courts for rehabilitating student violators. Individual students, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate.

Interim Disciplinary Suspension

- As a general rule, the status of a student accused of violating the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, an interim suspension may be imposed upon a finding by the Vice President for Student Affairs or their designee that the continued presence of the accused Student on campus constitutes a potential or immediate threat to the safety and well-being of the accused Student or any other member of the Technical College community or its guests, or that the continued presence of the Student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The Student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

- A student suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College Premises at a time determined by the Vice President for Student Affairs or the Technical College president's designee.

- In addition, after vacating the Technical College Premises, a suspended or expelled Student may not enter upon the Technical College Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the Technical College president's designee. A suspended or 5 expelled student must contact the Vice President for Student Affairs or the Technical College president's designee for permission to enter the Technical College Premises for a limited, specified purpose.

- Suppose the Student seeks to submit a signed Disciplinary Sanction Appeal Form. In that case, the Vice President for Student Affairs or the Technical College president's designee must accept the form by mail or fax if their refuses the Student's request to enter the Technical College Premises for that specified purpose. d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the Technical College president's designee for a student to enter the Technical College Premises for the duration of that hearing.

Mediation

- At the discretion of the Technical College President, the Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein. However, mediation may never be used in cases of alleged sexual misconduct.

Hearing/Appeals Procedure

- A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the Technical College president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the Technical College president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the Student must be notified of the hearing date.

- Suppose the Vice President for Student Affairs or the Technical College president's designee recommends a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion. In that case, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The Student need not file a written notice of his or her desire to appear before the Hearing Body. However, the person filing the initial complaint shall also be notified of the hearing.

- The Student will then have the right to appear in a hearing before a Hearing Body assigned by the Technical College president or their designee within ten business days to present evidence and/or testimony. If the Student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The Student has the right to be assisted by any single advisor they choose, at their own expense. The Student is responsible for presenting their case; therefore, advisors are not permitted to speak or participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or group from the Technical College community. There shall be a single official record of all hearings before the Hearing Body, such as a tape recording. The official record shall be the property of the Technical College. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the Technical College president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The Technical College president or their designee will notify the Student in writing of the Hearing Body's decision.

- Suppose the Student appeared before the Hearing Body to appeal to the Vice President for Student Affairs or the Technical College president's designee's sanction of restitution. In that case, reprimand, restriction, disciplinary probation, or failing or lower grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the Student and the person who filed the original complaint.

- Suppose the Student appeared before the Hearing Body after the Vice President for Student Affairs, or the Technical College president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion. In that case, the Student should be able to appeal directly to the Technical College president.

- If entitled to an appeal to the Technical College president, the Student shall have five business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The Student shall ensure that all relevant information is included with this request. In addition, the person who filed the original complaint shall be notified of the Student's appeal.

- The president of the Technical College or their designee's review shall be in writing and only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The Technical College president or their designee shall deliver the decision to the Student and the person who filed the original complaint within ten business days. The decision of the Technical College president or their designee shall be final and binding.

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).

LAWS AFFECTING COLLEGE STUDENTS

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 executive director at the Walton County Campus at (770) 207-3130, or the executive 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 college 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.

- The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records. However, TCSG or its technical colleges, may disclose appropriately designated "directory

information" without written consent unless the student has advised TCSG or the technical college to the contrary. Public Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she id enrolled, in writing, by the first day of the semester at the registrar's office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed. Even if a student elects to prohibit the release of director information, TCSG or the technical college may still implement policies requiring the student t wear or present a student ID badge. 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.

The Technical College System of Georgia and its technical colleges define "public directory information" as follows:

- Full name of student

- Major and field(s) of study

- Enrollment Status (full time, part-time, etc.)

- Degrees and awards and date received

- Dates of attendance

- Participation in official sports and activities

- Height and weight of athletic team members

The Technical college System of Georgia and its technical colleges define "non-public directory information" as follow:

- Address

- Email address

- Telephone Number

Non-public directory information is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

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.

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.

If you or someone you know needs assistance or would like more information about what services are available in your area, please contact:

Anna Jester
Counseling Coordinator
Athens Campus - K614D
706-227-7174
ajester@athenstech.edu

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.

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: Sherri Heath, Director of Human Resources, Athens Technical College, 800 U.S. Highway 29 North, Athens, GA 30601; sheath@athenstech.edu

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.

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 Executive Director's Office at the Greene County Campus, and the Executive Director's Office on the Walton County Campus. Students can also register to vote online through the Georgia Secretary of State's Office.

OTHER CAMPUS POLICIES

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.

Drug Testing/Background Checks

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Athens Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate from their program of study because they will be unable to fulfill program requirements.

Hazardous Weather

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

Station	City
WGAU — AM 1340	Athens
WRFC — AM 960	Athens
WSGC — AM 1400	Elberton
WDDK — FM 103.9	Greensboro
WGMG — FM 102.1	Athens
WNGC — FM 106.1	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.

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, smartwatches, tablets, laptops, 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, or any other college-owned/operated facility where instruction or testing is taking place. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility. Students must turn cell phones to vibration mode when inside a campus-owned/operated facility; however, students must turn cell phones or smartwatches off while taking tests, quizzes, or exams. Students may operate portable recording devices to record classroom lectures if their instructors grant prior approval. When outside, students may play audio devices such as tape/CD players, portable radios, cell phones, 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.

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 executive 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.

BUSINESS, INDUSTRY, AND TECHNOLOGY

Accounting

ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business Management, 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 Business and Education Division: Applied Technical Management; Computer Support Specialist; Culinary Arts; Early Childhood Care and Education; Emerging Technologies; Hotel, Restaurant, and Tourism Management; Interior Designs; Networking Specialist; Paralegal Studies; and Social Work Assistant.

Student Achievement

ACBSP Quality Assurance Report August 2017.

ACBSP Quality Assurance Report August 2015.

Standard 6 Student Achievement

MISSION STATEMENT

The Business and Education Division supports the mission of the College by offering business and education 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 of the accounts, known as the general ledger. They record all transactions and post costs and 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.

STUDENT LEARNING OUTCOMES

Graduates of the diploma 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.

- 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 ($100 per credit hour)

- Accident Insurance Fee ($6 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, $2,000 for the diploma program, and $600 to $900 for the certificate programs)

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

ACCOUNTING DIPLOMA (MAJOR CODE: AC12)

Credential: Diploma
Campus Locations: Athens

CURRICULUM OUTLINE

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

College Requirement
FSSE 1000   First Semester Seminar

	Subtotal: 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
BUSN XXXX	Elective
COMP 1000	Introduction to Computers

Subtotal: 33-38

Total Credit Hours: 44-50

ACCOUNTING ASSOCIATE DEGREE (MAJOR CODE: AC13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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
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
BUSN 1440	Document Production
COMP 1000	Introduction to Computers
XXXX ####	Business Elective

Subtotal: 49

Business Elective - ACCT 2100 or ACCT 2105, or any BUSN, MGMT, or MKTG course not already satisfying another area requirement.

**Business Elective must equal 9 credit hours.

Total Credit Hours: 67-68

COMPUTERIZED ACCOUNTING SPECIALIST (MAJOR CODE: CAY1)

Credential: Certificate
Campus Locations: Athens

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.

Elective credit hours are 3 credits

Total credit hours for program will be 24

Total Credit Hours: 24

OFFICE ACCOUNTING SPECIALIST TCC (MAJOR CODE: OA31)

Credential: Certificate
Campus Locations: Athens

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

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

Subtotal: 17

Total Credit Hours: 17

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.

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.

Ability to Communicate.

- Skills to communicate effectively in verbal and written forms to class partners and/or team and to instructor.

- Skills to write and perform routine mathematical calculations clearly and correctly.

- Basic proficiency in technology (computers and peripheral components) as industry requires.

Ability to Problem Solve.

- Intellectual and conceptual ability for measuring, calculating, reasoning, and analyzing.

- Intellectual and conceptual ability for prioritizing daily functions in the lab and work environment.

- Intellectual and conceptual ability to deduce the operating sequence of a system from a schematic diagram.

- Intellectual and conceptual ability to use a logical sequence to identify system components that are not operating properly.

- Ability to work in fast-paced environments with a sense of urgency without jeopardizing safety.

- Ability to react and adjust as instructed by the 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 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning AIRC Courses

- 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)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $450)

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

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

Applied Technical Management

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 knowledge of principles of management and supervisory techniques in today's changing business and industrial environment. The program is designed to prepare graduates for opportunities for career advancement or launching or growing entrepreneurial ventures.

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.

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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 $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

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 2110   World Literature
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
THEA 1101   Theater Appreciation

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	
MATH 1112	College Trigonometry	
MATH 1127	Introduction to Statistics	
PHYS 1110	Conceptual Physics AND	
PHYS 1110L	Conceptual Physics Lab	
SPCH 1101	Public Speaking	
		Subtotal: 3

Completion of Diploma Program

	Subtotal: 37

Applied Technical Management Major

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

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.

STUDENT LEARNING OUTCOMES

Graduates of the Automotive Collision Repair Associate Degree 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 body repair tasks to prepare a vehicle for refinishing.
- 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.
- Refinish a vehicle in compliance with current refinishing standards.
- Utilize research and problem-solving skills in work place operations.
- 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 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 body repair tasks to prepare a vehicle for refinishing.
- 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 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 body repair tasks 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.

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 while working with automobiles and automotive equipment.

- 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 within the automotive collision industry standards.

- 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 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.

Ability to Maintain Emotional Stability.

- Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.

- Ability to maintain composure and professionalism at all times in labs and work and shop or lab environment.

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning ACRP Courses

- 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)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $180 per semester on average for academic core classes)

- Supply Fees (One supply fee is applied in ACRP 1000 for $50 toward online I-CAR curriculum which covers the content access for all Automotive Collision Repair courses offered)

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

AUTOMOTIVE COLLISION REPAIR ASSOCIATE DEGREE (MAJOR CODE: ACR3)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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

Subtotal: 3

Area II: Social and Behavioral Sciences

Students much 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 2110   World Literature
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
THEA 1101   Theater Appreciation

Subtotal: 3

Electives

Students may choose a course form Area II, Area III, Area V, or from the following courses:
BIOL 1111   Biology I
BIOL 1111L   Biology I Lab
BIOL 1112   Biology II
BIOL 1112L   Biology II Lab
CHEM 1151   Survey of Inorganic Chemistry
CHEM 1151L   Survey of Inorganic Chemistry Lab
CHEM 1211   Chemistry I
CHEM 1211L   Chemistry I Lab
CHEM 1212   Chemistry II
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 1111   Introductory Physics I
PHYS 1111L   Introductory Physics I Lab
SPCH 1101   Public Speaking

Subtotal: 3-4

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

	Subtotal: 17

Automotive Collison Repair Specialization

Major Collision Repair Specialization
ACRP 2010   Major Collision Repair
ACRP 2015   Major Collision Replacements

	Subtotal: 10

Mechanical/Electrical Helper Specialization (Optional Program Electives)
ACRP 1017   Mechanical and Electrical Systems I
ACRP 1019   Mechanical and Electrical Systems II

	Subtotal: 9

Paint and Refinishing Specialization
ACRP 2001   Introduction to Auto Painting and Refinishing
ACRP 2002   Painting and Refinishing Techniques

	Subtotal: 10

Total Credit Hours: 64-65

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

	Subtotal: 17

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 2001	Introduction to Auto Painting and Refinishing
ACRP 2002	Painting and Refinishing Techniques
ACRP 2108	Refinishing Internship I
	AND
ACRP 2109	Refinishing Internship II

Subtotal: 24

Major Collision Repair Specialization

ACRP 2010	Major Collision Repair
ACRP 2015	Major Collision Replacements
ACRP 2019	Major Collision Repair Internship
	OR
ACRP 2010	Major Collision Repair
ACRP 2015	Major Collision Replacements
ACRP 2118	Major Collision Repair Internship I
	AND
ACRP 2119	Major Collision Repair Internship II

Subtotal: 24

Mechanical/Electrical Helper Specialization

| ACRP 1017 | Mechanical and Electrical Systems I |
| ACRP 1019 | Mechanical and Electrical Systems II |

Subtotal: 9

Total Credit Hours: 40

AUTOMOTIVE COLLISION REPAIR ASSISTANT I TCC (MAJOR CODE: AB51)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Collision Repair Assistant I Major

ACRP 1000	Introduction to Auto Collision Repair
ACRP 1005	Automobile Component Repair and Replacement
ACRP 1015	Fundamentals of Automotive Welding

Subtotal: 12

Total Credit Hours: 12

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 ASE Foundation, formerly the National Automotive Technicians Education Foundation (NATEF). Founded in 1983 as an independent, non-profit organization, the mission of the ASE Education Foundation is to improve the quality of automotive technician training programs nationwide at secondary and postsecondary public and proprietary schools. To accomplish this mission, the ASE Education Foundation 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. ASE Education Foundation 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

Nature of 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.

Career Outlook

Automotive service technicians and mechanics held about 770,100 jobs nationally. 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. The projected percent change in employment from 2018 to 2028. The average growth rate for all occupations is 5 percent. Job opportunities for qualified jobseekers should be very good. Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Service Technicians and Mechanics

https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm

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.

PROGRAM EXPENSES

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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 $200)

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

AUTOMOTIVE FUNDAMENTALS DIPLOMA (MAJOR CODE: AF12)

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 Fundamentals Major

AUTT 1010	Introduction to Automotive Technology	
AUTT 1020	Automotive Electrical Systems OR	
AUTT 1021	Automotive Electrical Systems I AND	
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: 29

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022

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

Total Credit Hours: 44-46

AUTOMOTIVE TECHNOLOGY DIPLOMA (MAJOR CODE AT14)

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 Technology Major

AUTT 1010	Introduction to Automotive Technology
AUTT 1020	Automotive Electrical Systems OR
AUTT 1021	Automotive Electrical Systems I AND
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
AUTT 2010	Automotive Engine Repair
AUTT 2020	Automotive Manual Drivetrain and Axles
AUTT 2030	Automatic Transmissions and Transaxles

Subtotal: 44

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022

Total Credit Hours: 55

AUTOMOTIVE TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: AT23)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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 1111	Introductory Physics I
	AND
PHYS 1111L	Introductory Physics I Lab
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 OR	
AUTT 1021	Automotive Electrical Systems I AND	
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	
AUTT 2010	Automotive Engine Repair	
AUTT 2020	Automotive Manual Drivetrain and Axles	
AUTT 2030	Automatic Transmissions and Transaxles	

Subtotal: 44

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022

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 OR	
AUTT 1021	Automotive Electrical Systems I AND	
AUTT 1022	Automotive Electrical Systems II	
AUTT 1060	Automotive Climate Control Systems	

Subtotal: 14

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

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 OR	
AUTT 1021	Automotive Electrical Systems I AND	
AUTT 1022	Automotive Electrical Systems II	

| AUTT 1030 | Automotive Brake Systems |
| AUTT 1050 | Automotive Suspension and Steering Systems |

Subtotal: 17

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

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 OR
AUTT 1021	Automotive Electrical Systems I AND
AUTT 1022	Automotive Electrical Systems II

Subtotal: 9

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

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 OR
AUTT 1021	Automotive Electrical Systems I AND
AUTT 1022	Automotive Electrical Systems II
AUTT 1040	Automotive Engine Performance

Subtotal: 16

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

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
	OR
AUTT 1021	Automotive Electrical Systems I
	AND
AUTT 1022	Automotive Electrical Systems II
AUTT 2010	Automotive Engine Repair

Subtotal: 15

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

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
	OR
AUTT 1021	Automotive Electrical Systems I
	AND
AUTT 1022	Automotive Electrical Systems II
AUTT 2020	Automotive Manual Drivetrain and Axles
AUTT 2030	Automatic Transmissions and Transaxles

Subtotal: 18

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Total Credit Hours: 18

Barbering

MISSION STATEMENT

The Technology, Engineering, and Manufacturing Division supports the mission of the College by offering courses and programs that prepare students for employment or advancement in Georgia's economy.

The mission of the Barbering program is to provide theory and practical lab work to prepare students to pass the Georgia State Board of Barbering licensure examination and thus qualify for entry-level positions in barber shops or salons.

NATURE OF THE WORK

Barbers typically do the following:

- Inspect hair, face, and scalp to recommend treatment.
- Discuss hair-style options
- Wash, color, and condition hair.
- Cut, dry, and style hair.
- Receive payments from clients.

Barbers cut, trim, shampoo, sand style hair mostly for male clients. They also may fit hairpieces and offer facial shaving. Depending on the state in which they work, some barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services.

Those who operate their own barbershop have managerial duties that include hiring, supervising, and schedules workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

STUDENT LEARNING OUTCOMES

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

- Perform all related skills associated with the profession of a licensed barber, including scalp treatments, styling, haircuts, shaving, chemical services, and steam facial.
- Perform daily duties associated with salon management.
- Practice infection control measures that follow state policy and procedures as outlined by the Georgia State Board of Barbering.
- 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 Barbering program, 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 interpreters 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 finger dexterity.

- Ability to multitask.

- Have manual dexterity to efficiently and safely use equipment, electrical tools and implements, and maneuver other salon equipment while wearing essential safety glasses and/or gloves and/or other necessary required safety gear.

Ability to Understand Need for a Safe Work Environment

- Practical awareness of spills and other potential dangers in the barbershop, MSDS sheets, and infection control in the barbershop.

- 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 Barbering.

Ability to Communicate

- Ability to communicate effectively in verbal and written forms to class partners and/or team, instructors, and lab floor clients.

- Ability to write and perform routine mathematical calculations used in formulations and processing times clearly and correctly.

- Basic proficiency in technology (computers and peripheral components) as the Barbering industry requires.

- Perform client consultations in a professional manner

- Demonstrate interpersonal skills for relationships with clients.

- Interpret photos of hairstyles to clients' desires.

Ability to Problem Solve

- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's barbershops.

- Ability to work in 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.

Ability to Maintain Emotional Stability.

- Function safely under stress in today's workplace and adapt to changing staff and client/customer situations.

- Maintain composure and professionalism at all times in labs and work environment.

Ability to Perform Practical Outcomes

- Function under the practical guidelines of the Georgia State Board of Barbering.

- Perform all salon management duties such as receptionist, dispensary, and shop manager.

- Demonstrate time management when performing class assignments, completing appointment books, and performing lab duties.

- Show flexibility with changes in the barbering industry.

- Market barbering services.

- Attend seminars for continuing education within the barbering 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning BARB Courses

- Program kits (Approximately $600)
- Uniforms (Approximately $100)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 per term)
- Instruction Fee ($50 per term)
- 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 $550)
- Supply Fees (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- State Board Exam ($109)
- State Board License Application ($50)

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

BARBERING (MAJOR CODE BA12)

Credential: Diploma
Campus Location: 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

Barbering Major

BARB 1000	Introduction to Barbering/Styling Implements
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology
BARB 1022	Haircutting and Shampooing I
BARB 1024	Haircutting and Shampooing II
BARB 1030	Haircutting/Basic Styling
BARB 1040	Shaving
BARB 1050	Science: Anatomy and Physiology
BARB 1060	Introduction to Color Theory/Color Application
BARB 1072	Introduction to Chemical Restructing of Hair
BARB 1074	Advanced Chemical Restructuring of Hair
BARB 1082	Advanced Haircutting and Styling I
BARB 1084	Advanced Haircutting and Styliing II

BARB 1090	Structures of Skin, Scalp, Hair, and Facial Treatments	
BARB 1100	Barbering/Styling Practicum and Internship	
BARB 1110	Shop Management/Ownership	

Subtotal: 45

Total Credit Hours: 56

BARBERING FOR COSMETOLOGISTS TCC (MAJOR CODE: BF21)

Credential: Certificate
Campus Location: Walton

CURRICULUM OUTLINE

Barbering Major

BARB 1000	Introduction to Barbering/Styling Implements
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology
BARB 1022	Haircutting and Shampooing I
BARB 1024	Haircutting and Shampooing II
BARB 1030	Haircutting/Basic Styling
BARB 1040	Shaving
BARB 1100	Barbering/Styling Practicum and Internship

Subtotal: 21

Business Management

ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business Management, 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 Business and Education Division: Applied Technical Management; Computer Support Specialist; Culinary Arts; Early Childhood Care and Education; Emerging Technologies; Hotel, Restaurant, and Tourism Management; Interior Designs; Networking Specialist; Paralegal Studies; and Social Work Assistant.

Student Achievement

ACBSP Quality Assurance Report August 2017.

ACBSP Quality Assurance Report August 2015.

Standard 6 Student Achievement

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.

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 specialization 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 specialization 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 specialization 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 specialization 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 specialization 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 specialization 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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)

Throughout the Program

- 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.

BUSINESS MANAGEMENT DIPLOMA (MAJOR CODE: MD12)

CURRICULUM OUTLINE

Academic Core

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

Subtotal: 9

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Business Management Major

ACCT 1100	Financial Accounting I
COMP 1000	Introduction to Computers
MGMT 1100	Principles of Management
MGMT 1105	Organizational Behavior
MGMT 1110	Employment Rules and Regulations
MGMT 1115	Leadership
MGMT 1120	Introduction to Business
MGMT 1125	Business Ethics
MGMT 2115	Human Resources Management
MGMT 2125	Performance Management
MGMT 2215	Team Project

Subtotal: 34

Electives

MGMT 2120	Labor Management Relations
MGMT 2130	Employee Training and Development
MGMT 2135	Management Communication Techniques
MGMT 2140	Retail Management
MGMT 2145	Business Plan Development
MGMT 2210	Project Management
MGMT 2500	International Business Principles
MKTG 1100	Principles of Marketing
MKTG 2500	Exploring Social Media

Subtotal: 6

Students must choose two of the following courses:

Total Credit Hours: 52

BUSINESS MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: MD13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric

Subtotal: 3

Area II: Social and Behavioral Sciences

ECON 2106	Microeconomics

	OR
POLS 1101	American Government

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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

Elective - Gen Ed

SPCH 1101 and any 3 credit hours from Area I - IV

Subtotal: 6

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Business Management Major

ACCT 1100	Financial Accounting I
COMP 1000	Introduction to Computers
MGMT 1100	Principles of Management
MGMT 1105	Organizational Behavior
MGMT 1110	Employment Rules and Regulations
MGMT 1115	Leadership
MGMT 1120	Introduction to Business
MGMT 1125	Business Ethics
MGMT 2115	Human Resources Management
MGMT 2125	Performance Management
MGMT 2215	Team Project

Subtotal: 34

Business Management Specializations

Students must select one of the following specializations:

Subtotal: 12

General Management

Students must choose 4 course (12 credit hours) electives from courses below:

MGMT 2120	Labor Management Relations
MGMT 2130	Employee Training and Development
MGMT 2135	Management Communication Techniques
MGMT 2140	Retail Management
MGMT 2145	Business Plan Development
MGMT 2210	Project Management
MKTG 1100	Principles of Marketing
MKTG 2500	Exploring Social Media

Subtotal: 12

Human Resources Management

Students will need to choose a Guided Elective from either MGMT 1111 OR MKTG 1130 (3 credit hours)

MGMT 2120	Labor Management Relations	
MGMT 2130	Employee Training and Development	
MGMT 2210	Project Management	

Subtotal: 12

Small Business

MGMT 2140	Retail Management
MGMT 2145	Business Plan Development
MGMT 2150	Small Business Management
	Elective - (Students must choose from one of the courses below)
MGMT 2120	Labor Management Relations
MGMT 2130	Employee Training and Development
MGMT 2135	Management Communication Techniques
MGMT 2210	Project Management
MKTG 1100	Principles of Marketing
MKTG 2500	Exploring Social Media

Subtotal: 12

Social Media

MKTG 1100	Principles of Marketing
MKTG 1190	Integrated Marketing Communications
MKTG 2500	Exploring Social Media
MKTG 2550	Analyzing Social Media

Subtotal: 12

Total Credit Hours: 67

HUMAN RESOURCE MANAGEMENT SPECIALIST (MAJOR CODE: HRM1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Human Resource Management Specialist Major

MGMT 1105	Organizational Behavior
MGMT 2115	Human Resources Management
MGMT 2125	Performance Management
MGMT 2130	Employee Training and Development

Subtotal: 12

Options

Students must choose one of the following courses:

MGMT 1110	Employment Rules and Regulations
MGMT 2120	Labor Management Relations
MKTG 1130	Business Regulations and Compliance

Subtotal: 3

Electives

See Advisor or Program Chair for electives

Subtotal: 3

Total Credit Hours: 18

MANAGEMENT AND LEADERSHIP TCC (MAJOR CODE: MAL1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Management and Leadership Major

COMP 1000	Introduction to Computers
MGMT 1100	Principles of Management
MGMT 1115	Leadership
MGMT 2125	Performance Management
MGMT 2130	Employee Training and Development

Subtotal: 15

Electives

Students must choose one of the following courses:

MGMT 1110	Employment Rules and Regulations
MGMT 2120	Labor Management Relations
MKTG 1130	Business Regulations and Compliance

Subtotal: 3

Total Credit Hours: 18

Business Technology

ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business Management, 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 and Education: Applied Technical Management, Business Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant.

 Student Achievement

 ACBSP Quality Assurance Report August 2017.

 ACBSP Quality Assurance Report August 2015.

Standard 6 Student Achievement

MISSION STATEMENT

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

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

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

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
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 2110	World Literature
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
THEA 1101	Theater Appreciation

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: 41

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

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.

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)

- EZ DOT Fee ($125 - $150)

- 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.

- Three-year Motor Vehicle Report ($8)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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.

PROGRAM 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 (706) 552-0901. 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).

- Require CLP's by 1st day of class.

- 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 three-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 in addition to a satisfactory Motor Vehicle Report prior to the issuance of a Georgia Commercial Learner' Permit (CLP) or Commercial Driver's License (CDL). Furthermore, random drug testing is required during the course of the Commercial Truck Driving program (FMCSA Regulations 382.305 and 391, subpart E). EZ DOT, LLC will visit the campus and perform the required drug test during the first 3 days of CTDL 1010 course. Students must be able to produce negative results on the drug screening and submit a satisfactory physical by the end of the CTDL 1010 course and prior to beginning the CTDL 1020 course if they wish to remain in the program. ***An applicant/student driver who fails a drug and/or alcohol test may not be able to complete the CTD program at Athens Technical College or any TCSG institution until documentation of successful completion of a return to duty program as prescribed by a Substance Abuse Professional has been received.***

Applicants should note that three-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 1021	Combination Vehicle Basic Operation and Range Work	

Subtotal: 6

Students must choose one of the following courses:
CTDL 1031	Combination Vehicle Advanced Operations	
CTDL 1040	Commercial Driving Internship	

Subtotal: 4

Total Credit Hours: 9-10

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. These specialists either support computer networks or they provide technical assistance directly to computer users. 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.

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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.

COMPUTER SUPPORT SPECIALIST DIPLOMA (MAJOR CODE: CS14)

Credential: Diploma
Campus Location: Athens

CURRICULUM OUTLINE

College Requirement
  FSSE 1000   First Semester Seminar

		Subtotal: 3

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	
MATH 1015	Geometry and Trigonometry	

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
CIST 2602	Network Security
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

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 2110   World Literature
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
THEA 1101   Theater Appreciation

	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
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
CIST 2602	Network Security
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 1001	Computer Concepts	
CIST 1122	Hardware Installation and Maintenance	
CIST 1130	Operating Systems Concepts	
COMP 1000	Introduction to Computers	

Subtotal: 14

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

Total Credit Hours: 14

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 |
| COMP 1000 | Introduction to Computers |

Subtotal: 6

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

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 2602	Network Security
CIST 2921	IT Analysis, Design, and Project Management
HRTM 1130	Business Etiquette and Communication
MGMT 1100	Principles of Management

Subtotal: 3

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

Total Credit Hours: 9

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

Consumer Economics

MISSION STATEMENT

The mission of the Consumer Economics program supports economic development, facilitates workplace success and fosters lifelong learning through general education and major course offerings that emphasize consumer decision making and data literacy.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

CONSUMER ECONOMICS ASSOCIATE DEGREE (MAJOR CODE: CE23)

Credential: Associate of Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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

Subtotal: 6

Area II: Social and Behavioral Sciences

POLS 1101   American Government
ECON 2105   Macroeconomics
ECON 2106   Microeconomics

Subtotal: 9

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

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

Subtotal: 6

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

Non Government Selections

Students must choose one of the following:

PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology

Subtotal: 3

Area III: Mathematics and Natural Sciences

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab
MATH 1111	College Algebra
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics

Subtotal: 13

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

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
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
THEA 1101	Theater Appreciation

Subtotal: 6

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Consumer Economics Major

HACE 2000	Introduction to Family and Consumer Sciences
HACE 2100	Family Economic Issues through the Life Course

Subtotal: 4

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	
	AND	
BIOL 1112L	Biology II Lab	
BIOL 2113	Anatomy and Physiology I	
	AND	
BIOL 2113L	Anatomy and Physiology I Lab	
BIOL 2114	Anatomy and Physiology II	
	AND	
BIOL 2114L	Anatomy and Physiology II Lab	
BIOL 2117	Introductory Microbiology	
	AND	
BIOL 2117L	Introductory Microbiology Lab	
MATH 1112	College Trigonometry	
PSYC 2103	Human Development	
PSYC 2250	Abnormal Psychology	
SPCH 1101	Public Speaking	

Subtotal: 12

Total Credit Hours: 66

Cosmetology

MISSION STATEMENT

The Business, Technology, Engineering, and Manufacturing Division supports the mission of the College by offering 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 offer 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 under licensed/certified professionals, 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 of actively retail 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.

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 Barbering for Cosmetologists will be able to complete the following tasks:

- Demonstrate an understanding of and proper use of skills in hair cutting, styling, and chemical processes used in the barbering profession.

- Perform barbering services with a focus upon customer/client satisfaction.

- Put into practice state rules and regulations, barbering professionalism, and management skills.

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.

Ability to Understand Need for a Safe Work Environment.

- Practical awareness of spills and other potential dangers in the salon/spa, MSDS sheets, and infection control in the salon/spa.

- Ability to wear necessary safety gear such as safety glasses, gloves, head covering, and lab jackets.

- Ability to maintain a safe environment at all times as required by the Georgia State Board of Cosmetology.

Ability to Communicate.

- Ability to communicate effectively in verbal and written forms to class partners and/or team, instructors, and lab floor clients.

- Ability to write and perform routine mathematical calculations used in formulations and processing times clearly and correctly. Basic proficiency in technology (computers and peripheral components) as the Cosmetology industry requires.

- Perform client consultations in a professional manner.

- Demonstrate interpersonal skills for relationships with clients. Interpret photos of hairstyles to clients' desires.

Ability to Problem Solve.

- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's salons and spas. Ability to work in 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.

Ability to Maintain Emotional Stability.

- Function safely under stress in today's workplace and adapt to changing staff and client/customer situations.

- Maintain composure and professionalism at all times in labs and work environment.

Ability to Perform Practical Outcomes.

- Function under the practical guidelines of the Georgia State Board of Cosmetology.

- Perform all salon management duties such as receptionist, dispensary, shop manager, and hair care, skin care, and nail care duties.

- Demonstrate time management when performing class assignments, completing appointment books, and performing lab duties.

- Show flexibility with changes in the salon industry.

- Market salon services.

- Attend seminars for continuing education within the salon/spa industry.

PROGRAM EXPENSES

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 COSM or ESTH Courses

- Program kits (approximately $750 for the Cosmetology program, $290 for the Esthetician program, and $100 for the Shampoo Technician program)

- Makeup Kit: Base kit $150; Intermediate kit $400; Advanced kit $700 (optional)

- Uniforms (Approximately $100 for the Cosmetology program and $100 for the Esthetician and Shampooing Technician programs)

- Professional Beauty Association membership fee ($20)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $492.75 for the Cosmetology program, $350 for the Esthetician 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.

PROGRAM 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 program each semester. Due t limited seats in courses and practicums, students who declare cosmetology as their program of study must attend a mandatory orientation for the first initial advisement. 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 DESIGNER 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

Subtotal: 39

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

Esthetician

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering courses and programs that prepare students for employment or advancement in Georgia's economy.

NATURE OF WORK

Estheticians or esthetics operators cleanse and beautify the skin by giving facials, full body treatments, and face and neck massages, as well as apply makeup. They also may remove hair through waxing or if properly trained under licensed/certified professionals, with laser treatments.

STUDENT LEARNING OUTCOMES

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 and Barbers.

- Demonstrate management 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. 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 Fitzpatrick skin type and skin conditions 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

- *Tactile:* Feel heat/cold or pain and evaluate the possible danger skin irritations

Motor Ability

- Physical ability to stand for long periods of time, perform minor lifting, and possess finger dexterity

- Ability to multitask

- Ability to have manual dexterity to efficiently and safely use equipment and electrical tools while wearing essential safety glasses and/or gloves and/or other necessary required safety gear

Ability to Understand Need for a Safe Work Environment

- Practical awareness of spills and other potential dangers in the salon/spa, MSDS sheets, and infection control in the salon/spa

- Ability to wear necessary safety gear such as safety glasses, gloves, head covering, and lab jackets

- Ability to maintain a safe environment at all times as required by the Georgia State Board of Cosmetology

Ability to Communicate

- Ability to communicate effectively in verbal and written forms to class partners and or team, instructors, and lab floor clients

- Ability to write and perform routine mathematical calculations used 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

Ability to Problem Solve

- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's salons and spas. Ability to work in 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

Ability to Maintain Emotional Stability

- Function safely under stress in today's workplace and adapt to changing staff and client/customer situations

- Maintain composure and professionalism at all times in labs and work environment

Ability to Perform Practical Outcomes

- Function under the practical guidelines of the Georgia State Board of Cosmetology and Barbers

- Perform all salon management duties such as receptionist, dispensary, shop manager, and 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning COSM or ESTH Courses

- Program kits (approximately $750 for the Cosmetology program, $290 for the Esthetician program, and $100 for the Shampoo Technician program)
- Makeup Kit: Base kit $150; Intermediate kit $400; Advanced kit $700 (optional)
- Uniforms (Approximately $100 for the Cosmetology program and $100 for the Esthetician and Shampooing Technician programs)
- Professional Beauty Association membership fee ($20)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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 $492.75 for the Cosmetology program, $350 for the Esthetician 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.

PROGRAM REQUIREMENTS FOR ESTHETICIAN

Program Description

The Esthetician Program provides basic and advanced esthetics training for entry-level students. The program prepares students to sit for the Esthetician state licensure examinations given by the Georgia State Board of Cosmetology and Barbers. Students will develop the skills necessary to work in a variety of professions that employ Estheticians in beauty salons, spas, health clubs, and cosmetics stores, as well as, in plastic surgeons and dermatologists' offices.

Program Length and Availability

The Esthetician Program takes three (3) semesters to complete.

Campus availability is only on the Athens Campus.

Admissions Process

The Esthetician Program admits 18 students every Fall and Spring semesters. Prospective students may gain admission to the college, but this does not guarantee registration into a cohort during that semester. Due to high student interest, program faculty has designed a selection process. Applicants must meet and satisfy all program requirements to receive consideration for admission to the Esthetician TCC program.

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 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

Program Admission Requirements

- Upon admission to the college, applicants must obtain an Esthetician program packet from the Program Chair, Ms. Teresa Bowles (Office I-412).
- Attend a mandatory program informational session and bring required documents in the program packet. These informational sessions are held every 2nd and 4th Tuesday of each month at 2:30 pm in building I-405.

Application Deadlines

- Fall Semester - June 1st
- Spring Semester - September 1st

Applicants not selected for the program may reapply during subsequent admission intake period.

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

Culinary Arts

MISSION STATEMENT

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

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.

Ability to Understand Food Safety.

- Have a practical awareness of cross-contamination, time/temperature abuse, and food-borne illnesses.

- Be able to wear necessary food safety gear such as gloves and head covering.

- Be able to maintain a sanitary environment at all times.

Ability to Communicate.

- Be able to communicate effectively in verbal and written forms to class partners and/or team and to instructors.

- Be able to write and perform routine mathematical calculations clearly and correctly.

- Have basic proficiency in technology (computers and peripheral components).

Ability to Solve Problems.

- Have the intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's kitchens.

- Be able to work in a fast-paced environment with a sense of urgency without jeopardizing the safety of themselves or others.

- Be able to react and adjust as instructed by the chef during production or service time in order to meet the needs of guests.

Ability to Maintain Emotional Stability.

- Be able to function safely under stress in today's kitchens and adapt to changing staff and client situations.

- Be able to maintain composure and professionalism at all times in culinary labs.

Ability to Perform Practical Outcomes.

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

PROGRAM EXPENSES

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 CUUL Courses

- Knife Kit (Approximately $160 regardless of program)

- Pastry Kit (Approximately $310 for the Baking and Pastry Specialist program)

- Uniforms (Approximately $429 regardless of program)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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

- Hepatitis B Immunization ($200)

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

PROGRAM 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

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 2110	World Literature
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 |
| THEA 1101 | Theater Appreciation |

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
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

Subtotal: 44

Culinary Electives any CUUL, HRTM courses: 6 hour credit

Electives

Students must choose two courses from the following list:

| CUUL 2230 | Sustainable Foods and Desserts |
| CUUL 2240 | Artisan Foods |

HRTM XXXX	Elective

Subtotal: 6

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

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.

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 ($100 per credit hour)

• Accident Insurance Fee ($6 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.

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

COMP 1000	Introduction to Computers

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	
DIET 1010	Diesel Electrical and Electronic Systems	
DIET 1020	Preventive Maintenance	
DIET 1030	Diesel Engines	
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	
DIET 1050	Diesel Equipment Technology Internship	
DIET 2000	Truck Steering and Suspension Systems	
DIET 2010	Truck Brake Systems	
DIET 2020	Truck Drivetrains	

Subtotal: 43

Total Credit Hours: 54

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.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

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

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: 6-7

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101   Art Appreciation
ENGL 2110   World Literature
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
THEA 1101   Theater Appreciation

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:

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

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

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: 60-61

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

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

Architectural Drafting Specialization
DFTG 1125   Architectural Fundamentals
DFTG 1127   Architectural 3-D Modeling
DFTG 1129   Residential Drawing I

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

Early Childhood Care and Education

MISSION STATEMENT

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 in a variety of environments with children and families, including child care centers, family homes, schools, after school programs, home visitor programs, and other family support programs.

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.

STUDENT LEARNING OUTCOMES

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

• Demonstrate a foundational knowledge of how the role as a child development specialist will influence and be applied as a teacher of young children.

• Document knowledge on ways teachers can promote and protect the health and safety of young children.

• Use own knowledge, early learning standards, and other resources to design developmentally appropriate, meaningful, and challenging curriculum for all children.

• Demonstrate the ability to recognize a classroom environment that reflects built-in elements of guidance that provide reasonable limits while encouraging children's independence and self-regulation through the teacher's role in supporting learning.

• Demonstrate foundational knowledge of the connection between social-emotional learning and success in all aspects of learning and growth throughout childhood.

• Demonstrate professional knowledge of the role of the teacher in establishing relationships, building partnerships with parents, and identification of the importance of the family in the life and development of a child.

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

• 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 completes the following tasks:

• Demonstrate a foundational knowledge of how the role as a child development specialist will influence and be applied as a teacher of young children.

• Document knowledge on ways teachers can promote and protect the health and safety of young children.

• Use own knowledge, early learning standards, and other resources to design developmentally appropriate, meaningful, and challenging curriculum for all children.

• Demonstrate the ability to recognize a classroom environment that reflects built-in elements of guidance that provide reasonable limits while encouraging children's independence and self-regulation through the teacher's role in supporting learning.

• Demonstrate foundational knowledge of the connection between social-emotional learning and success in all aspects of learning and growth throughout childhood.

• Demonstrate professional knowledge of the role of the teacher in establishing relationships, building partnerships, building partnerships with parents, and identification of the importance of the family in the life and development of a child.

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

Graduates of the technical certificate in Early Childhood Care and Education Basics will be able to complete the following tasks:

- Demonstrate a foundational knowledge of how the role as a child development specialist will influence and be applied as a teacher of young children.

- Document knowledge on ways teachers can promote and protect the health and safety of young children.

- Demonstrate the ability to recognize a classroom environment that reflects built-in elements of guidance that provide reasonable limits while encouraging children's independence and self-regulation through the teacher's role in supporting learning.

- Demonstrate the personal and professional ethics and interpersonal skills that are expected n 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 ($100 per credit hour)

- Accident Insurance Fee ($6 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 $3,500 for the associate degree program, $2,700 for the diploma program, and $1,000 for the certificate program)

- 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.

PROGRAM 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

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 2245	Early Childhood Care and Education Internship I

Subtotal: 39

Students must pass ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1112, ECCE 1121, and ECCE 2245 with grades of C or higher.

Additional Hours

Subtotal: 6

For the additional 6 hours students can select from the list below:

ECCE 2246   Early Childhood Care and Education Internship II   (6 hours)

ECCE 2310   Paraprofessional Methods and Materials   (3 hours)

ECCE 2312   Paraprofessional Roles and Practices   (3 hours)

ECCE 2201   Exceptionalities   (3 hours)

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 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 2201	Exceptionalities
ECCE 2202	Social Issues and Family Involvement
ECCE 2203	Guidance and Classroom Management
ECCE 2245	Early Childhood Care and Education Internship I

Subtotal: 42

Major Requirement

ECCE 2246	Early Childhood Care and Education Internship II
	OR
	General Education Electives

Subtotal: 6

* Students may choose 6 credit hours from Areas I, II, III, and IV **or** 6 credit hours of guided electives approved by the Early Childhood Care and Education advisor.

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 2245 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.

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: 6

Total Credit Hours: 72

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

Credential: Certificate
Campus Locations: Athens

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

MISSION STATEMENT

The mission of the Early College Essentials certificate is to provide a pathway to prepare students for matriculation to a technical college or four year college / university in a variety of fields. Students should work closely with a faculty advisor to strategically select coursework from designated areas of concentration that best suits their career path. Learning opportunities from this program will help students develop academic skills and professional knowledge required for continued education.

PROGRAM DESCRIPTION

The Early College Essentials Technical Certificate of Credit is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. All courses in the program are currently offered will provide program graduates with required General Education credits toward a wide range of post secondary awards.

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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.

EARLY COLLEGE ESSENTIALS TCC (MAJOR CODE: EC21)

Credential: Certificate
Campus Locations: Athens Career Academy
CURRICULUM OUTLINE

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

Subtotal: 3

Students must select 15-16 credit hours from the following courses:
ARTS 1101   Art Appreciation
BIOL 1111   Biology I
             AND
BIOL 1111L   Biology I Lab
BIOL 1112   Biology II

	AND
BIOL 1112L	Biology II Lab
BIOL 2107	Biological Principles I
	AND
BIOL 2107L	Biological Principles I Lab
BIOL 2113	Anatomy and Physiology I
	AND
BIOL 2113L	Anatomy and Physiology I Lab
BIOL 2114	Anatomy and Physiology II
	AND
BIOL 2114L	Anatomy and Physiology II Lab
BIOL 2117	Introductory Microbiology
	AND
BIOL 2117L	Introductory Microbiology 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
	AND8
CHEM 1212L	Chemistry II Lab
ECON 2105	Macroeconomics
ECON 2106	Microeconomics
ENGL 1102	Literature and Composition
ENGL 2110	World Literature
ENGL 2130	American Literature
ENGL 2310	English Literature from the Beginnings to 1700
HIST 1111	World History I
HIST 1112	World History II
HIST 2111	U.S. History I
HIST 2112	U.S. History II
HUMN 1101	Introduction to Humanities
MATH 1101	Mathematical Modeling
MATH 1103	Quantitative Skills and Reasoning
MATH 1111	College Algebra
MATH 1112	College Trigonometry
MATH 1113	Precalculus
MATH 1127	Introduction to Statistics
MATH 1131	Calculus I
MATH 1132	Calculus II
MUSC 1101	Music Appreciation
MUSC 2040	History of Popular Music
PHYS 1110	Conceptual Physics
	AND9
PHYS 1110L	Conceptual Physics Lab
PHYS 1111	Introductory Physics I
	AND10
PHYS 1111L	Introductory Physics I Lab
	Introductory Physics II
PHYS 1112	
	AND11
PHYS 1112L	Introductory Physics II Lab

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POLS 1101   American Government
PSYC 1101   Introductory Psychology
SOCI 1101   Introduction to Sociology
SPCH 1101   Public Speaking

Subtotal: 15-16

Total Credit Hours: 18-19

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 facilities.

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.

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 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.
- Understand basic PLC operations and programming.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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)

- Lab supply fee

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)

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

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	
	OR	
ELTR 1525	Photovoltaic Systems	
ELTR 1225	Industrial Controls I	
		Subtotal: 37

Total Credit Hours: 46

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

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

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101   Art Appreciation
ENGL 2110   World Literature
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
THEA 1101   Theater Appreciation

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 1110   Conceptual Physics
              AND
PHYS 1110L   Conceptual Physics Lab
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
	OR
ELTR 1525	Photovoltaic Systems
ELTR 1220	Industrial PLCs
ELTR 1225	Industrial Controls I
ELTR 1255	Electric Motor Characteristics

Subtotal: 45

Total Credit Hours: 63-64

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 1255	Electric Motor Characteristics

Subtotal: 12

Total Credit Hours: 12

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 THE 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.

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $2,800 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.

EMERGING TECHNOLOGIES ASSOCIATE DEGREE (MAJOR CODE: ET53)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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 1001   Computer Concepts
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: 18

Total Credit Hours: 18

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.

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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.

ENGINEERING TECHNOLOGY AND APPLIED SCIENCE (MAJOR CODE: ES13)

Curriculum Outline

General Education

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:
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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

College Requirement
FSSE 1000	First Semester Seminar

Subtotal: 3

Engineering Technology and Applied Science Major
ENGL 1105	Workplace and Technical Communications
ENGT 1000	Introduction to Engineering Technology
PHYS 1111	Introductory Physics I
PHYS 1111L	Introductory Physics I Lab

Subtotal: 10

Drafting Option

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 Technology and Applied Science Specialization

Students must choose one of the four specializations as listed below:

Electomechanical and Manufacturing Engineering Specialization
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

Electromechanical and Manufacturing Engineering Specialization Electives

Students must choose two courses from the following:

CETC 1121	Hydraulics and Fluid Mechanics
CETC 2000	Engineering Economics and Management
ECET 1191	Computer Programming Fundamentals
ECET 2110	Digital Systems II
ECET 2220	Electronic Circuits II
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

Electrical Engineering Specialization

ECET 1101	Circuit Analysis I
ECET 1110	Digital Systems I
ECET 1191	Computer Programming Fundamentals
ECET 2101	Circuit Analysis II
ECET 2110	Digital Systems II
ECET 2120	Electronic Circuits I
ECET 2220	Electronic Circuits II
ENGT 2500	Engineering Internship

Subtotal: 30

Electrical Engineering Specialization Electives

Students must choose two courses from the following:

CETC 1121	Hydraulics and Fluid Mechanics
CETC 2000	Engineering Economics and Management
EMET 2121	Electromechanical Instrumentation and Sensors
EMET 2140	PLC Programming and Structure I
EMET 2141	PLC Programming and Structure II
EMET 2170	Quality Management for Manufacturing
MEGT 1010	Manufacturing Processes
MEGT 2020	Engineering Materials
MEGT 2090	Machine Design
MEGT 2260	Fluid Power

Subtotal: 6-8

Environmental Engineering Specialization

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 Electives

Students must choose two or more courses from the following 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 1150	Introduction to Water Treatment Processes
ESCI 1160	Introduction to Wastewater Treatment
ESCI 1200	Fundamentals of Ecology
ESCI 2050	Construction Plans, Estimates, and Records
ESCI 2140	Environmental Impact Analysis

Subtotal: 6-8

Civil Engineering Specialization

CETC 1114	Intermediate Computer Aided Design
CETC 1121	Hydraulics and Fluid Mechanics
CETC 2000	Engineering Economics and Management
ENGT 2500	Engineering Internship
ESCI 1110	Soil Mechanics
ESCI 1180	Applied Surveying
ESCI 2000	Watershed Hydrology
ESCI 2150	Stormwater and Erosion Control
GIFS 1101	Introduction to Geographic Information Systems

Subtotal: 31

Civil Engineering Specialization Electives

Students must choose two or more courses from the following for a minimum of 6 semester credit hours:

CHEM 1211	Chemistry I
	AND
CHEM 1211L	Chemistry I Lab
ESCI 1050	Environmental Engineering I
ESCI 1150	Introduction to Water Treatment Processes
ESCI 1160	Introduction to Wastewater Treatment
ESCI 2050	Construction Plans, Estimates, and Records

Subtotal: 6-8

Total Credit Hours: 67-71

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

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

Hotel, Restaurant, and Tourism Management

MISSION STATEMENT

The Business and Education Division supports the mission of the College by offering business and education 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

Lodging, restaurants, travel, and tourism can be as different as the many guests they accommodate. Whether a family taking a summer vacation, an individual attending a concert, or a group of people attending a convention, you can find management as a core component in the hospitality industry. As a manager for the Hotel, Restaurant, and Tourism Industry, individual work to ensure that the operational components are functioning properly to maximize daily profitability of the business.

Mangers must be able to make quick decisions, analyze and solve problems, provide daily, weekly, and monthly reports, and provide quality service to colleagues, employees and guests. The Hotel, Restaurant, and Tourism Management Program here at Athens Technical College will prepare students so they will be able to excel in the industry as managers.

The Restaurant and Food Service Industry

Whether a fine-dining, casual-dining, quick-service, or buffet-styled establishment, Food Service Managers are responsible for the daily operations of restaurants and other establishments that prepare and serve meals and beverages to guest. Besides coordinating activities among various departments such as the kitchen, dining room, and banquet operations, food service managers ensure that internal (employees) and external guests are satisfied with their experience.

Managers are also responsible for Front-of-House (FOH) and Back-of-House (BOH) duties. BOH duties may include working a food station in the kitchen, ordering food inventories, and meal prep for various shifts. FOH duties may include ensuring food makes it to table in the appropriate amount of time, ensuring that tables are being cleaned and seated properly, and performing table touches to ensure guests are having a great experience.

Restaurant and food service industry managers also perform Administrative duties such as shift reports and scheduling, as well as Human Resources functions such as hiring and training. There are other health and Safety standards and Legal requirements that managers must adhere to and ensure are being followed as operational components of the business.

Hotel and Lodging Industry

The industry includes all types of lodging such as luxurious five-star hotels, destination resorts, budget motels, hostels and recreational vehicle parks. While many simply provide a place to spend the night, some cater to extended-stays, all providing various forms of food services, recreational activities, and event planning options.

Hotels and motels comprise the majority of establishments in this industry and are generally classified as offering either full-service or limited service. Managers at full service properties can expect to oversee areas such as food and beverage services, laundry and valet services, retail shops, swimming pools, beauty salons, fitness centers and/or health spas.

The larger 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 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.

Hotel and lodging industry managers also perform Administrative duties such as shift reports and scheduling, as well as Human Resources functions such as hiring and training. There are other health and Safety standards and Legal requirements that managers must adhere to and ensure are being followed as operational components of the business.

Travel and Tourism Management

Planning a weekend getaway by car, school tours at a museum, flying overseas to see the one of the 7 Wonders of the World, or taking a 7-day cruise, this industry has endless opportunities to have enjoyable experiences while seeing the world. travel and tourism is all about final destinations and how to navigate people to their desired locations.

Travel and Tourism Mangers can work in establishments that are end destinations like National Parks as Tour Operators, become Entertainment Managers on a cruise line, or work at a city's Convention and Visitor's Bureau as a Sales Manager. This

area requires a lot of detail to mapping and planning travel schedules as well as providing events for individuals and groups to enhance their destination experiences.

Travel and tourism industry managers also perform Administrative duties such as seasonal reports and event planning, as well as Human Resources Functions such as hiring and training. There are other Health and Safety standards and Legal requirements that managers must adhere to and ensure are being followed as operational components of the business.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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, $552 for the Travel and Tourism Associate, 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.

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 - Americas	
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

Students must pass ALL HRTM classes with a grade of C or higher.

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

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 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 2110	World Literature
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
THEA 1101	Theater Appreciation

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
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 - Americas
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

Students must pass ALL HRTM classes with a grade of C or higher.

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: 60-61

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

Students must pass all HRTM classes with a grade of C or higher.

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

Students must pass all FAB1 classes with a grade of C or higher.

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

Students must pass all HRTM classes with a grade of C or higher.

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

Students must pass all HC11 classes with a grade of C or higher.

Total Credit Hours: 9

HOSPITALITY INDUSTRY HUMAN RESOURCES ASSISTANT TCC (MAJOR CODE: HIH1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Hospitality 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

Students must pass all HIH1 classes with a grade of C or higher.

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 pass all HRTM classes with a grade of C or higher.

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

Students must pass all HRTM classes with a grade of C or higher.

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

Students must pass all RM11 classes with a grade of C or higher.

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 - Americas
HRTM 1120	Tour and Cruise Management
HRTM 1130	Business Etiquette and Communication
HRTM 1210	Hospitality Law

Subtotal: 18

Students must pass all TAT1 classes with a grade of C or higher.

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.

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 ($100 per credit hour)

•   Accident Insurance Fee ($6 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 $1,800 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.

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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
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 ELECTRICIAN TCC (MAJOR CODE: IE41)

Credential: Certificate
Campus Locations: Athens, Elbert and Walton

CURRICULUM-OUTLINE

Industrial-Electrician-Major

IDFC 1011	Direct Current I
	OR
IDSY 1101	DC Circuit Analysis
IDFC 1012	Alternating Current I
	OR
IDSY 1105	AC Circuit Analysis
IDSY 1130	Industrial Wiring

Subtotal: 10

Total Credit Hours: 10

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 and Walton

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

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 built environments. Public health, safety, and welfare are an interior designer's first priorities. The program emphasizes the knowledge and understanding that designed spaces must meet local and state building codes and the requirements of the Americans with Disabilities Act-as well as the needs of the intended use. The knowledge and skills students gain in the program include the industry's standard phases of design for the building arts; programming, schematic design, design development, contract documents, and contract administration.

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.

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 interiors environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for interior spaces.
- Demonstrate knowledge of the history of interiors and architecture.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the 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 interiors environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for interior spaces.
- Demonstrate knowledge of the history of interiors and architecture.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the 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 interiors 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 interiors 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 ($100 per credit hour)

- Accident Insurance Fee ($6 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, $1,850 for the diploma program, and $900 for TCC certificate)

- 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.

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: 45

Total Credit Hours: 56-57

INTERIOR DESIGN ASSOCIATE DEGREE (MAJOR CODE: IN13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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
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: 48

Total Credit Hours: 66-67

INTERIOR DESIGN COLOR CONSULTANT TCC (MAJOR CODE: ID21)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Interior Design Color Consultant Major

COMP 1000	Introduction to Computers
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: 20

Total Credit Hours: 20

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: 20

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: 23-25

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: 38

Total Credit Hours: 38

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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	
	OR	
MGMT 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	
ELTR 1040	DC Theory	
IDSY 1101	DC Circuit Analysis	
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

Marketing Management

ACCREDITATION

The business unit (the associate of applied science degree programs in Accounting, Business Management, 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 and Education: Applied Technical Management; Culinary Arts; Early Childhood Care and Education; Hotel, Restaurant, and Tourism Management; Paralegal Studies; and Social Work Assistant.

Student Achievement

ACBSP Quality Assurance Report August 2017.

ACBSP Quality Assurance Report August 2015.

Standard 6 Student Achievement

 Mission Statement

The Business and Education Division supports the mission of the College by offering business and education 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 Non Governmental Organizations.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

MARKETING MANAGEMENT DIPLOMA (MAJOR CODE: MM12)

Credential: Diploma
Campus Location: Athens

CURRICULUM OUTLINE

College Requirement
FSSE 1000   First Semester Seminar

Subtotal: 3

Academic Core

Subtotal: 8-9

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

Option

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

Subtotal: 2-3

Electives
BUSN   Elective
XXXX
MGMT   Elective
XXXX

MKTG XXXX	Elective

Subtotal: 3

Students must choose from one of the following (3 credit hours)

Marketing Management Core

MKTG 1100	Principles of Marketing
MKTG 1160	Professional Selling
MKTG 1190	Integrated Marketing Communications
MKTG 2090	Marketing Research
BUSN 1190	Digital Technologies in Business
	OR
BUSN 1430	Desktop Publishing and Presentation Applications
	OR
COMP 1000	Introduction to Computers
ACCT 2140	Legal Environment of Business
	OR
MKTG 1130	Business Regulations and Compliance
MKTG 2290	Marketing Internship/Practicum
	OR
MKTG 2300	Marketing Management

Subtotal: 33

Marketing Specialization

Students must choose one of the following specializations:

Subtotal: 12

e-Business Specialization

BUSN 2170	Web Page Design
MKTG 2070	Buying and Merchandising
MKTG 2210	Entrepreneurship

Subtotal: 11

Marketing Management Specialization

MKTG 1370	Consumer Behavior
MKTG 2060	Marketing Channels
MKTG 2070	Buying and Merchandising
MKTG XXXX	Elective

Subtotal: 12

Entrepreneurship Specialization

MKTG 2010	Small Business Management
MKTG 2070	Buying and Merchandising
MKTG 2210	Entrepreneurship

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

Total Credit Hours: 11-12

MARKETING MANAGEMENT ASSOCIATE DEGREE (MAJOR CODE: MM13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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
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 2110   World Literature
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
THEA 1101   Theater Appreciation

Subtotal: 3

General Elective

SPCH 1101   Public Speaking

Subtotal: 3

College Requirement

FSSE 1000   First Semester Seminar

Subtotal: 3

Marketing Management Core

ACCT 1100   Financial Accounting I
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: 22

Students must choose one of the following courses:
ACCT 2140   Legal Environment of Business
MKTG 1130   Business Regulations and Compliance

Subtotal: 3

Electives

Students must choose two courses from the following list:
MKTG 2000   Global Marketing
MKTG 2290   Marketing Internship/Practicum
MKTG 2300   Marketing Management

Elective 2

Students must choose from one of the following courses:
BUSN 1190   Digital Technologies in Business
BUSN 1430   Desktop Publishing and Presentation
            Applications

Subtotal: 2-4

Marketing Specialization

Students must choose one of the following specializations:

e-Business
BUSN 2170   Web Page Design
MKTG 2070   Buying and Merchandising
MKTG 2210   Entrepreneurship

Subtotal: 11

Entrepreneurship Specialization
MKTG 2010   Small Business Management
MKTG 2070   Buying and Merchandising
MKTG 2210   Entrepreneurship

Subtotal: 12

Marketing Management Specialization

Students must register for a 3-credit hour (minimum) MKTG elective course.
MKTG 1370   Consumer Behavior
MKTG 2060   Marketing Channels
MKTG 2070   Buying and Merchandising
MKTG   Elective
XXXX

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

Total Credit Hours: 62-66

E-COMMERCE MARKETER TCC (MAJOR CODE: EA71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

E-Commerce Marketer Major
BUSN 1190	Digital Technologies in Business	
BUSN 2170	Web Page Design	
COMP 1000	Introduction to Computers	
MKTG 1100	Principles of Marketing	
MKTG 2210	Entrepreneurship	

Subtotal: 16

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

SOCIAL MEDIA MARKETING TCC (MAJOR CODE: SM11)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Social Media Marketing TCC Major
MKTG 1100	Principles of Marketing	
MKTG 1190	Integrated Marketing Communications	
MKTG 2500	Exploring Social Media	
MKTG 2550	Analyzing Social Media	

Subtotal: 12

Electives

Students must select 2 Marketing Electives to total 6 credit hours.

Subtotal: 6

Total Credit Hours: 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.

Companies generally require their network and computer systems administrators to be certified in the products they use. Certification programs usually are offered directly from vendors or from vendor-neutral certification providers. Certification validates the knowledge and the use of best practices that are required of network and computer systems administrators. Microsoft and Cisco offer some of the most common certifications.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

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 1012	Foundations of Mathematics
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 2602	Network Security
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

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 2110   World Literature
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
THEA 1101   Theater Appreciation

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
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 2602	Network Security
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

Paralegal Studies

APPROVAL

The associate of applied science degree program in Paralegal Studies is approved by the American Bar Association (ABA).

Athens Technical College is only one of three two-year degree programs approved by the ABA in the State of Georgia.

MISSION STATEMENT

The Business and Education Division supports the mission of the College by offering business and education 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; emphasizing understanding, reasoning and application of the law through practical legal applications.

NATURE OF THE WORK

The nature of the work of paralegals is changing and regulation or licensure is in every paralegal's future. Approximately one-half of the states currently have voluntary regulation or expanded practice definitions that require either substantial experience or an ABA approved degree and successful passing of either a local or nationals competency exam. This trend will continue and will likely allow trained paralegals the ability to represent clients directly in a limited capacity.

The ABA has long supported the use of paralegals and legal assistants in the legal field and established the first standing committee on paralegals in 1968.

As of February 17, 2020, the ABA adopted the definition of paralegal as: "A paralegal is a person qualified by education, training or work experience who is employed, or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. This updated definition removes the term "legal assistant" in order to reflect terminology that more accurately reflects the type of substantive work that Paralegals perform. (www.americanbar.org)

Although lawyers are responsible for every aspect of the practice of law, paralegals can be delegated any task normally performed by a lawyer, as long as the lawyer supervises the work, except those proscribed by law. For example, paralegals can review and organize client files, conduct factual and legal research, prepare documents for legal transactions, draft pleadings and discovery notices, interview clients and witnesses, and assist at closings and trials. Generally, paralegals **may not:** (1) establish the lawyer's relationship with the client or set fees to be charged, (2) give legal advice to a client, and (3) may not represent clients in court, take depositions, or sign pleadings. However, some federal and state administrative agencies, such as the Social Security Administration, do permit non-lawyer practice. Paralegal time can be billed separately to clients and, thus, utilizing paralegals is income producing for attorneys and, also, improves communication and service to clients.

Source: ABA Model Guidelines for the Utilization of Paralegal Services (PDF)

(https://www.americanbar.org/content/dam/aba/administrative/paralegals/Is_prigs_modelguidelines.authcheckdam.pdf).

ABA House of Delegates adoption of resolution setting forth the definitions of Paralegal, 102B, February 17,2020.

STUDENT LEARNING OUTCOMES

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

- Utilize appropriate legal terminology in written and oral communication.
- Produce legal documents.
- Apply legal concepts to factual situations.
- Conduct legal research.
- Compose a legal argument.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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)

<u>Throughout the Program</u>

- 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.

PARALEGAL STUDIES ASSOCIATE DEGREE (MAJOR CODE: PS13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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

Subtotal: 3

Students must choose one of the following courses:
ECON 2105   Macroeconomics
ECON 2106   Microeconomics
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 2110   World Literature
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
THEA 1101   Theater Appreciation

Subtotal: 3

College Requirement
FSSE 1000   First Semester Seminar

Subtotal: 3

Paralegal Studies Core
COMP 1000   Introduction to Computers

Subtotal: 3

Paralegal Studies Major (Specialty)

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 2200	Paralegal Practicum OR
PARA 2210	Paralegal Internship I

Subtotal: 39

Paralegal Studies Elective

Students must choose 9 hours of elective credit from the following courses:

PARA 1200	Bankruptcy/Debtor-Creditor Relations
PARA 1205	Constitutional Law
PARA 1210	Legal and Policy Issues in Healthcare
PARA 1215	Administrative Law
PARA 1220	Intellectual Property
PARA 2215	Paralegal Internship II

Subtotal: 9

Total Credit Hours: 72

Students must complete a minimum of twelve (12) semester hours of Paralegal Studies legal specialty courses, along with PARA 2210, at Athens Technical College.

Students must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction.

Athens Technical College will only consider for transfer credit those Paralegal Studies legal specialty courses taken at ABA Approved schools.

Paralegals shall not engage in the unauthorized practice of law as per § O.C.G.A. 15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

PARALEGAL STUDIES POST BACCALAUREATE TCC (MAJOR CODE: PS71)

Credential: Technical Certificate of Credit
Campus Location: Athens

Paralegal Studies Major (Specialty)

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 1150	Contracts, Commercial Law, and Business Organizations

Subtotal: 24

Paralegal Studies Elective

Students must choose 6 credit hours from the following courses:

PARA 1135	Wills, Trusts, Probate, and Administration	
PARA 1140	Tort Law	
PARA 1200	Bankruptcy/Debtor-Creditor Relations	
PARA 1205	Constitutional Law	
PARA 1210	Legal and Policy Issues in Healthcare	
PARA 1215	Administrative Law	
PARA 2210	Paralegal Internship I	

Subtotal: 6

Total Credit Hours: 30

Students must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction.

Athens Technical College will only consider for transfer credit those Paralegal Studies legal specialty courses taken at ABA Approved schools.

Paralegals shall not engage in the unauthorized practice of law as per § O.C.G.A. 15-19-51 and must work under the supervision of an attorney in good standing with the State Bar of Georgia.

Precision Machining and Manufacturing 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.

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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 $1,500 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.

PRECISION MACHINING AND MANUFACTURING 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: 37
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: 31

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	Elective
XXXX	

Subtotal: 3

Total Credit Hours: 48

PRECISION MACHINING AND MANUFACTURING TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE MT13)

Credential: Associate of Applied Science
Campus Location: Walton

CURRICULUM OUTLINE

General Education

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

General Education Electives

Students may chose 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

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
                 OR
AMCA 2170   CNC Practical Applications
MCHT 1119   Lathe Operations I
MCHT 1120   Mill Operations I
MCHT 1219   Lathe Operations II
MCHT 1220   Mill Operations II

Subtotal: 45

Students must choose one of the following courses:
MATH 1013   Algebraic Concepts
MATH 1015   Geometry and Trigonometry
MCHT 1013   Machine Tool Math

Subtotal: 3

Total Credit Hours: 66-67

BASIC GRINDER OPERATIONS TCC (MAJOR CODE: BGO1)

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: 11

Total Credit Hours: 11

BASIC MACHINING OPERATOR TCC (MAJOR CODE: BMO1)

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: 19

Students must choose one of the following courses:
MATH 1015   Geometry and Trigonometry
MCHT 1013   Machine Tool Math

Subtotal: 3

Total Credit Hours: 22

BASIC MACHINIST TCC (MAJOR CODE: BM31)

Credential: Certificate
Campus Location: Walton

CURRICULUM OUTLINE

Basic Machinist Major
MATH 1012	Foundations of Mathematics	
MCHT 1011	Introduction to Machine Tool	
MCHT 1012	Blueprint for Machine Tool	

Subtotal: 10

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: 22

Total Credit Hours: 22

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: 15

Total Credit Hours: 15

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: 15

Total Credit Hours: 15

Social Work Assistant

MISSION STATEMENT

The Business, Technology, Engineering, and Manufacturing (BTEM) supports the mission of the College by offering business and education 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, generalist social work skills, professional competencies, and interpersonal qualities needed to assist 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 clients can reach their maximum level of independent functioning. Social Work Assistants provide direct and/or indirect services either as lead 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, but not limited to, case work aide, clinical social work aide, family service assistant, addictions counselor assistant, and human service worker. The populations to which Social Work Assistants provide services are quite varied. They may work with children and families, people with mental illnesses or disabilities, people who are elderly, homeless, or 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 they possess, 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, they work with other professional care providers to provide emotional support and training so as to empower them to become involved in their own well-being. They may help clients master everyday living skills, improve communication skills or learn how to get along better with others. 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 clients are receiving the services needed.

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.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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

- Malpractice Insurance ($11 when enrolled in SOCW 2080, SOCW 2090, and SOCW 2130)

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

SOCIAL WORK ASSISTANT DIPLOMA (MAJOR CODE: SW12)

Credential: Diploma
Campus Locations: Athens

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, Ethics, and Community Service	
		Subtotal: 45

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

Total Credit Hours: 59

SOCIAL WORK ASSISTANT ASSOCIATE DEGREE (MAJOR CODE: SW23)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature	
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	
THEA 1101	Theater Appreciation	
		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, Ethics, and Community Service	
		Subtotal: 45

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

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
COMM 1500	Introduction to Interpersonal Communication
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
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
HRTM 1130	Business Etiquette and Communication
MATH 1127	Introduction to Statistics
MGMT 1100	Principles of Management
MGMT 1115	Leadership
MGMT 2145	Business Plan Development
PARA 1100	Introduction to Law and Ethics
POLS 1101	American Government
PSYC 2103	Human Development
PSYC 2250	Abnormal Psychology
SPCH 1101	Public Speaking

Subtotal: 3-8

Total Credit Hours: 66-71

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

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 ($100 per credit hour)

• Accident Insurance Fee ($6 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.

TECHNICAL SPECIALIST TCC (MAJOR CODE: TC31)

Credential: Certificate
Campus Locations: Athens, Elbert, 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
SPCH 1101	Public Speaking

Subtotal: 12

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Technical Specialist Major

ENGL 1105	Workplace and Technical Communications
MGMT 1100	Principles of Management
MGMT 1120	Introduction to Business
MKTG 1100	Principles of Marketing

Subtotal: 12

Total Credit Hours: 45-46

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.

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 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)

<u>Outside Vendor Fees Prior To Beginning WELD Courses</u>

- Tools (Approximately $600 for the diploma program)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $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.

WELDING TECHNOLOGY DIPLOMA (MAJOR CODE: WT22)

Credential: Diploma
Campus Location: Athens and 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: 41

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: 41

Total Credit Hours: 52

SHIELDED METAL ARC WELDING TCC (MAJOR CODE: SM21)

Credential: Certificate
Campus Location: Athens and 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: Athens and Elbert

CURRICULUM OUTLINE

Gas Tungsten 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: Athens and Elbert

CURRICULUM OUTLINE

Gas Metal Arc Welding Major

Subtotal: 11

COFC 1080	Construction Trades Core
WELD 1005	Welding and Cutting Fundamentals
WELD 1035	Gas Metal and Flux-Cored Arc Welding

Subtotal: 11

Total Credit Hours: 11

LIFE SCIENCE AND PUBLIC SAFETY

Agricultural Science

AGRICULTURAL SCIENCE (MAJOR CODE: AS63)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communications

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

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	
MATH 1111	College Algebra	
MATH 1113	Precalculus	
		Subtotal: 3

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 2110	World Literature	
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	
THEA 1101	Theater Appreciation	
		Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	
		Subtotal: 3

Agricultural Science Major

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	
HRTM 1201	Hospitality Marketing	
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:

AGSC 2330	Agricultural Structures Design and Construction	
AGSC 2380	Agricultural Mechanics	
		Subtotal: 3

Agricultural Specialization

Students must choose one of the following specializations:

Poultry Specialization

AGSC 2220	Introduction to Poultry Science	
AGSC 2260	Poultry Production and Management	
AGSC 2520	Food Safety and Health in Agriculture	
AGSC 2530	Poultry Processing and Products	

Subtotal: 12

Horticulture Specialization

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 1050	Nursery Production and Management	
HORT 1100	Introduction to Sustainable Agriculture	
HORT 1110	Small Scale Food Production	
HORT 1250	Plant Production and Propagation	

Subtotal: 7-8

Animal Science 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, VETT 1000, or other occupational courses as approved by the program chair.

Subtotal: 6-8

Total Credit Hours: 58-62

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

ANIMAL SCIENCE TCC (MAJOR CODE: AS61)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Animal Science TCC

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

ORNAMENTAL HORTICULTURAL PRODUCTION TCC (MAJOR CODE: OHP1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Ornamental Horticultural TCC (Major Code: OHP1)

AGRB 2200	Principles of Agronomy	
HORT 1010	Woody Plant Identification I	
	OR	
HORT 1020	Herbaceous Plant Identification	
HORT 1050	Nursery Production and Management	
HORT 1250	Plant Production and Propagation	

Subtotal: 14

POULTRY PRODUCTION AND PROCESSING (MAJOR CODE: PPA1)

Credential: Certificate
Campus Location: Athens

CURRICULUM

Poultry Production and Processing

AGSC 2220	Introduction to Poultry Science	
AGSC 2260	Poultry Production and Management	
AGSC 2520	Food Safety and Health in Agriculture	
AGSC 2530	Poultry Processing and Products	

Subtotal: 12

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 Bioscience associate degree prepares students for work in a wide range of fields including cell-based therapies, research, pharmaceutical applications, environmental science, and genetics. The Bioscience degree prepares graduates to perform a number of biotechnology-related careers including laboratory research and skills to work in sophisticated biomanufacturing settings.

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.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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.

BIOSCIENCE ASSOCIATE DEGREE (MAJOR CODE: BI13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

College Requirement

| FSSE 1000 | First Semester Seminar |

Subtotal: 3

Bioscience Major

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
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: 30

Bioscience Specialization

Students must choose one of the following specializations:

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

Advanced Bioscience Elective

Students must select two courses and their associated labs for a total of 9 credit hours.

	Subtotal: 9

Biochemistry
BIOC 2100   Biochemistry
BIOC 2100L   Biochemistry Lab

Industrial Cell Culture and Immunology
BTEC 2211   Industrial Cell Culture and Immunology
BTEC 2211L   Industrial Cell Culture and Immunology Lab

Recombinant DNA Methods
BIOC 2203   Recombinant DNA Methods
BIOC 2203L   Recombinant DNA Methods Lab

Students must pass all BIOC, BIOL, BTEC, CHEM, ESCI, FSSE, and MATH courses with grades of C or higher.

Total Credit Hours: 66

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

REGULATORY COMPLIANCE TECHNICIAN 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

Conservation Law Enforcement

MISSION STATEMENT

The mission of the Conservation Law Enforcement program is to provide a unique educational experience to future conservation law professionals by combining criminal justice and wildlife management. This program utilizes an interdisciplinary approach to foster a relationship between future conservation law enforcement professionals and the natural resources they will work to protect.

NATURE OF WORK

Game wardens, also known as conservation officers, forest rangers, and wildlife officers, are Peace Officers employed by local, state, and federal government agencies. In the state of Georgia, game wardens are certified peace officers through the Peace Officer Standards and Training (P.O.S.T) council and employed by the Georgia Department of natural Resources Law Enforcement Division. Game wardens are primarily responsible for the enforcement of state and federal natural resources laws related to wildlife, fish, water resources, boating and the environment. Some game wardens pursue extra training to specialize their role in their agency by becoming K9 handlers, investigators, participating in special operations and emergency response, joining aviation units, etc.

Specific daily activities depend on the location and agency the officer is employed by. Generally, game wardens are patrolling their assigned region. Patrols may be conducted on foot, in motor vehicle, UTV, ATV, boat, or aircraft. On patrols, game wardens investigate suspicious activities, make arrests, give warnings, and write citations. Game wardens may also be asked to testify in court in relation to the cases they are involved in. Work typically occurs in rural and suburban areas of the state where more people are interacting with natural resources. They frequently assist other law enforcement agencies to investigate crimes, make arrests, and respond to incidents. Game wardens possess the same peace office status and authority as any other state police officer and can enforce all appropriate federal and state laws regardless if they are natural resources related. Game wardens are also responsible for coordinating search, rescue, and recovery operations on land ad in water.

Game Wardens interact with the general public outside of law enforcement activities as well. They regularly teach hunter and boating education courses, visit schools, and attend wildlife related conferences/events. Game wardens support conservation efforts in the state by facilitating mentor hunting and fishing trips with various groups in their communities. On occasion, game wardens are asked to assist in wildlife and fisheries related activities within other divisions of the Department of natural resources. These activities may include sample collection, habitat management, prescribed fire ignition, etc.

STUDENT LEARNING OUTCOMES

Student Learning Outcomes

Graduates of the degree program in Conservation Law Enforcement will be able to complete the following tasks:

- Demonstrate technical competence of wildlife management concepts and field work practices.

- Describe the natural history and diversity of aquatic and terrestrial wildlife.

- Interpret and recall the meaning of legal statutes, associated case law and legal dispositions.

- Apply principles of conservation law and due process within the criminal justice system.

- Apply knowledge concerning safety and conscientious stewardship of the environment.

- Demonstrate interpersonal, written, and public speaking skills necessary for a successful career in conservation law enforcement or a related field.

ESSENTIAL FUNCTIONS

The following essential functions were copied directly from the "Becoming a Game Warden" brochure provided by the Georgia Department of Natural Resources Law Enforcement Division.

- Working alone at night in isolated parts of a county without back-up.

- Operating vessels in hazardous waters that include rivers. impoundments, and coastal waters often alone in inclement weather during the hours of darkness.

- Be able to present interviews for TV, radio, and other media outlets concerning DNR functions and operations.

- Providing information & education classes to students on hunter education and boating safety issues.

- Sometimes having to make repairs to assigned equipment in inclement weather without any assistance or aid.

- Provide assistance to other Law Enforcement agencies with traffic accidents, fatalities, domestic violence, search warrants, drug violations, civil disturbances, stakeouts, and environmental disasters, including floods, tornadoes, and hurricanes for extended time frames. (Hurricane Katrina).

- Coordinate search and rescue operations on land and the recovery of drowning victims on the water. Must b e able to deal with deceased victims.

- Remain in an "on call" duty status when scheduled in service.

- Maintain proficiency in the use of firearms and defensive tactics.

- Deal with landowner disputes who sometimes criticize you and the department.

- Enforce laws and regulations dealing specifically with the general public's leisure time.

- You will also be required to operate ATVs in isolated areas.

- You will be required to fly areas in a departmental aircraft as an observer for the pilot.

- Sometimes detached to a regional office for office duty which may include cutting grass, operating a weed eater, edger, blower, forklift, etc. In addition, you may have to assist with electrical and carpentry tasks, minor vehicle & boat repairs, answering telephones, and selling licenses to walk-in customers.

CONSERVATION LAW ENFORCEMENT DEGREE (MAJOR CODE: CL13)

Credential: Associate of Applied Science
Campus Locations: Athens and Elbert

CURRICULUM OUTLINE

Fish and Wildlife Protection Major

CRJU 1010	Introduction to Criminal Justice	
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	
FWMT 1000	Introduction to Wildlife Management	
FWMT 1010	Equipment Use	
FWMT 1020	Wildlife Policy and Law	
FWMT 1090	Wildlife Science	
FWMT 2010	Wildlife Management Techniques	
FWMT 2020	Habitat Manipulation	
FWMT 2030	Fish Pond Management	

Subtotal: 44

Practicum or Internship

FWMT 2040	Internship	

Subtotal: 3

Students must pass all CRJU and FSSE courses with grades of "C" or higher.

General Education

Area I: Language Arts and Communication

ENGL 1101	Composition and Rhetoric	
SPCH 1101	Public Speaking	

Subtotal: 6

Area II: Social and Behavorial Sciences

Students must choose one of the following courses:

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

Natural Sciences

Students must take the two following courses:

BIOL 1111	Biology I
BIOL 1111L	Biology I Lab

Subtotal: 4

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

Humanities and Fine Art

Students must choose one of the following courses:

ARTS 1101	Art Appreciation
ENGL 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Total Credit Hours: 69

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 law 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.

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 ($100 per credit hour)

• Accident Insurance Fee ($6 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.

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 1075	Report Writing
CRJU 2060	Criminology
CRJU 2110	Homeland Security
CRJU 2201	Criminal Courts
FRSC 2170	Fire and Arson Investigation

Subtotal: 6-7

Students must pass all CRJU and FSSE courses with grades of C or higher.

Total Credit Hours: 48-49

CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: CJT3)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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	
THEA 1101	Theater Appreciation	

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
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 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 four of the following courses:
CRJU 1043	Probation and Parole
CRJU 1062	Methods of Criminal Investigations
CRJU 1075	Report Writing
CRJU 2060	Criminology
CRJU 2110	Homeland Security
CRJU 2201	Criminal Courts
FRSC 2170	Fire and Arson Investigation

Subtotal: 12-13

Students must pass all CRJU and FSSE courses with grades of C or higher.

Total Credit Hours: 60-62

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.

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.

Graduates of the TCC program in Radiology/EFDA Cert Dental Assisting will be able to complete the following tasks:

- Understand fundamentals of Radiology and Radiation Safety.
- Understand radiographic anatomy and interpretation.
- Understand itraoral and xtraoral radiographic techniques.
- Quality assurance techniques.
- Perform expanded duties a prescribed by Georgia Law.

Graduate of the TCC program in Coronal Polishing will be able to complete the following tasks:

- Legally perform the coronal polish procedure in a variety of practice settings.
- Maintain OSHA and CDC Standards for infection control and job safety.

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 ($100 per credit hour)

- Accident Insurance Fee ($6 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 ($270)

- Infection Control National Board Examination ($270)

- Radiology Health and Safety National Board Examination ($270)

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

PROGRAM 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 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 or COMPANION, 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.

- Completed and signed Intent forms. Blank forms are available in the Admissions Office and on the college website.

Students must complete pre-requisites (ALHS 1040, ALHS 1011) prior to acceptance.

The selection process will be weighted toward students who have completed all core classes prior to enrolling in Dental Assisting (DENA) classes.

All applicants must attend a mandatory group pre-admission information session prior to acceptance. Curriculum, schedules, and all pertinent information about the program will be discussed as well as an open question and answer opportunity for students.

Prior to summer semester when students start the DENA courses, the 15 students admitted into the program 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 Checks129). Blank documents are available from the program chair, the Admissions Office, and on the college website.

- Students accepted into the dental assisting program must also attend mandatory Dental Assisting orientation approximately 3 weeks prior to the first day of courses. Failure to attend this orientation will result n the forfeiture of admission to the program. The date of the orientation will be announced in the Welcome Letter/Packet.

PROCESS FOR SELECTION FOR TRANSFER ADMISSION

- Requirements or transfer of credit courses are explained in the Catalog under Transfer Credit.

- The Dental Assisting Program does not accept transfer credit for Dental Assisting (DENA) courses.

- Dental Assisting (DENA) courses may not transfer to other colleges.

- Some colleges may accept Athens Technical College Dental Assisting coursework for transfer, if the student satisfactory completes the Dental Assisting Program and has current CDA certification.

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

CORONAL POLISHING TCC (MAJOR CODE: CY71)

Credential: TCC
Campus Location: Athens

CURRICULUM OUTLINE

Coronal Polishing

DENA 1030	Preventive Dentistry
DENA 1340	Dental Assisting I: General Chairside
DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills

Subtotal: 15

RADIOLOGY/EFDA CERTIFICATE DENTAL ASSISTING TCC (MAJOR CODE: EF71)

Credential: TCC
Campus Location: Athens

CURRICULUM OUTLINE

Radiology/EFDA

DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills
DENA 1390	Dental Radiology
DENA 1480	Dental Practicum III

Subtotal: 16

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 800-232-6108 or at 211 East Chicago Avenue, Chicago, Illinois 60611-2678. The Commission's web address is https://www.ada.org/en/coda

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.

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 ($70)

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 ($100 per credit hour)
- Accident Insurance Fee ($6 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 ($440)
- 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.

PROGRAM 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 10 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 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 or COMPANION, 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 Examinations21).

- 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.

- If applicable, students may submit a copy of their Certified Dental Assistant credentials. This certification is given by the Dental Assisting National Board.

- The Dental Hygiene Program requires that all applicants attend a mandatory virtual information session in the year before they apply for the Program. They usually last 30 to 40 minutes, and time is available to ask questions after the program information has been discussed. Sessions are held 2 times a semester. Please email jburrell@athenstech.edu for information.

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 10 application deadline.

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.

Science GPA is calculated as an average of all attempts at a course.

Applicants will receive points and will be ranked by totaling the following criteria: Science GPA, TEAS score (scores from TEAS tests that are 5 years or less at time of application), and graduates of a CODA accredited program.

Students who are accepted into the Dental Hygiene program must also attend mandatory Dental Hygiene orientation approximately 3 weeks prior to the first day of curses. Failure to attend this orientation will result in the forfeiture of admission to the program. The date of orientation will be announced in the Welcome Letter/Packet.

At orientation, all accepted students will complete the following:

- 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 Insurance51).

- 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 Checks129). 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

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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

An EMT is a health professional whose primary focus is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility. Depending on a patient's needs and/or system resources, EMTs are sometimes the highest level of care a patient will receive during an ambulance transport, EMTs often are paired with higher levels of personnel as part of an ambulance crew or other responding group. With proper supervision, EMTs may serve as a patient care team member in a hospital or health care setting to the full extent of their education, certification, licensure, and credentialing. In a community setting, an EMT might visit patients at home and make observations that are reported to a higher-level authority to help manage a patient's care. When practicing in less populated areas, EMTs may have low call volume coupled with being the only care personnel during prolonged transports. EMTs may provide minimal supervision of lower level personnel. EMTs can be the first to arrive on scene; they are expected to quickly assess patient conditions, provide stabilizing measures, and request additional resources, as needed.

Emergency Medical Technicians:

- Function as part of a comprehensive EMS response, community, health, or public safety system with defined clinical protocols and medical oversight.

- Perform interventions with the basic equipment typically found on an ambulance 15 to manage life threats, medical, and psychological needs.

- Are an important link within the continuum of the emergency care system from an out-of-hospital response through the delivery of patients to definitive care.

Other Attributes:

The majority of personnel in the EMS system are licensed at the EMT level. The EMT plays many important roles and possesses the knowledge and skill set to initially manage any emergency until a higher level of care can be accessed. In areas where AEMT or Paramedic response is not available, the EMT may be the highest level of EMS personnel a patient encounters before reaching a hospital. EMTs advocate health and safety practices that may help reduce harm to the public

Primary Role

Provide basic patient care and medical transportation within the emergency care system.

Advanced Emergency Medical Technician (AEMT)

The AEMT is a health professional whose primary focus is to respond to, assess and triage nonurgent, urgent, and emergent requests for medical care, apply basic and focused advanced knowledge and skills necessary to provide patient care and/or medical transportation, and facilitate access to a higher level of care when the needs of the patient exceed the capability level of the AEMT. The additional preparation beyond EMT prepares an AEMT to improve patient care in common emergency conditions for which reasonably safe, targeted, and evidence-based interventions exist. Interventions within the AEMT scope of practice may carry more risk if not performed properly than interventions authorized for the EMR/EMT levels. With proper supervision, AEMTs may serve as a patient care team member in a hospital or health care setting to the full extent of their education, certification, licensure, and credentialing. In a community setting an AEMT might visit patients at home and make observations that are reported to a higher level authority to help manage a patient's care.

Advanced Emergency Medical Technicians:

- Function as part of a comprehensive EMS response, community, health, or public safety system with medical oversight.

- Perform focused advanced skills and pharmacological interventions that are engineered to mitigate specific life-threatening conditions, medical, and psychological conditions with a targeted set of skills beyond the level of an EMT.

- Function as an important link from the scene into the health care system.

Other Attributes:

The learning objectives and additional clinical preparation for AEMTs exceed the level of an EMT. In areas where Paramedic response is not available, the AEMT may be the highest level of EMS personnel a patient encounters before reaching a hospital. AEMTS advocate health and safety practices that may help reduce harm to the public.

Primary Role Provide basic and focused advanced patient care; determine transportation needs with the health care system.

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.

- 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)

Outside Vendor Fees Prior to Beginning EMSP Courses

(The specifics of the items listed below will be discussed at the program orientation)

- Hepatitis B Immunization ($200)

- Tuberculosis Skin Test ($45 for two tests)

- Equipment (Approximately $125)

- Uniforms (Approximately $100)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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)

- Supply Fee (Varies - See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- NREMT EMT Licensure Exam Fee ($80) (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 ($115)

- State of Georgia Licensure Fee ($75)

- State of Georgia Background Check ($45)

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

PROGRAM REQUIREMENTS

The Emergency Medical Technician / Advanced Emergency Medical Technician (EMT/AEMT) 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.

When the number of applicants exceeds the number of seats available in the program, the Admissions selection committee ranks and admits applicants according to their official placement test scores. Students will be admitted based on their score on the ACCUPLACER exam.

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 Summer Semester with the program start in the Fall. Applicants must submit all required documentation to the Admissions Office by June 15.

All applicants to the EMT/AEMT program must attend one information session before their application will be considered. The schedule for these information sessions can be found at LINK.
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 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.

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 Checks129). 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

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

EMS Professions Core
ALHS 1011   Structure and Functioning of the
                Human Body

<div align="right">Subtotal: 5</div>

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

<div align="right">Subtotal: 26</div>

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

<div align="right">Subtotal: 16</div>

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

Total Credit Hours: 16

EMERGENCY MEDICAL RESPONDER TCC (MAJOR CODE: EB71)

Credential: TCC
Campus Locations: Athens

CURRICULUM OUTLINE

Emergency Medical Responder TCC (Major Code: EB71)
| ALHS 1011 | Structure and Functioning of the Human Body |
| ALHS 1090 | Medical Terminology for Allied Health Sciences |

EMSP 1010   Emergency Medical Responder

Subtotal: 10

Students must pass all courses with a grade of C or higher.

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

PRE-HOSPITAL EMS OPERATIONS TCC (MAJOR CODE: PEO1)

Credential: TCC

Campus Locations: Athens, Elbert, and Walton

CURRICULUM OUTLINE

Pre-hospital EMS Operations 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 courses with grades of C or higher.

Total Credit Hours: 26

Healthcare Assistant

MISSION STATEMENT

The mission of the certificate program in Healthcare Assistant is to prepare students with the knowledge, technical skills, and professional ethics required for entry-level employment as a member of a healthcare team.

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.

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.

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)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 (See program chair)

Certified Healthcare Access Associate Exam ($140)

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 1151	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

Health Information Management Technology

ACCREDITATION

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

Student Achievement Measure	Academic Year 2021	Academic Year 2020	Academic Year 2019
Graduation Rate	83%	75%	73.3%
Job Placement	100%	75%	100%
Retention	77%	79%	67.7%

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.

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:

- 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 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.

Graduate of the Healthcare Access Representative (TCC) will be able to complete the following tasks:

- Process medical insurance claims

- Interpret benefits from insurance cards

- Calculate charges related to deductibles, copays, and coinsurance

- Interpret medical terminology

- Perform registration processes

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 (RHIR) domain and represent the program's essential functions:

Domain 1: Data Structure, Content, and Information Governance

Tasks

- Apply health information guidelines (e.g., coding guidelines, CMS, facility or regional best practices, federal and state regulations)

- Apply healthcare standards (e.g., Joint Commission, Meaningful Use)

- Identify and maintain the designated record set

- Maintain the integrity of the health record (e.g., identify and correct issues within the EHR)

- Audit content and completion of the health record (e.g., validate document content)

- Educate clinicians on documentation and content

- Coordinate document control (e.g., create, revise, standardize forms)

- Assess and maintain the integrity of the Master Patient Index (MPI)

- Maintain and understand the data workflow

- Create and maintain functionalities of the HER

- Create and maintain EHR reports to ensure data integrity

- Navigate patient portals and provide education and support

Domain 2: Information Protection: Access, Use, Disclosure, Privacy, and Security

Tasks

- Manage the access, use, and disclosure of PHI using laws, regulations, and guidelines (e.g., release of information, accounting of disclosures)

- Determine right of access to the health record

- Educate internal and external customers (e.g., clinicians, staff, volunteers, students, patients, insurance companies, attorneys) on privacy, access, and disclosure

- Apply record retention guidelines (e.g., retain, archive, or destroy)

- Mitigate privacy and security risk

- Identify and correct identity issues within the EHR (e.g., merges, documentation corrections, registration errors, overlays)

Domain 3: Informatics, Analytics, and Data Use

Tasks

- Identify common internal and external data sources

- Extract data

- Analyze data

- Report patient data (e.g., CDC, CMS, MACs, RACs, insurers)

- Compile healthcare statistics and create reports, graphs, and charts

- Analyze common data metrics used to evaluate Health Information functions (e.g., CMI, coding productivity, CDI query rate, ROI turnaround time)

Domain 4: Revenue Cycle Management

Tasks

- Identify the components of the revenue cycle process

- Demonstrate proper use of clinical indicators to improve the integrity of coded data

- Code medical/health record documentation

- Query clinicians to clarify documentation

- Recall utilization review processes and objectives

- Manage denials (e.g., coding or insurance)

- Conduct coding and documentation audits

- Provide coding and documentation education

- Monitor Discharged Not Final Billed (DNFB)

- Analyze the case mix

- Identify common billing issues for inpatient and outpatient

- Understand payer guidelines and requirements (e.g., LCDs, NCDs, fee schedules, conditions of participation)

- Collaborate with clinical documentation integrity (CDI) staff

- Review and maintain a Charge Description Master (CDM)

- Describe different payment methodologies and different types of health insurance plans (e.g., public vs private)

Domain 5: Health Law and Compliance

Tasks

- Perform quality assessments

- Monitor Health Information compliance and report noncompliance (e.g., coding, ROI, CDI)

- Maintain standards for Health Information functions (e.g., chart completion, coding accuracy, ROI turnaround time, departmental workflow)
- Monitor regulatory changes for timely and accurate implementation

Domain 6: Organizational Management and Leadership

<u>Tasks</u>

- Provide education regarding Health Information laws and regulations
- Review Health Information processes
- Develop and revise policies and procedures (e.g., compliance, ROI, coding)
- Establish standards for Health Information functions (e.g., chart completion, coding accuracy, ROI, turnaround time, departmental workflow)
- Collaborate with other departments for Health Information interoperability
- Provide Health Information subject matter expertise
- Understand the principles and guidelines of project management

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 HIMT 2460</u>

- Physical Examination ($100)
- Background Check and Drug Screen ($70)
- Annual Flu Vaccine ($50)
- Tuberculosis Skin Test ($50)
- Tdap Immunization, if not within last ten years ($50)
- Hepatitis B Vaccine, if needed ($265)
- Varicella, if needed ($120)
- MMR, if needed ($80)
- ACEMAPP, if required by site ($50)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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 $4,000)

Outside Vendor Fees at Program Completion

• RHIT Certification Examination, degree ($299)

• CPC Certification Examination, degree/diploma ($539)

• CCA Certification Examination, degree/diploma ($299)

• CHAA Certification Examination, TCC ($155)

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

PROGRAM 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 Requirements13).

• 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. Blan forms are available on the college website.

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
HIMT 1100	Introduction to Health Information Management Technology
HIMT 1151	Computer Applications in Healthcare
HIMT 1200	Legal Aspects of Healthcare
HIMT 1250	Health Record Content and Structure
HIMT 1360	Introduction to Pathopharmacotherapy
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

Subtotal: 39

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

Total Credit Hours: 51

HEALTH INFORMATION MANAGEMENT TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: HI13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

Subtotal: 3

College Requirement
| FSSE 1000 | First Semester Seminar |

Subtotal: 3

Health Information Management Technology Core

Students may substitute BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L for BIOL 2100.

ALHS 1090	Medical Terminology for Allied Health Sciences	
BIOL 2100	Survey of the Human Body	
MATH 1127	Introduction to Statistics	

Subtotal: 10

Health Information Management Technology Major

HIMT 1100	Introduction to Health Information Management Technology
HIMT 1151	Computer Applications in Healthcare
HIMT 1200	Legal Aspects of Healthcare
HIMT 1250	Health Record Content and Structure
HIMT 1360	Introduction to Pathopharmacotherapy
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: 40

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

Total Credit Hours: 65

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 1151	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

Interdisciplinary Studies

MISSION STATEMENT

The mission of the Associate of Applied Science (AAS) Degree in Interdisciplinary Studies is to provide students with occupational knowledge and skills in a variety of fields, as well as the communication skills necessary to translate information to a broad range of audiences Students should work closely with a faculty advisor to strategically select coursework from designated areas of concentration that best suits their career path. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education.

STUDENT LEARNING OUTCOMES

Graduates of the Interdisciplinary Studies Program will be able to complete the following tasks:

• 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.

• Demonstrate specific skills as determined by the coursework completed.

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 Interdisciplinary Studies 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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 per term)

- Campus Supply Fee($40 per term)

- Instruction Fee ($55 per term)

- Parking Fee ($20 per term)

- Campus Safety Fee ($24 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 $3,040)

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

INTERDISCIPLINARY STUDIES ASSOCIATE DEGREE (MAJOR CODE: AF53)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

College Requirement

FSSE 1000	First Semester Seminar	
		Subtotal: 3

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	
	AND	
ENGL 1102	Literature and Composition	
	OR	
ENGL 1105	Workplace and Technical Communications	
	OR	
SPCH 1101	Public Speaking	
		Subtotal: 6

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 and Natural Sciences

Students must choose one math course from the following.

Mathematics

Students must choose from one of the following courses:
MATH 1101   Mathematical Modeling
MATH 1103   Quantitative Skills and Reasoning
MATH 1111   College Algebra

Subtotal: 3

Students must choose 3 or more hours from the Area III courses below:
BIOL 1111   Biology I
BIOL 1111L   Biology I Lab
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 1211   Chemistry I
CHEM   Chemistry I Lab
1211L
CHEM 1212   Chemistry II
CHEM   Chemistry II Lab
1212L
MATH 1101   Mathematical Modeling
MATH 1103   Quantitative Skills and Reasoning
MATH 1111   College Algebra
MATH 1113   Precalculus
MATH 1127   Introduction to Statistics

Subtotal: 3-4

Area IV: Humanities and Fine Arts

Students must choose from one of the following courses:
ARTS 1101   Art Appreciation
ENGL 2110   World Literature
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
THEA 1101   Theater Appreciation

Subtotal: 3

Interdisciplinary Studies Major

Students must choose from the following interdisciplinary areas of concentration:

- Business, Industry, and Technology

- Life Science

Subtotal: 40

Students should work with a faculty advisor to strategically select courses to design a program that suits a specific career path.

Total Credit Hours: 61

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 medical practice settings under the direction of a physician. Depending upon the medical practice, a medical Assistant's assigned job may vary.

The administrative duties of a Medical Assistant may include oversight of patients' medical records, insurance submissions, referral forms for a hospital admission, lab work, or diagnostic imaging. Other administrative tasks May include answering telephones, greeting patients, correspondences, scheduling appointments, maintaining electronic medical records, bookkeeping and billing. Because Medical Assistants encounter patients' personal information, they must be able to keep the information confidential and discuss it only with other personnel involved in treating the patient.

The clinical duties of a Medical Assistant may include obtaining a patient's medical history, obtaining vital signs and anthropometric measurements, preparing patients for exams, performing electrocardiogram tracings, preparing a sterile field for the physician, sanitizing and sterilizing instruments, administering ordered injections and medications under the direction of a physician, obtaining samples for laboratory evaluation, and reinforcing instructions from the patient's plan of care.

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 in the medical field to be informed of the physical, emotional, and psychological demands related to training and employment. This information 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 the Medical Assisting curriculum and result in employment 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 and remove personal protective equipment, operate controls on instruments and equipment, speak on the telephone and write simultaneously, and operate multi-line telephone systems, operate computer keyboards, and a calculator.

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)

- Cardiopulmonary resuscitation Certification ($40 - $65)

- Hepatitis B Immunization ($35 - $50 x 3 injections)

- Mumps, Measles, Rubella Immunizations ($35)

- Varicella Immunization ($35)

- Tetanus Shot ($35)

- Tuberculosis Skin Test x 2 ($35 each)

- Physical Examination (Approximately $100)

- Uniforms (Approximately $100 - $200)

- Watch with Second Hand (Approximately $40)

- Stethoscope (Approximately $25)

- Malpractice Insurance ($11 x 2)

Semester Fees

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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)

- Electronic Medical Record Program Fee ($65)

Throughout the Program

- Possible Background Checks and Drug Screenings

- Textbooks (Approximately $400)

- 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.

PROGRAM 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 official college transcripts from all colleges attended in the past (see General Admission Requirements).

- Proof of legal presence in the United States. 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).

- Have a minimum of a 2.0 GPA to enter the program.

Students are admitted into the Medical Assisting program Fall semester on the Athens and Elbert campuses and Spring semester on the Athens campus.

* 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 and their completion of the required courses above.

Student GPA could become a selection factor if there are more applicants than space.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission 20. 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 (Fall and Spring)
Elbert (Fall)

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: 34

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

Total Credit Hours: 53

Nursing

ACCREDITATION

The Associate of Science in Nursing program at Athens Technical College located in Athens, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate of science in Nursing program is: Continuing Accreditation

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

MISSION STATEMENT

Nursing and Nursing Bridge Program

The purpose of the Associate of Science in Nursing (ASN) program is to provide a specific educational program for the entry level ASN nursing student. The educational program includes the necessary knowledge, skills, and attitudes to practice safely, competently, and demonstrates sound clinical judgement for a novice nurse.

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 prevent or to manage their illnesses and 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 include setting patient goals that are measurable and prioritized. They may include implementation and interventions such as administering medication; starting, maintaining, and discontinuing intravenous (IV) lines for fluid, medication, blood, and blood products; administering therapies and treatments; assessing the patient and recording observations and patient outcomes. RNs collaborate with physicians and other healthcare clinicians when utilizing the team approach of providing healthcare.

There are many options for RNs to specialize in a specific work setting or with a certain population of patients. Ambulatory care nurses provide preventive care and treat patients with a variety of illnesses and injuries in physicians' offices or in out-patient 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. Maternal/Child nurses provide health promotion and basic medical care to women and children. 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. Nurses may also serve in the military.

https://www.bls.gov/ooh/healthcare/registered-nurses.htm

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 achieve the following end-of-program student learning outcomes:

- Synthesize knowledge of the nursing process and use critical thinking to make clinical judgments utilizing evidence based practice.

- Communicate clearly and concisely using written, oral and/or electronic formats in identifying and meeting the needs of individuals, families, and communities.

- Provide patient-centered care in a variety of healthcare settings to a diverse patient population.

- Implement the National Patient Safety Goals, progressing from simple to complex care in all healthcare settings

- Function within the legal, ethical and professional frameworks of nursing practice.

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)
- Physical Examination (Approximately $100)
- Uniforms (Approximately $250)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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)
- Assessment Technology Learning Systems ($401 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)
- Supply Fee (Varies — See course descriptions for exact amount)
- ACEMAPP ($50 per year)

Outside Vendor Fees at Program Completion

- Cogent Background Check Fee ($52.50)
- 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.

PROGRAM 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).

• NLN Pre-admission RN Examination, AD Composite Score of no less than the 75th percentile that is less than five years old (see Selective Admissions Examinations)21. The NLN pre-admission test may be taken every 90 days (see Selective Admission Examinations).

• Proof of legal presence in the United States.

• Completed and signed Intent form. Blank forms are available on the college website.

Students must complete the five pre-requisite courses, or their equivalent courses with a grade of C or higher by February 1 of the year in which admission is sought: 1) English (ENGL 1101); 2) Mathematics (MATH 1101 or MATH 1111); 3) Human anatomy and Biology I and II (BIOL 2113, BIOL 2113L), 4) Human anatomy and Biology II (BIOL 2114458, BIOL 2114 458), and 5) Introductory microbiology (BIOL 2117 and BIOL 2117L).**The minimum GPA from these courses is 2.75**

Applicants must complete (PSYC 1101 and PSYC 2103 539 **prior** to the start of Fall semester and nursing courses. 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 complete all general education classes prior to the start of the Final Fall Semester of the Nursing Curriculum

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:

• 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 and can meet the essential functions abilities for ADN students.

• Provide results of two step tuberculin skin test and/or chest x-ray.

• Provide evidence of immunization/immunity for tetanus, diphtheria, pertussis, rubella, rubeola, mumps, varicella, and hepatitis.

• Provide proof a flu vaccine prior to stating clinical rotations.

• Provide yearly drug screen and background checks.

• 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 the student's expense prior to participating in internships, practicums, or clinical activities at certain host (see Drug Testing/Background Checks129). 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 Readmission20 and the Nursing Addendum Student Handbook. 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 - AASN

Licensed practical nurses (LPNs) and licensed GA paramedics personnel may be eligible to enroll in the accelerated bridge program that requires a minimum of three semesters to complete the nursing (RNSG) courses. The bridge program 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. Prospective students may gain admission to the college initially as Interdisciplinary studies program students/applicants to the Nursing Bridge Program in order to complete any learning support classes and required general education courses. Qualified students may also apply to the traditional nursing program, which is a four-semester program.

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 exam of no less than 75th percentile that is less than five years old as of the February 1st deadline. The NLN pre-admission test may be taken every three months. (see Selective Admission Examinations).
- Proof of legal presence in the United States.
- Documentation of an unencumbered LPN license or paramedic license 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 within the last 3 years. Documentation form should be obtained from and returned to the Admissions office.
- 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, humanities, and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), introductory psychology (PSYC 1101), and Human Growth & Development (PSYC 2103539) or equivalent courses with grades of C or higher by February 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.

ASN AND AASN PROGRAM EFFECTIVENESS DATA

Athens Technical College

ASN and AASN Program Effectiveness Data

2019- NCLEX Exam/Licensure Rate

ASN Program	90%
AASN Program	100%

Students' Program Completion Rate:

ASN Program	86%
AASN Program	90%

Graduates' Job Placement Rate:

ASN Program	96%
AASN Program	100%

2020- NCLEX Exam/Licensure Rate

ASN Program	94%
AASN Program	100%

Students' Program Completion Rate:

ASN Program	92%
AASN Program	90%

Graduates' Job Placement Rate:

ASN Program	100%
AASN Program	100%

2021- NCLEX Exam/Licensure Rate

ASN Program	97%
AASN Program	100%

Students' Program Completion Rate:

ASN Program	90%
AASN Program	80%

Graduates' Job Placement Rate:

ASN Program	95%
AASN Program	100%

*Athens Technical College Catalog 2021

NURSING ASSOCIATE DEGREE (MAJOR CODE: NU53)

Credential: Associate of Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation
	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 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

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

| 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 2110	World Literature
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
THEA 1101	Theater Appreciation

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 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: 29

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

Total Credit Hours: 62

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, 25400 US Highway 19 N, Suite 158, Clearwater, FL, 33763, (727)-210-2350.

MISSION STATEMENT

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

NATURE OF THE WORK

The paramedic is a health professional whose primary focus is to respond to, assess, and triage emergent, urgent, and non-urgent requests for medical care, apply basic and advanced knowledge and skills necessary to determine patient physiologic, psychological, and psychosocial needs, administer medications, interpret and use diagnostic findings to implement treatment, provide complex patient care, and facilitate referrals and/or access to a higher level of care when the needs of the patient exceeds the capability level of the paramedic. Paramedics often serve as a patient care team member in a hospital or other health care setting to the full extent of their education, certification, licensure, and credentialing. paramedics may work in community settings where they take on additional responsibilities monitoring and evaluating the needs of at-risk patients, as well as intervening to mitigate conditions that could lead to poor outcomes. Paramedics help educate patients and the public in the prevention and/or management of medical, health, psychological, and safety issues. The Paramedic's scope of practice includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on an advanced assessment and the formulation of a field impression. The Paramedic provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility.

Paramedics:

• Function as part of a comprehensive EMS response, community, health, or public safety system with advanced clinical protocols and medical oversight.

• perform interventions with the basic and advanced equipment typically found on an ambulance, including diagnostic equipment approved by an agency medical director.

• May provide specialized interfacility care during transport.

• Are an important link in the continuum of health cared.

Paramedics commonly facilitate medical decisions at an emergency scene and during transport. Paramedics work in a variety of specialty care settings including but not limited to ground and air ambulances, occupational, in hospital, and community settings. Academic preparation enables paramedics to use a wide range of pharmacology, airway, and monitoring devices as well as to utilize critical thinking skills to make complex judgments such as the need for transport from a field site, alternate destination decisions, the level of personnel appropriate for transporting a patient, and similar judgments.

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-base current as to changes and trends in administration and use, for keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and for using drug reference literature.

- 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

	2021	2020	2019	2018
# of Students Beginning the Program	18	8	20	18
# of Students Graduating the Program	14	7	18	13
Successful Completion of NREMT Written	14	6	18	13
Successful Completion of NREMT Practical	14	7	18	13
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 ($100 per credit hour)
- Accident Insurance Fee ($6 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 program and $1,250 for the diploma program)
- Supply Fee (Varies — See course descriptions for exact amount)
- Some clinical sites may require an additional fee up to $50 per year

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.

PROGRAM 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. All applicants to the Paramedicine program must attend one information session before their application will be considered. The schedule for these information sessions can be found at this LINK. 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 (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 1011451, ENGL 1010498, MATH 1012517, PSYC 1010538; degree: BIOL 2113 BIOL 2113L, BIOL 2114458, BIOL 2114458, ENGL 1101498, MATH 1101518 or MATH 1111518, PSYC 1101539) with grades of C or better.

Applicants will 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 Checks129). 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, American Red Cross, Emergency Care and Safety Institute, American Safety and Health Institute, ProTraining, LLC, or EMS Safety.

- 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 Readmission20. 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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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
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 Technology Specialist

APPROVAL

The certificate program in Phlebotomy Technology Specialist 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 Technology Specialist 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 technology specialist 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.

STUDENT LEARNING OUTCOMES

Graduates of the certificate program in Phlebotomy Technology Specialist 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 Technology Specialist program, they must be able to perform the following essential functions.

Essential Function: Observation

The ability to discriminate between color differences and variations.

- 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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)

- Program Placement Examination ($75)

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

- 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)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 $700)

- Supply Fee (Varies — See course descriptions for exact amount)

<u>Outside Vendor Fees at Program Completion</u>

- National Center for Competency Testing Examination ($100)

- Students assigned to certain clinical education sites may have to pay additional placement fees ($50 per rotation)

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

PROGRAM REQUIREMENTS

The Phlebotomy 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 certification examination. The program invites eight (8) students twice a year, approximately one month prior to the beginning of the fall and spring semesters; the Program is not offered during summer semester.

Applicants must satisfy all prerequisite coursework and submit all required admissions documentation to the Admissions Office by June 1 for the fall semester program and September 1 for the spring semester program to receive consideration in the Phlebotomy Program. Applicants who are on academic probation, who are academically dismissed from the college, and who do not possess a GPA of at least a 2.00 as of the application deadline will not be considered for admission. 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 Examination20).

- 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.

To be eligible for the competitive selection process, documentation showing the completion of ALHS 1011and ALHS 1040 with a final course grade of C or higher. Applicants will be ranked based on their GPA in the aforementioned courses.

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 for the term they are seeking admission to the program.

Due to the limited number of clinical sites available, applicants will be invited to complete the Phlebotomy Technician program based on cumulative GPA of prerequisite courses, ALHS 1011 and ALHS 1040. 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.

Students accepted into the Phlebotomy Technology Specialist program must also attend mandatory Phlebotomy Technology Specialist program orientation approximately 3 weeks prior to the first day of courses. Failure to attend this orientation will result in the forfeiture of admission to the Program. Information outlining the date of the mandatory orientation will be provided either in the Invitation/Welcome Letter or in a separate email to the applicant's ATC student email account.

For those students who are admitted to the program and prior to the beginning of PHLT 1050532-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 Checks129). Blank documents are available on the college website.

Prior to beginning the clinical phase of the program (PHLT 1050532), 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 required and completed health and immunization records.

- Submit verification of malpractice insurance (see Malpractice Insurance51).

- 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 credentialing exam to become certified phlebotomists.

- Show proof of current certification in CPR at the healthcare provider level.

- Undergo a criminal background check.

- Undergo and pass a drug screen.

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 (p. 129)). Directions for contacting approved providers will be given to the student after acceptance to the program.

Program applicant will need to have completed ALHS 1011 and ALHS 1040451 to be eligible for evaluation in the Program.

Program applicants will need to have completed r ALHS 1090451 to meet College graduation requirements and to sit for credentialing exam.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission20. 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 Technology Specialist program.

PHLEBOTOMY TECHNOLOGY SPECIALIST TCC (MAJOR CODE: PT71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Phlebotomy Technology Core

ALHS 1011	Structure and Functioning of the Human Body	
ALHS 1040	Introduction to Healthcare	
ALHS 1090	Medical Terminology for Allied Health Sciences	
PHLT 1030	Introduction to Venipuncture	
PHLT 1050	Clinical Practice	

Subtotal: 17

Effective Spring 2023

Total Credit Hours: 17

Physical Therapist Assistant

ACCREDITATION

The Physical Therapist Assistant Program at Athens Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; (800) 999-2782; accreditation@apta.org; www.capteonline.org. If needing to contact the program/institution directly, please email pta@athenstech.edu or call (706) 355-5176.

FINANCIAL AID FACT SHEET

Enter Institution Name:

ATHENS TECHNICAL COLLEGE

Physical Therapist Assistant Program

Program Financial Fact Sheet 2021-2022

INSTITUTIONAL INFORMATION

Address: 800 US Highway 29 North

City: Athens

State: GA

Zip Code: 30601

Cohort: **2022**

For: **Choose Program**

Length of Program in Weeks Excluding Breaks:

Total number of weeks (excluding breaks) of student instruction/interaction (including classroom, laboratory, exams and clinical education.) Note: Total number of weeks includes weeks where either full or partial attendance is required. Insert total number of weeks. **70**

Length of Program including breaks: Start Date: **08/20**

Anticipated Completion Date of all Program Requirements **05/22**

CLINICAL EDUCTION

Does the program have a requirement for all students to complete at least one clinical education experience for which the students would be required to seek alternative housing or travel accommodations to attend? **No**

Note: Students are responsible for costs associated with housing, travel and food during clinical education.

Additional Comments:

STUDENT COSTS

Note: Annual costs are estimates and subject to increases. Students should contact the program for further information related to costs.

Note: Students are encouraged to explore the cost of living for areas where they may choose to live. One possible website: https://livingwage.mit.edu/

Does the institution offer financial assistance specific to PTA students? **No**

Does the program/institution offer scholarships specific to PTA students? **No**

Does the program offer federal work-study positions specific to PTA students? **No**

Note: Other opportunities may exist at the institution for FINANCIAL SUPPORT-please contact the program for further information.

APTA student members are encouraged to visit the APTA Financial Solutions Center at https://www.apta.org/your-career/financial-management/financial-solutions-center.

STUDENT DEBT SUMMARY

Average student debt from the PTA Program technical phase.   **$135.71**

MISSION STATEMENT

The mission of the Physical Therapist Assistant program is to provide educational opportunities to those students wishing to pursue careers as physical therapist assistants. 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. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs may also measure changes in the patient's performance as a result of the physical therapy provided. 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 may include teaching patients/clients exercise for mobility, strength and coordination; training for functional activities such as walking with various assistive devices such as crutches, canes, walkers, or other equipment; applying manual therapy techniques such as massage or joint mobilization; using physical agents and electrotherapy such as ultrasound and electrical stimulation; and performing data collection and examination techniques to assess patient progress with interventions. 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.

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.

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:

Graduation Rate:

- 2021: 87.5%

- 2022: 100%
- Two-Year Average: 93.75%

Licensure Pass Rate: (First-Time):

- 2021: 100%
- 2022: 100%
- Two-Year Average: 100%

Licensure Pass Rate: (Ultimate):

- 2021: 100%
- 2022: 100%
- Two-Year Average: 100%

Employment Rate:

- 2021: 100%
- 2022: 100%
- Two-Year Average: 100%

Program Contact Information:

Dr. Ellen P. O'Keefe, PT, DPT

pta@athenstech.edu

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 Clinical Courses

- Immunizations (Approximately $400)
- Physical Examination (Approximately $100)
- Uniforms and name tag (Approximately $100)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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)

- Supply Fee (Varies — See course descriptions for exact amount)

- APTA and PTAG student membership ($100 per year)

- Students assigned to certain clinical education sites may have to pay additional placement fees ($50 per rotation)

<u>Outside Vendor Fees at Program Completion</u>

- Georgia Board of Physical Therapy Application Fee ($75)

- National Physical Therapy Exam Fee ($485)

- Prometric Testing Center Fee ($82.60)

- Georgia Jurisprudence Assessment Module ($65)

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

PROGRAM 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 applicants to the Physical Therapist Assistant program in order to complete any required 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 Requirements13).

- 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. 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 clinical rotations at certain host sites for these activities (see Drug Testing/Background Checks). Blank documents are available on the college website.

All other materials related to the selection process must be submitted to the office of admissions. Additional consideration will be given to applicants who have been employed as a physical therapy aide for a minimum of 500 hours. Any employment hours must have been completed within three years of the application deadline.

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 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. In addition, bonus points in the selection process will be awarded to applicants who have completed a college level course in medical terminology.

Students selected for admission to the Physical Therapist Assistant 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 clinical education course, students must have the following official documents on file in the PTA Program Office:

- Certification in Basic Life Support (BLS) for Healthcare Providers.

- Verification of health and malpractice insurance (see Malpractice Insurance51).

- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health.

- Results of the following immunizations:

    a. Tetanus, Diphtheria, and Pertussis (Tdap) within the last 10 years

    b. Measles/Mumps/Rubella (MMR) vaccine (2-step) or titer

    c. Varicella (chicken pox) (2-step) or titer

    d. TB test. A PPD skin test must be completed within one year prior to the clinical internship, or more recently if required by the specific clinic. Be aware that some clinical sites require a 2-step TB test. If PPD is positive, the student must have evidence of a chest X-ray and clearance from a physician

    e. Hepatitis B series (3 step) or titer; or if allowed, a signed declination statement must be on file with the clinical facility

    f. COVID-19 (Pfizer or Moderna: 2 doses; Johnson & Johnson: 1 dose)

- Different facilities may require additional vaccines (e.g. meningitis, polio, or flu) and it is the student's responsibility to ensure that all required immunizations are completed in order to participate in clinical education at each facility where assigned.

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 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

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

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 2110	World Literature	
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	
THEA 1101	Theater Appreciation	

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

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.

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.

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.

<u>Examples</u>

- Establishing rapport with patients, families, and colleagues.
- Negotiating interpersonal conflict.
- Respecting cultural diversity.

Essential Function: Communication

Communication abilities sufficient to interact with others.

<u>Examples</u>

- 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.

<u>Examples</u>

- 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.

<u>Examples</u>

- 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.

<u>Examples</u>

• 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.

<u>Examples</u>

• 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.

<u>Examples</u>

• 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.

<u>Examples</u>

• 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:

<u>Admissions Fees</u>

• Nonrefundable application fee ($25)

• Program Placement Examination ($75)

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

• 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 ($100 per credit hour)
- Accident Insurance Fee ($6 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

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)
- ATI Student Fees $953 (3 semesters total) Day Program; $1,011 (3 semesters total) Evening Program.

Outside Vendor Fees at Program Completion

- 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.

PROGRAM REQUIREMENTS - PRACTICAL NURSING DAY PROGRAM

LPN 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), medical terminology (ALHS 1090451), 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).

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission20. 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.

PROGRAM REQUIREMENTS - PRACTICAL NURSING EVENING PROGRAM

The Practical Nursing Evening Program

The Practical Nursing Evening Program is a part-time five semester program which caters to those who need to maintain their employment and financial obligations to their families while simultaneously attending nursing school. Classes are held at the Elberton campus three nights per week**; Tuesday, Wednesday and Thursday 6-10pm. Clinical rotations are held two weekends per month.**

Applicants must submit all required documentation to the Admissions Office by May 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 complete the following steps by May 1, 2022 and classes will begin in the Fall of 2022***

- Submit completed and signed application for admission and a $25 nonrefundable application fee.

- Provide proof of legal presence in the United States.

- Provide valid COMPASS, ASSET, SAT, or ACT test scores (see COMPASS Placement Examination).

- Provide official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age.

- Submit 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).

- Submit a completed intent form. Blank forms are available on the college website.

- Satisfactorily complete general and health core courses in English (ENGL 1010), mathematics (MATH 1012), psychology (PSYC 1010), anatomy and physiology (ALHS 1101451) and medical terminology (ALHS 1090451), with a grade of C or better by the start of the program. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records before the September 1 application deadline.

- Attend a mandatory pre-admission orientation session if invited. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program.

Applicants to this program must take the NLN examination no later than April to receive consideration in the selection process (see Selective Admission Examinations). Applicants selected to the program should complete all general and health core courses prior to enrolling in PNSG 2030.

Selection Criteria

Upon successful completion of the required core courses and having taken the NLN PN test, students will be considered for selection into the PN program based on the following criteria:

1. Highest PN NLN score.

2. Grade point average from English 1010, Math 1012, Psychology 1010, and Anatomy and Physiology ALHS 1011 and Medical Terminology ALHS 1090.

3. In the event that a student previously attempted coursework at institutions other than Athens Technical College, official transcripts will be evaluated on the highest grade.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission)20. 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 III
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

PRACTICAL NURSING EVENING PROGRAM (MAJOR CODE: PN12)

Credential: Diploma
Campus Location: Elbert

CURRICULUM OUTLINE

Academic Core

ALHS 1090	Medical Terminology for Allied Health Sciences
ENGL 1010	Fundamentals of English I
MATH 1012	Foundations of Mathematics
PSYC 1010	Basic Psychology

Subtotal: 11

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

Subtotal: 41

Fall (A)

PNSG 2010	Introduction to Pharmacology and Clinical Calculations
PNSG 2030	Nursing Fundamentals
PNSG 2035	Nursing Fundamentals Clinical

Subtotal: 10

Spring (A)

PNSG 2210	Medical Surgical Nursing I
PNSG 2220	Medical Surgical Nursing II
PNSG 2310	Medical Surgical Nursing Clinic I

Subtotal: 10

Summer

PNSG 2250	Maternity Nursing
PNSG 2255	Maternity Nursing Clinic
PNSG 2320	Medical Surgical Nursing Clinic III

Subtotal: 6

Fall (B)

PNSG 2230	Medical Surgical Nursing III
PNSG 2330	Medical Surgical Nursing Clinic III
PNSG 2410	Nursing Leadership
PNSG 2415	Nursing Leadership Clinic

Spring (B)
PNSG 2240   Medical Surgical Nursing IV
PNSG 2340   Medical Surgical Nursing Clinic IV

Subtotal: 6

Total Credit Hours: 60

Radiologic Technology

ACCREDITATION

The associate of applied science degree program in Radiography is accredited (8-years) 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.

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.

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) at:

https://www.athenstech.edu/documents/programDocs/radiography/Program_Effectiveness_Data_211.pdf

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 ($70)

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)
- Some clinical sites may require an additional fee of up to $50 per year before students are allowed to conduct clinical rotations at their facility.
- Corectec ($80)

Semester Fees

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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 ($32)
- 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 $45)
- 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)

<u>Outside Vendor Fees at Program Completion</u>

- Certification Examination ($200)

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

<u>Student Laptop Requirement</u>

In general, most new or recently purchased laptops that students bring with them to Athens Technical College's (ATC) Radiography Program will meet the basic requirements for network connectivity on ATC's wireless network, regardless of Operating System (Windows or macOS).

These are the minimum recommendations for computers connecting to ATC's network:

CHROMEBOOKS: Chromebooks, HP Streams, and similar low-cost alternatives to a traditional laptop do not meet the Minimum Specifications for use as a primary computer by students of Athens Technical College. *

<u>WINDOWS:</u>

Minimum Specifications

8th Generation i5

8GB RAM

256GB SSD

64-bit Windows 10

DVD-R/RW (external ok)

Gigabit Ethernet

Webcam & Microphone – Either Integrated with Laptop or External *See note below*

Extended warranty plan, including accidental damage coverage, for expected life of computer strongly recommended. Laptop bag recommended. 250GB+ External Backup Storage.

APPLE/MAC:

Minimum Specifications

6th Generation i5

16GB RAM

256GB SSD

512GB SSD

Mojave

DVD-R/RW (external ok)

Gigabit Ethernet

Webcam & Microphone – Either Integrated with Laptop or External *See note below*

Extended warranty plan, including accidental damage coverage, for expected life of computer strongly recommended. Laptop bag recommended. 250GB+ External Backup Storage.

*Webcam Recommendations:

All students will need a webcam & microphone. For Radiography Program students, an integrated webcam and microphone is enough.

VERY IMPORTANT, PLEASE READ THE FOLLOWING:

If considering the purchase of an Apple (Mac) computer, students should understand that the macOS is appropriate for students but some applications, such as Microsoft Office programs like Excel, function and are laid out differently on the Mac platform

and require a specific version of the macOS. Students will likely take some classes that require using these programs on a Windows platform. Students can access these programs on the Windows platform in the library and other labs on campus, but they should be aware that some work may need to be completed in these areas if they choose to purchase a Mac.

*Chromebooks are a low-cost alternative that provide much of the same functionality as a laptop, but due to platform limitations should be considered a supplemental device, rather than a primary device. Incoming Radiography students should **not** expect to be able to complete all program coursework with one of these devices. Students will need to also be aware that some super lightweight platforms (Surface Pro, MacBook Air, HP Stream, etc.) require extra hardware to load software from CD or DVD media. There may also be a need for adaptors if these devices need to be able to interface with ATC's network. In addition, some of these platforms (HP Streams, for example) have very limited internal storage, which can cause significant issues after upgrading Windows and as a result we recommend against them.

PROGRAM 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 Requirements13). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the June 1st application deadline.

• 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 (p. 518)), College Algebra (MATH 1111518),or Precalculus (MATH 1113518), in addition to medical terminology (ALHS 1090451) and anatomy and physiology I and II (BIOL 2113458), BIOL 2113L458, BIOL 2114458, and BIOL 2114L458) or equivalent courses with final course grades of C or higher. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the June 1st application deadline.

• 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 Radiography Program orientation session and hospital radiology department observation day (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 Insurance51).

- 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 Checks129). Directions for contacting approved providers will be given to the student after acceptance to the program.

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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. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the June 1st application deadline.

- 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 Examinations21).

- 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. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the June 1st application deadline.
- 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 Examinations21).
- 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.

Readmission Policy

• If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission20. 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.

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: 10

• Clinic site locations: Clarke, Franklin, Greene, Oconee, and Walton counties

• Clinic site articulations agreement:

        - Athens Orthopedic Clinic

        - Piedmont Healthcare

        - St. Mary's Healthcare Systems, Inc.

        - University of Georgia Health System

        - The Urology Clinic

• 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, Titer, and COVID-19.

• Annual tuberculosis test.

• Current physical examination.

• Drug screening.

• Criminal background check.

RADIOLOGIC TECHNOLOGY 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:

• Addendum to Radiography Student Handbook

• Prospective Radiography Student Packet

• Prospective CT Student Packet

• Prospective MRI Student Packet

RADIOLOGIC TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: RT23)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 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 2110   World Literature
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
THEA 1101   Theater Appreciation

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	
SOCI 1101	Introduction to Sociology	
SPCH 1101	Public Speaking	

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar

Subtotal: 3

Radiologic 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

Radiologic 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 College 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

Students must pass all classes with grades of C or higher.

Total Credit Hours: 24

Surgical Technology

ACCREDITATION

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org), 1361 Park Street, Clearwater, FL 33765, accredits Athens Technical College's Surgical Technology diploma and associate of applied science degree programs upon the recommendation of the Accrediting Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The address and telephone number for ARC/STSA is 6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120, (303)-694-9262.

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. Program faculty will guide students through the cognitive, psychomotor, and affective learning domains that will help prepare the student to meet the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology.

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.

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

	2021	2020	2019
Number of Students Beginning Program	8	9	9
Number of Students Graduating Program	6	9	8
Percentage of Students Passed Certification Exam	67%	78%	88%
Number of Students Employed in Field	6	9	8

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)

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

- Hepatitis B Immunization ($265)

- T-Dap Immunization ($50)

- MMR ($80)

- Varicella ($120)

- Physical Examination (Approximately $200)

- Uniforms (Approximately $175)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)

- Accident Insurance Fee ($6 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 for the associate degree program and $900 for the diploma program)

- Supply Fee (Varies — See course descriptions for exact amount)

<u>Outside Vendor Fees at Program Completion</u>

- Certification Examination ($250)

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

Some clinical sites may require an additional fee of up to $50 per year before students are allowed to conduct clinical rotations at their facility. This fee is set by the clinical facility and is used for student tracking.

PROGRAM 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:

- Associate Degree Program: ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, FSSE 1000, MATH 1103 (or higher)

- **PLEASE MAKE NOTE** that **beginning August 1, 2022** the surgical technology diploma option will no longer be available and going forward any student who wishes to enter the surgical technology program will only be able to apply for the associate degree option. If you have any questions or would like any additional information in regard to the surgical technology program, have questions regarding this change, please reach out to the surgical technology program chair, Mr. Jamey Watson, at jwatson@athenstech.edu

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 Readmission20. 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

PLEASE NOTE: Beginning August 1, 2022, the surgical technology diploma program will no longer be offered and going forward any student who wishes to enter the surgical technology program will only be able to apply for the associate degree option. If you have any questions or would like any additional information in regard to the surgical technology program, please reach out to the Surgical Technology program chair, Mr. Jamey Watson, at jwatson@athenstech.edu.

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

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 2110	World Literature
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
THEA 1101	Theater Appreciation

	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
PHYS 1110	Conceptual Physics
	AND
PHYS 1110L	Conceptual Physics Lab

	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) Committee on Veterinary Technician Education and Activities 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.

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:

<u>Admissions Fees</u>

- Nonrefundable application fee ($25)
- Program Placement Examination (ATI-TEAS: $70 ATC students and $95 non-students)

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

- Rabies Vaccine Series (Approximately $1000)
- Tetanus Toxoid (Approximately $75)
- Physical Examination (Approximately $150)
- Uniforms and Related Supplies (Approximately $300)

<u>Semester Fees</u>

- Tuition ($100 per credit hour)
- Accident Insurance Fee ($6 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 check/screening, if required by clinical sites)
- Malpractice Insurance ($11 per year)
- Dosimetry Badge Fee ($50 when enrolled in VETT 1070 and VETT 2300)
- Textbooks (Approximately $2,600)
- UGA ID and Parking Fees (Approximately $150 when enrolled in VETT 2300)
- SCNAVTA Membership ($35 first year/$15 second year; optional)
- GVTAA Student Membership ($20 per year; optional)

<u>Outside Vendor Fees at Program Completion</u>

- Georgia Veterinary Technician Registration Application Fee ($50)
- Veterinary Technician National Examination ($325)

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

PROGRAM 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 May 15 to receive consideration in the selection process for the year they seek admission to the program.

The number of students accepted into the program is limited to 20 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 May 15 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 deadline.

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 Requirements13. 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 early spring.

- •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.

- Completed signature form acknowledging the Understanding of a Career in Veterinary Medicine.

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 May 15 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 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.

After May 15, the selection committee will review all applicants' records. During the month of June, notification letters will be mailed via US Postal Service to applicants. **NOTE**: It is the applicant's responsibility to make certain that a current mailing address is on file with the College.

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 with the Veterinary Technology program chair 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 by a qualified healthcare provider with the results of a recent medical physical examination that is less than six months old and a physician statement 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 (typically in July) and/or through the United States Postal Service.
- Verification of malpractice insurance (see Malpractice Insurance).
- By August 31 of their first semester of enrollment, students will be required to submit official immunization records proving they have received vaccines against rabies and tetanus.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission20. 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 TECHNOLOGY ADDENDUM TO THE STUDENT HANDBOOK

Applicants to the Veterinary Technology program are also responsible for reading and following the requirements and policies outlined in the Veterinary Technology Addendum to the Student Handbook

.https://www.athenstech.edu/studentAffairs/programs/onlineForms/formHandler.cfm?formed=VT%20Student%20Handbook%202020.pdf

VETERINARY TECHNICIAN NATIONAL EXAMINATION RESULTS FOR PROGRAM GRADUATES

	July 1, 2019to June 30, 2022
Total number of graduates taking exam for the first-time (total for three years for the timeframe indicated)	26
Three-Year VTNE Pass Percentage %	96.15%

VETERINARY TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: VT23)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

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 2110	World Literature
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
THEA 1101	Theater Appreciation

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 AAS degree program in Veterinary Technology. Students cannot enroll in the technical certificate unless they have been accepted to the associate degree program. Once a student successfully completes the first three semesters (Fall, Spring, and Summer) of the AAS curriculum, then the following courses will be counted toward the certificate. Certificates will be awarded when students successfully complete the coursework and submit a graduation application for the Veterinary Technician Assistant Certificate.

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

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. Cross listed 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 2000 - 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 1105. Corequisite: None. Offered: Offered: Fall, Spring, and Summer.

ACCT 2100 - Accounting Internship I (4)

This course introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Distribution: (0-4-4). Prerequisite: All non-elective courses required for program completion. Corequisite: None. Offered: TBD.

ACCY 2105 - Accounting Internship II (8)

This course introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. the full-time accounting internship is implemented through the use of written individualized training plans, written performance, = evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Distribution: (0-8-8). Prerequisite: All non-elective courses required for program completion. Corequisite: None. Offered: Offered: TBD.

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: Prerequisite: ACCT 1105. Corequisite: Corequisites: ACCT 1105, ACCT 1120. Offered: Offered Fall and Spring.

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.

Distribution: (2-5-4). Prerequisite: Provisional admission. Corequisite: ACRP 1000. Offered: Offered Fall.

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 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 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.

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.

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 2108. 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

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 2118. 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 Fall.

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 Spring.

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 Spring.

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 Fall.

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 Fall, Spring, and Summer.

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 Fall.

AGSC 1210 - Introduction to Livestock Evaluation (2)

This course will introduce basic principles of evaluating beef cattle, sheep, goats, and swine produced for slaughter. Breed traits and how they influence slaughter quality are discussed.

Distribution: (1-1-2). Prerequisite: None. Corequisite: None. Offered: Offered: Fall.

AGSC 1220 - Livestock Evaluation and Composition (2)

This course will introduce the evaluation of livestock for composition and selection criteria for the breeding herd. Emphasis will be on development of value-determining traits and how they can be controlled to influence livestock value.

Distribution: (1-1-2). Prerequisite: AGSC 1210. Corequisite: None. Offered: Offered: Spring.

AGSC 1230 - Livestock Evaluation and Selection (2)

This course will include the selection of livestock for the breeding herd and for slaughter using phenotypic strengths and weaknesses of livestock. The team representing the College in the annual intercollegiate livestock judging contests will be chosen from the students in this course.

Distribution: (1-1-2). Prerequisite: AGSC 1220. Corequisite: None. Offered: Offered: Fall.

AGSC 1240 - Advanced Livestock Evaluation and Selection (2)

This course will introduce evaluating livestock for the slaughter market and for competition using oral and written reasoning justification. The team representing the College in the annual intercollegiate livestock judging contests will be chosen from the students in this course.

Distribution: (1-1-2). Prerequisite: AGSC 1230. Corequisite: None. Offered: Offered: Spring.

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 Fall.

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 Fall.

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 Spring.

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 Fall.

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 Spring.

AGSC 2350 - Heating and Ventilation of Agricultural Structures (3)

Students will learn to understand and design heating and ventilation systems typically used in poultry and greenhouse facilities. Special attention is given to sizing and maintenance of ventilation fans, evaporative cooling, circulation, heating systems, and controls for those systems.

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: Offered Summer.

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**Error! Bookmark not defined.**.

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 Spring.

AGSC 2530 - Poultry Processing and Products (3)

A general course in egg functionality, poultry slaughter, meat quality, and value added poultry products. The science and practice of processing and products of poultry and eggs; physical, chemical, microbiological, and functional characteristics of value-added poultry products as they affect consumer acceptance, efficiency of production, and regulatory approval.

Distribution: (3-0-3). Prerequisite: AGSC 2220, BIOL 1111, and BIOL 1111L. Offered: Offered Spring.

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: None. Corequisite: None. 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). Corequisite: 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: None. Corequisite: 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: None. Corequisite: 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 1010, AIRC 1050. Corequisite: None. 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 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 (4)

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 (p. **Error! Bookmark not defined.**).

Distribution: (2-4-4). 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 (4)

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: (1-6-4). 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 workflow 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.

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.

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 - Night only.

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 Summer.

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.

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 or AUTT 1021 and AUTT 1022. Offered: Offered Spring.

AUTT 1060 - Automotive Climate Control Systems (5)

This course introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in 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 1021 and AUTT 1022. Offered: Offered Spring.

AUTT 1070 - Automotive Technology Internship (4)

This elective course will provide students with opportunities to relate what they have learned in the classroom and lab to a real-world situation either at a place of business or at a technical college. Under the supervision of 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 or AUTT 1021 and AUTT 1022; AUTT 1030. Offered: Offered every semester.

AUTT 2010 - Automotive Engine Repair (6)

This course introduces students to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for 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.

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 Fall.

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.

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. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

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. Corequisite: BARB 1000. Offered: Offered Fall, Spring, and Summer.

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. Corequisite: BARB 1000. Offered: Offered: TBD.

BARB 1022 - Haircutting and Shampooing I (3)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements basic haircutting techniques, shampoo chemistry, and shampoo procedures.

Distribution: (1-1-3). Prerequisite: None. Corequisite: BARB 1000. Offered: Offered Fall.

BARB 1024 - Haircutting and Shampooing II (3)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements basic haircutting techniques, shampoo chemistry, and shampoo procedures.

Distribution: (1-1-3). Prerequisite: None. Corequisite: None. Offered: Offered Fall.

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.

Malpractice Insurance: $11

Distribution: (1-6-3). Prerequisite: Program admission. Corequisite: BARB 1000. Offered: Offered: Fall.

BARB 1040 – Shaving (3)

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: (1-3-3). Prerequisite: Program admission. Corequisite: BARB 1000. Offered: Offered: Fall, Spring, and Summer.

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. Corequisite: None. Offered: Offered: Online.

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. Corequisite: None. Offered: Offered: TBD.

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. Corequisite: None. Offered: Offered: TBD.

BARB 1072 - Introduction to Chemical Restructuring of Hair (3)

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provides instruction in the application 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, tied relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Distribution: (1-1-3). Prerequisite: None. Corequisite: BARB 1000. Offered: Offered: TBD.

BARB 1074 - Advanced Chemical Restructuring of Hair (3)

This course builds on the introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, time relaxer applications, and Hazardous Duty Standard Act.

Distribution: (1-1-3). Prerequisite: None. Corequisite: BARB 1000. Offered: Offered: TBD.

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. Corequisite: None. Offered: Offered: TBD.

BARB 1082 - Advanced Haircutting and Styling I (3)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling, use of clippers, shears, and razor, permanent waving and styling, shaving techniques and beard trimming.

Distribution: (0-1-3). Prerequisite: None. Corequisite: BARB 1000. Offered: Offered: TBD.

BARB 1084 - Advanced Haircutting and Styling II (3)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces. blow-dry styling, thermal waving and curling, advanced haircutting and styling, use of clippers, shears, and razors, permanent waving and styling, shaving techniques and beard trimming.

Distribution: (0-9-3). Prerequisite: None. Corequisite: BARB 1000. Offered: Offered: TBD.

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. Corequisite: None. Offered: Offered: TBD.

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.

Supply Fee $50

A work ethic grade is assigned for this course.

Distribution: (0-9-3). Prerequisite: Program admission. Corequisite: None. Offered: Offered: Spring and Summer.

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 1000, BARB 1030. Offered: Offered: TBD.

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 Fall and 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 Fall and 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: 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: 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: Completion of ENGL 0089, MATH 0099, and READ 0098 with a grade of C or higher. 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: Completion of ENGL 0989, MATH 0099, and READ 0098 with a grade of C or higher. 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: (4-1-5). 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: 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. Corequisite: BIOL 2117. Offered: Offered: Summer, Fall, and Spring.

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: 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: 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 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 as needed.

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 as needed.

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: BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher. Offered: Offered every semester.

BUSN - Business Technology

BUSN 1015 - Introduction to Medical Insurance (3)

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: (3-0-3). Prerequisite: ALHS 1090 with a grade of C or higher. Cross listed as: None. 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.

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: COMP 1000. Offered: Offered every semester.

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 every semester.

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 every semester.

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 and Summer.

BUSN 2170 - Web Page Design (2)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyperlink Creation, Test, and Repair, Integration, Web Sit Navigation, and Web Site Management.

Distribution: (1-1-2). Prerequisite: None. Corequisite: None. Offered: TBD.

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 every semester.

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 1114 - Intermediate Computer Aided Design

Computer aided design with COGO overlay programs.

Distribution: (1-6-4). Offered: Offered.

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). Corequisite: 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 1101 or MATH 111, 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 1101 or 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, stereochemistry, and reactions of organic molecules comprised of alkanes, cycloalkanes, alkenes, alkynes, and organohalides.

Distribution: (3-0-3). Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 2211L. Offered: Offered Fall and Summer.

CHEM 2211L - Organic Chemistry I Lab (1)

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 Spring 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 Spring 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 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 (4)

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: (2-2-4). 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 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 2311 - Visual Basic I (4)

Visual Basic I introduce 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 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 2411. 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 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 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; CIST 2751. 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: (3-2-4). 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; Degree program admission language competency or successful completion of required English and reading learning support courses with a C or higher. Offered: Offered every semester.

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: Online - Fall, Spring, and Summer; Face-to-face- Fall.

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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall on Athens and Elbert campuses; Spring on Elbert and Walton 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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Athens campus only - Fall, Spring, and Summer.

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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall and Spring on Athens and Elbert campuses; Summer on Elbert and Walton 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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall on Athens campus; Spring on Athens, Elbert, and Walton campuses.

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. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall on Athens and Walton campuses; Spring on Walton campus; Summer on 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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall on Walton campus; Spring and Summer on Athens campus.

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: None. Corequisite: COSM 1000 with a grade of C or higher. Offered: Fall on Walton campus; Spring and Summer on Athens campus.

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 skin, scalp, and hair treatments; haircutting; styling; 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; COSM 1020, COSM 1030, COSM 1040. Corequisite: None. Offered: Fall on Athens campus; Spring on Athens and Walton campuses; Summer on Athens and Elbert 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.

Supply Fee: $30

Distribution: (1-9-3). Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050 - All courses with a grade of C or higher. Corequisite: None. Offered: Fall on Athens campus; Spring on Athens and Elbert campus; Summer on Athens and Walton campus.

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.

Supply fee $50

Distribution: (1-9-3). Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050 - all courses with a grade of C or higher. Corequisite: None. Offered: Fall on Athens and Walton campuses; Spring on Athens campus; Summer on Athens and Elbert 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: COSM 1000; COSM 1010, COSM 1020. COSM 1030, COSM 1040, COSM 1050 - all with a grade of C or higher. Corequisite: COSM 1100 with a grade of C or higher. Offered: Fall on Athens, Elbert, and Walton campuses; Spring on Athens campus; Summer on Elbert campus.

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.

Supply fee: $30

Distribution: (0-6-2). Prerequisite: Program admission; COSM 1090 with a grade of C or higher. Corequisite: None. Offered: Fall on Athens and Elbert campuses; Spring on Athens campus; Summer on Walton campus.

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: COSM 1000 with a grade of C or higher; ESTH 1000 with a grade of C or higher. Corequisite: COSM 1000 with a grade of C or higher; ESTH 1000 with a grade of C or higher. Offered: Fall, Spring, and Summer - Athens campus and online.

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.

Supply fee: $30

Distribution: (0-6-2). Prerequisite: Program admission; COSM 1000 with a grade of C or higher. Corequisite: COSM 1060 and COSM 1070. Offered: Offered Fall on the Athens, Elbert, and Walton campuses; Summer on the Athens campus.

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 1054 - Police Officer Survival (3)

This course examines he critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches, and use of force.

Distribution: (2-1-3). Prerequisite: None. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

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 1063 - Crime Scene Processing (3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include crime scene management, evidence characteristics, identification, documentation, and collection as well as techniques for developing and lifting latent fingerprints.

Distribution: (1-2-3). Prerequisite: Program Admission. Corequisite: None. Offered: Offered: Fall, Spring, and Summer.

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 1075 - Report Writing (3)

This course explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to qualify report writing.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: None. Offered: Offered: Fall, Spring, and Summer.

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 2110 - Homeland Security

This course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: None. Offered: Offered: Fall, Spring, and Summer.

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**Error! Bookmark not defined.**.

An 80% or higher grade would need to be made in this course before proceeding to: CTDL 1021 and CTDL 1031.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: CTDL 1020. Offered: Offered every semester.

CTDL 1021 - Combination Vehicle Basic Operation and Range Work (3)

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 demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Fuel Fee: $185

Drug Testing Fee: $150

Distribution: (1-2-3). Prerequisite: Program admission. Corequisite: CTDL 1010. Offered: Offered every semester.

CTDL 1031 - Combination Vehicle Advanced Operations (3)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Distribution: (1-2-3). 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: $655 (includes 1st set of uniforms and knife kit)

Distribution: (3-2-4). Prerequisite: MATH 0097 with a grade of C* or higher or placement by diagnostic testing. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

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.

Must pass with a C or higher

Distribution: (1-3-2). Prerequisite: None. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

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.

Must pass with a C or Higher

Distribution: (1-5-3). Prerequisite: None. Corequisite: None. Offered: Offered 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.

Must pass with a C or Higher

Distribution: (1-5-3). Prerequisite: None. Corequisite: CUUL 1122. Offered: Offered 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.

Must pass with a C or Higher

Distribution: (2-5-4). Prerequisite: CUUL 1124. Offered: Offered Summer.

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: Program admission. 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. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries, weighs, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies, and equipment. Laboratory demonstrations and student experimentation parallel class work.

Program Fee: $120

Must pass with a C or Higher

Distribution: (2-7-5). Prerequisite: CUUL 1110. Offered: Offered Fall, Spring, and Summer.

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.

Must pass with a C or Higher

Distribution: (1-8-4). Prerequisite: CUUL 1124. Offered: Offered Fall, Spring, and Summer.

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.

Program Fee: $194 (2nd set of uniforms)

Must pass with a C or Higher

Distribution: (1-5-3). Prerequisite: CUUL 1124. Offered: Offered Fall, 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.

Must pass with a C or Higher

Distribution: (1-15-6). Prerequisite: CUUL 1229. Offered: Offered Fall, Spring, and Summer (Taken at the end of program completion).

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.

Must pass with a C or Higher

Distribution: (1-8-4). Prerequisite: CUUL 1124. Offered: Offered Fall.

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.

Must pass with a C or Higher

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

CUUL 2230 - Sustainable Foods and Desserts

The course emphasizes current food service trends that are in demand at various locations in the industry. These trends include farm to table foods, bio-diverse agriculture, food composting, plant based diets, gluten free cooking and baking, foods for diabetics, healthy heart foods, healthy kids meals, heirloom/heritage foods, organic/natural foods, vegan desserts, zero waste food production. Laboratory demonstrations and student management and supervision parallel class work.

Must pass with a C or Higher

Distribution: (1-5-3). Prerequisite: CUUL 1129, CUUL 1320, CUUL 1370. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

CUUL 2240 - Artisan Foods

The course emphasizes current food service trends that are in demand at various locations in the industry. These trends include sausage making, cheese making, canning, pickling, house made condiments, fermented foods, artisan breads and desserts sous vide cooking, molecular cuisine, house made mixology ingredients, and historical, regional foods. Laboratory demonstrations and student management and supervision parallel class work.

Must pass with a C or Higher

Distribution: (1-5-3). Prerequisite: CUUL 1129, CUUL1320, CUUL 1370. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

CUUL 2250 - Advanced Baking Principles (6)

This course provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides

background for those aspiring to become Executive Pastry Chefs and Bakers. Topics include Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

Distribution: (2-10-6). Prerequisite: CUUL 1220. Offered: Offered Spring.

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. Places emphasis on high-end retail scratch products and convenience products found in the retail bakeshop environment 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.

Must pass with a C or Higher

Distribution: (1-4-3). Prerequisite: CUUL 1220. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

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.

Must pass with a C or Higher

Distribution: (1-4-3). Prerequisite: CUUL 1220. Offered: Offered Fall, Spring, and Summer.

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 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.

Program Fee: $25

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, Spring, and Summer.

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 Spring and Summer.

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: Offered Spring.

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 Spring.

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 Fall.

DFTG 1133 - Commercial Drawing I (4)

This course introduces the commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

Distribution: (2-4-4). Prerequisite: 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 as Needed.

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 as Needed.

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 as Needed.

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. Corequisite: 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 focus 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.

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 2245 - Early Childhood Care and Education Internship I (6)

This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (1-15-6). Prerequisite: Permission of department. Offered: Offered Fall and Spring.

ECCE 2246 - Early Childhood Care and Education Internship II (6)

This course will provide the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Distribution: (1-15-6). Prerequisite: Permission of department. Offered: Offered Fall and 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 1191 - Computer Programming Fundamentals (3)

This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.

Distribution: (2-3-3). Prerequisite: Permission of department. Offered: Offered Fall.

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 2110 - Digital Systems II (4)

This course continues the study of digital systems with emphasis o the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop, and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

Distribution: (3-3-4). Prerequisite: ECET 1110. 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.

ECET 2220 - Electronic Circuits II (4)

This course emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG Amplifiers; High frequency and low frequency response of BJT and FET amplifiers; Power Amplifiers Class A, Class B, and Class C Amplifiers; op-amp fundamentals; inverting, non-inverting amplifiers, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 Timers; A/D and D/A Conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.

Distribution: (3-3-4). Prerequisite: ECET 2120. Offered: Offered Summer.

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 Fall.

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; ELTR 1040. Offered: Offered Fall.

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 Fall.

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; ELTR 1100. Offered: Offered Spring.

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 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 Summer.

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 Fall.

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 Summer.

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 Spring.

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 Spring.

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: (2-4-4). Prerequisite: Provisional admission. Corequisite: None. Offered: Offered Summer.

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. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

EMSP - Emergency Medical Technician and Paramedicine

EMSP 1010 - Emergency Medical Responder (4)

This course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

Distribution: (3-3-4). Offered: Offered Spring.

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: Program admission. Offered: Offered Fall.

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 1130 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: Program admission. Offered: Offered Fall.

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 1110 with a grade of C or higher; EMSP 1120 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 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 1110 with a grade of C or higher, EMSP 1120 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 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 1110 with a grade of C or higher, EMSP 1120 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 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 1110 with a grade of C or higher, EMSP 1120 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 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: None. 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: None. 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: None. 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: Program admission. Corequisite: None. Offered: Offered Fall.

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 2140 with a grade of C or higher. Corequisite: None. 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 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 2140 with a grade of C or higher. Corequisite: None. Offered: Offered Spring.

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 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 2140 with a grade of C or higher. Corequisite: None. Offered: Offered Spring.

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 2310 with a grade of C or higher, EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher. Corequisite: None. Offered: Offered Summer.

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: Program admission. Corequisite: None. Offered: Offered Fall.

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 2140 with a grade of C or higher. Corequisite: None. 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 2310 with a grade of C or higher, EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher. Corequisite: None. 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: 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 2140 with a grade of C or higher. Corequisite: None. Offered: Offered Spring.

EMSP 2550 - Clinical Applications for the Paramedic – V (1)

This course provides paramedicine students with supervised clinical experience in various clinical settings. This course is one in a series of courses that also includes EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560, and EMSP 2570. The successful completion of all of these 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 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 2140 with a grade of C or higher. Corequisite: None. Offered: Offered Spring.

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 2310 with a grade of C or higher; EMSP 2320 with a grade of C or higher; EMSP 2330 with a grade of C or higher. Corequisite: None. 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 2310 with a grade of C or higher, EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher. Corequisite: None. 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 2310 with a grade of C or higher, EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher. Corequisite: None. 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 2310 with a grade of C or higher, EMSP 2320 with a grade of C or higher, EMSP 2330 with a grade of C or higher. Corequisite: None. Offered: Offered Summer.

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: Program admission. Offered: Offered Fall.

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 Spring.

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: CIST 1001. Offered: Offered Fall and Summer.

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: CIST 1001. Offered: Offered Spring.

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. Offered: Offered Fall and Spring.

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; EMTX 1101; EMTX 1201. Corequisite: None. Offered: Offered Spring and Summer.

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). Offered: Offered Fall.

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 0099 - Accelerated Learning Program (ALP) English (3)

This course provides writing and grammar instructional support for student success in English 1101. Students take this course concurrently with English 1101. Topics include academic essay writing, critical thinking, and language success. Students receive extensive support in writing analytical college essays including a review of basic grammar, mechanics, and punctuation; the rhetorical analysis of published essays; and the use of various strategies for building logical arguments.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Corequisite: ENGL 1101. Offered: Offered Fall.

ENGL 0977 - Foundations of Reading and Writing (4)

This course emphasizes fundamental literacy skills that support reading comprehension and composition at the sentence and paragraph levels. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, content area reading skills, basic grammar, basic mechanics, spelling, and writing skills.

Distribution: (4-0-4). Prerequisite: Placement by diagnostic testing. Offered: Offered every semester.

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.

Distribution: (5-0-5). Prerequisite: Placement by diagnostic testing or ENGL 0977 with a grade of C or higher. Offered: Offered Fall, Spring, and Summer.

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 - Workplace and Technical Communications (3)

This course emphasizes practical knowledge of technical communication 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 Fall, Spring, and Summer.

ENGL 2110 - World Literature (3)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

Distribution: (3-0-3). Prerequisite: ENGL 1101 with a grade of C or higher. Corequisite: None. Offered: Offered as needed.

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 as needed.

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, ESTH 1050. Offered: Offered Fall and Spring.

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. Offered: Offered Fall and Spring; also Online.

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 and Spring.

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: None. Corequisite: ESTH 1000. Offered: Offered Fall and 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.

Supply Fee: $30

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 Fall and 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: None. 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.

Supply Fee: $50

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 and Summer.

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.

Supply Fee: $50

A work ethic grade is assigned for this course. For more information see Work Ethics**Error! Bookmark not defined.**.

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: None. Offered: Offered Fall, Spring, and Summer.

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.

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 of transfer credit from another institution upon admission to Athens Technical College.

2. The Student has previously earned an associate's degree or higher.

3. Previously have completed COLL 0099 and also have completed the COMP 1000 course.

4. Any other combination of coursework as approved by the Vice President of Academic Affairs.

Distribution: 3-0-3. Prerequisite: None. Corequisite: None. Offered: Offered Fall, Spring, and Summer.

FWMT - Fish and Wildlife Protection

FWMT 1000 - Introduction to Wildlife Management

This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include compass and mapping techniques, first aid and CPR training, hunter safety and boating safety, organizations and agencies, and careers in natural resource management.

Distribution: (2-1-3). Prerequisite: None. Corequisite: None. Offered: TBD.

FWMT 1010 - Equipment Use

This course provides an introduction to equipment operation, safety, and maintenance as well as firearm use and safety. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.

Distribution: (2-1-3). Offered: TBD.

FWMT 1020 - Wildlife Policy and Law

This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion students should be able to describe and assess the influences of policies, laws, and society on natural resource management.

Distribution: (3-0-3). Offered: TBD.

FWMT 1090 - Wildlife Science

This course covers the taxonomy, biology, ecology, and management of game, non-game mammals, and management of birds of North America. Topics includes identification, biology and ecology, behavior, collection of age, sex, and reproduction data, and management. Upon completion students should be able to identify mammals species, waterfowl and upland game birds and demonstrate knowledge of their understanding of wildlife biology, ecology, and management.

Distribution: (2-0-3). Offered: TBD.

FWMT 2010 - Wildlife Management Techniques

This course takes an applied approach in covering the methods commonly used in wildlife population management. Topics include identification, measurement of population parameter, wildlife damage management, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion students should understand and administer common population management techniques.

Distribution: (3-0-4). Offered: TBD.

FWMT 2020 - Habitat Manipulation

This is an applied course covering habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing quality food production and cover, and developing and execution management plans. Upon completion students should develop, interpret, and execute management plans to establish, maintain, and improve quality habitat.

Distribution: (2-1-4). Offered: TBD.

FWMT 2030 - Fish Pond Management

This course covers the management of fish ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation fishing. Upon completion students should be familiar with pond management techniques.

Distribution: (2-0-3). Offered: TBD.

FWMT 2040 - Internship

Focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development.

Distribution: (0-0-3). Offered: TBD.

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**Error! Bookmark not defined.**.

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: (2-1-3). Prerequisite: Program admission. Corequisite: None. 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 with a grade of C or higher. Corequisite: None. Offered: Offered as needed.

HIMT 1151 - Computer Applications in Healthcare (4)

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: (1-3-4). Prerequisite: None . Corequisite: None. 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: (2-1-3). Prerequisite: Program admission. Corequisite: None. 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**Error! Bookmark not defined.**.

Distribution: (2-0-2). Prerequisite: HIMT 1105 with a grade of C or higher. 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: (1-1-2). Prerequisite: None. Offered: Offered Spring.

HIMT 1360 - Introduction to Pathopharmacotherapy (3)

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: (3-0-3). Prerequisite: ALHS 1090 with a grade of C or higher. Corequisite: None. 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.

Distribution: (2-2-4). Prerequisite: ALHS 1090 with a grade of C or higher, HIMT 1360 with a grade of or higher, and ALHS 1011 or BIOL 2100 with a grade of C or higher. Corequisite: None. 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.

Distribution: (2-1-3). Prerequisite: HIMT 1400 with a grade of C or higher. Corequisite: None. 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 1127 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.

Distribution: (2-1-3). Prerequisite: ALHS 1090 with a grade of C or higher, HIMT 1360 with a grade of C or higher, and ALHS 1011 or BIOL 2100 with a grade of C or higher. Corequisite: None. 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. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, charge master, DRGs, APCs, edits. 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.

Distribution: (2-1-3). 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**Error! Bookmark not defined.**.

Distribution: (0-9-3). Prerequisite: HIMT 1200 with a grade of C or higher, HIMT 1250 with a grade of C or higher. Corequisite: HIMT 2400. Offered: Offered every semester.

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**Error! Bookmark not defined.**.

Distribution: (2-2-4). Prerequisite: HIMT 1410 with a grade of C or higher, HIMT 2400 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 English and reading 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 English and reading learning support courses with grades of C* or higher. Offered: Offered 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 English and reading 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 English and reading learning support courses with grades of C* or higher. Offered: Offered every semester.

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 Fall.

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 Fall.

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 Fall.

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 Summer.

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 Summer.

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). Offered: Offered Spring.

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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

HRTM 1110 - Travel Industry and Travel Geography - Americas (3)

This course introduces students to the importance of travel agent in the hospitality industry and provides an understanding of international, national, and state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas, and travel regulations and documents needed to travel internationally.

Distribution: (3-0-3). Prerequisite: Provisional 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: Provisional 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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Provisional 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: Provisional 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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Provisional 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: Provisional 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: Provisional 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: Provisional 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: Provisional 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: Provisional 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.

A work ethic grade is assigned for this course. For more information see Work Ethics**Error! Bookmark not defined.**.

Distribution: (0-9-3). Prerequisite: Provisional admission. 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**Error! Bookmark not defined.**.

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**Error! Bookmark not defined.**.

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**Error! Bookmark not defined.**.

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**Error! Bookmark not defined.**.

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 Ethics507.

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: Provisional 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 Ethics507.

Distribution: (3-2-4). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

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**Error! Bookmark not defined.**.

Distribution: (1-9-4). Prerequisite: Provisional admission. Offered: Offered Fall.

INDS 1120 - Codes and Building Systems for Interiors (3)

This course provides students with opportunities to become familiar with interior construction and service systems for interiors. Topics include interior and exterior construction systems, building materials, construction documents, codes, sustainable building techniques, and coordination with generalists and installers.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Summer.

INDS 1125 - Lighting Technologies for Interiors (2)

This course provides a basic knowledge of vision as affected by light, color, texture, and form. It introduces the basic principles of lighting design, including criteria, calculations, planning, and layout. Topics include lighting technology, lighting analysis, residential and contract lighting, lighting design, and lighting applications.

Distribution: (1-2-2). Prerequisite: INDS 1115. Offered: Offered 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). Corequisite: 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 (3)

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: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

INDS 1155 - History of Interiors and Architecture II (3)

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: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall.

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 Fall.

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 Fall.

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 Spring.

INDS 2240 - Business Practices for Design Professionals (4)

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: (2-5-4). Prerequisite: INDS 2210. Offered: Offered Fall and 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.

Grades:

General Tests = 80%

Final Exam = 20%

Distribution: (4-0-4). Prerequisite: Program admission; MATH 1012. Corequisite: MAST 1080. Offered: Offered Fall and Spring.

MAST 1060 - Medical Office Procedures (4)

Emphasizes the essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, and professional communication.

Distribution: (3-1-4). Prerequisite: Program admission. Corequisite: None. 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 electrocardiography. Topics include infection control and related OSHA

guidelines, preparing patients and assisting physicians with age and gender-specific examinations and diagnostic procedures, signs/mensuration, medical office surgical procedures, respiratory evaluations, and electrocardiography.

Grades:

General Tests = 80%

Final Exam = 20%

Distribution: (1-8-4). Prerequisite: Permission of department. Corequisite: None. 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, applied clinical microbiology, advanced reagent testing (Strep test, HcG, etc.), the administration of medications, maintenance of medication and immunization records, medical office emergency procedures and emergency preparedness, rehabilitative therapy procedures, the principles of radiology safety, and nutrition.

Grades:

General Tests = 80%

Final Exam = 20%

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)

Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

Distribution: (1-3-2). Prerequisite: Program admission. Corequisite: MAST 1060. Offered: Offered Fall and Spring.

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and application of computers skills, electronic health records, accounting procedures, and practice management software. Topics include: accounting procedures and application software.

Distribution: (1-5-3). Prerequisite: Program admission. Offered: Offered Summer and Spring.

MAST 1120 - Human Diseases (3)

Provides review of anatomy and physiology per body system and fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: review of anatomy and physiology and diseases of the body systems.

Distribution: (2-2-3). Prerequisite: ALHS 1011, ALHS 1090. Offered: Offered Summer and Spring.

MAST 1170 - Medical Assisting Externship (4)

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: (0-10.67-4). Prerequisite: Permission of department. Corequisite: MAST 1180. Offered: Offered Summer and Fall.

MAST 1180 - Medical Assisting Seminar (4)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letters/call, letters of resignation, and a review of program competencies for employment and certification.

Distribution: (4-0-4). Prerequisite: Permission of department. Corequisite: MAST 1170. Offered: Offered Summer and Fall.

MATH - Mathematics

MATH 0097 - Math I (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.

Distribution: (3-0-3). Prerequisite: Placement by diagnostic testing. Offered: Offered every semester.

MATH 0999 - College Algebra Paired Support

This course emphasizes techniques of problem solving using algebraic concepts. Topic include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, and analytic geometry.

Distribution: (3-0-3). Prerequisite: MATH 0098 with a grade of C or higher or placement by diagnostic testing. Corequisite: None. Offered: Offered: Fall, Spring, and Summer.

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.

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.

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.

Distribution: (3-0-3). Prerequisite: MATH 0098 with a grade of C or higher or placement by diagnostic testing. Corequisite: MATH 1103. Offered: Offered Fall, Spring, and Summer.

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: Diploma program admission MATH competency or successful completion of MATH 0097 with a grade of C or higher. 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: Diploma program admission MATH competency or successful completion of MATH 0097 with a grade of C or higher . 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: Diploma program admission MATH competency or successful completion of MATH 0098 with a grade of C or higher . 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

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). Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C or higher. Offered: Every semester.

MATH 1111 - College Algebra (3)

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations; optional topics include sequences, series, and probability or 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, and complex numbers.

Distribution: (3-0-3). Prerequisite: MATH 1111 with a grade of C or higher or by placement by diagnostic testing. 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 Fall, Spring, and Summer.

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: (4-0-4). 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, improper integrals, and sequences and series.

Distribution: (4-0-4). 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**Error! Bookmark not defined.**.

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 (4)

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: (2-4-4). Prerequisite: Program admission. Corequisite: MCHT 1120. Offered: Offered Summer.

MCHT 1119 - Lathe Operations I (4)

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: (2-4-4). Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011. Offered: Offered Summer and Spring.

MCHT 1120 - Mill Operations I (4)

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: (2-4-4). Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011. Offered: Offered Summer and Fall.

MCHT 1219 - Lathe Operations II (4)

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: (2-4-4). Prerequisite: MCHT 1119. Offered: Offered Fall and Spring.

MCHT 1220 - Mill Operations II (4)

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: (2-4-4). 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 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.

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). Corequisite: MATH 1111. Offered: Offered: Fall.

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 1110 - Employment Rules and Regulations

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: TBD.

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: Program admission. Corequisite: 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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered as needed.

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 as needed.

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: Progam admission. Offered: Offered as needed.

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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered as needed.

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 as needed.

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 as needed.

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 2120 - Labor Management Relations

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: TBD.

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 Spriing.

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 2135 - Management Communication Techniques

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: TBD.

MGMT 2140 - Retail Management

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

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: TBD.

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). Offered: Offered as needed.

MGMT 2150 - Small Business Management

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing purchasing, vendor selection, and relevant laws affecting small business.

Distribution: (3-0-3). Prerequisite: None. Corequisite: None. Offered: Offered: TBD.

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 as needed.

MGMT 2210 - Project Management (3)

This course provides a basic understanding of project management functions and processes. Topics include team selection and management; project planning, definition, and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered Fall and Spring.

MGMT 2215 - Team Project

This course utilized team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems n management and supervision and state-of-the-art management and leadership technique's. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

Distribution: (3-0-3). Prerequisite: Program admission. Corequisite: None.

MGMT 2216 - Schedule and Cost Control (4)

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: (3-3-4). Prerequisite: Provisional admission. Corequisite: MGMT 2200. Offered: Offered as needed.

MGMT 2500 - International Business Principles

This course provides an opportunity to explore the international business environment and how to make effective business decisions in a global market. Topics include ethics and politics of international business, identification of risks which influence international business decisions, and analyzing the import/export process.

Prerequisite: Program admission. Corequisite: None.

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**Error! Bookmark not defined.**.

Distribution: (3-0-3). Prerequisite: Provisional admission. Offered: Offered as needed.

MKTG 1130 - Business Regulations and Compliance

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 Fall.

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 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 Fall.

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 TBD.

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 Summer.

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 as needed.

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 .

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 TBD.

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 Fall.

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 and Spring.

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 Fall and Spring.

MKTG 2300 - Marketing Management (3)

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

Distribution: (3-0-3). Prerequisite: Program admission, MKTG 1100 with a grade of C or higher. Offered: Offered Summer.

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. Corequisite: None. Offered: Offered Summer.

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. Corequisite: MKTG 2500 with a grade of C or higher. Offered: Offered Summer.

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 (p. **Error! Bookmark not defined.**).

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 2330 with a grade of C or higher. Corequisite: MRIM 2350. Offered: Offered Summer.

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: (3-2-4). 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 (4)

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.

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: PARA 1100. Corequisite: None. 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: PARA 1100, 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: PARA 1100. Corequisite: None. Offered: Offered Fall and Summer.

PARA 1120 - Real Estate Law (3)

This course introduces students to the basic concepts of real property law as they pertain to common types of real estate transactions. 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: PARA 1100. Corequisite: None. 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: PARA 1100. Corequisite: None. 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. Corequisite: None. 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: 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: PARA 1100. Corequisite: None. Offered: Offered Spring and Summer.

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: PARA 1100. Corequisite: None. 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: PARA 1100. Corequisite: None. 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: PARA 1100. Corequisite: None. Offered: Offered Summer during even-numbered years.

PARA 1205 - Constitutional Law (3)

This course explains the major principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: PARA 1100. Offered: Offered Spring.

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: PARA 1100. Corequisite: None. 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: PARA 1100. Corequisite: None. Offered: Offered Fall.

PARA 1220 - Intellectual Property (3)

This course introduces the student to the various fields of intellectual property, including: copyrights, Trademarks, Trade Secrets, Unfair Competition, and Patents. Student will practice basic search approaches for copyrights, trademarks, and patents along with rafting applications for such. The course take a practice-oriented approach to the subject of intellectual property.

Program Fee: $25

Distribution: (3-0-3). Prerequisite: Para 1100. Corequisite: None. Offered: Spring of even number years.

PARA 2200 - Paralegal Practicum (6)

This course focuses on the application and reinforcement of paralegal skills and employability principles to further professional development through a practicum with simulated work experience.

Distribution: (0-18-6). Prerequisite: Permission of department; PARA 1105, PARA 1100, PARA 1110, PARA 1145. Corequisite: None. Offered: Offered: TBD.

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.

Program Fee: $25

Distribution: (0-18-6). Prerequisite: Permission of department; PARA 1100; PARA 1105, PARA 1110; PARA 1145. Corequisite: None. 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.

Program Fee: $25

Distribution: (0-18-6). Prerequisite: Permission of department; PARA 1100; PARA 1105; PARA 1110; PARA 1145. Corequisite: None. Offered: To be determined.

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. Offered: Offered Fall and Spring.

PHLT 1050 - Clinical Practice (4)

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**Error! Bookmark not defined.**.

Distribution: (0-4-4). 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.

Program Fee $20

Distribution: (1-5-3). Prerequisite: Program admission. Offered: Offfered 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.

Program Fee: $85

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 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: (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 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.

Program Fee: $35

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 and MATH 1101 with a grade of C or higher or MATH 1103 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 and MATH 1101 with a grade of C or higher or MATH 1103 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, and 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 and MATH 1112 with a grade of C or higher, or MATH 1113 with a grade of C or higer. 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 as needed.

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 as needed.

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: $233

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: $233

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 III (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: $233

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.

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 with a grade of C or higher. 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 with a grade of C or higher. Offered: Offered as needed.

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: $195

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.

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 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 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: $45

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: $45

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.

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 .

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: $45

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.

Program Fee: $45

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: $45

Distribution: (0-18-6). Prerequisite: RADT 2360 with a grade of C or higher. Corequisite: RADT 1085 . Offered: Offered Spring.

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: $45

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.

Distribution: (3-0-3). Prerequisite: Placement by diganostic testing or successful completion of READ 0097 or ENGL 0977 with a grade of C or higher. 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 or successful completion of READ 0097 or ENGL 0977 with a grade of C or higher. Corequisite: ARTS 1101. Offered: Offered Fall and Spring.

RNSG - Nursing

RNSG 1910 - Foundations of Nursing (8)

Using classroom, laboratory/simulation, and clinical experiences, this foundation course prepares students for subsequent nursing courses, professional nursing practice, and the healthcare environment. The nursing process is introduced as a framework to organize and deliver patient-centered care. Throughout the course, emphasis is placed on developing critical thinking, caring, competence, and fundamental nursing skills. Pharmacological principles are introduced and competency is achieved in dosage calculation and medication administration.

Program Fee: $450

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.

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.

Program Fee: $341

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.

Program Fee: $385

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.

Program Fee: $301

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.

Program Fee: $385

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.

Program Fee: $385

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 as needed.

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 as needed.

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.

Distribution: (3-0-3). Offered: Offered as needed.

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.

Distribution: (3-0-3). Offered: Offered as needed.

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: Appropriate Degree level wrting (English) and Reading placement test scores. Offered: Offered Fall, Spring, and Summer.

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 Spring.

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 Fall.

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; SOCW 2000 with a grade of C or higher, SOCW 2010 with a grade of C or higher. 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: Permission of department; 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; . Offered: Offered Fall.

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: Permission of department; 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 2060 with a grade of C or higher;n SOCW 2130 with a grade of C or higher. 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). Prerequisite: Provisional admission. Offered: Offered Summer.

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**Error! Bookmark not defined.**.

Distribution: (2-12-6). Prerequisite: Permission of department. Corequisite: Permission of department. 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. Corequisite: None. 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, Ethics, 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.

Distribution: (0-9-3). Prerequisite: Surg 1010 with a grad of C or higher; SURG 1020 with a grade of C or higher.

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.

Distribution: (0-9-3). Prerequisite: SURG 1010 with a grade of C or higher; SURG 1020 with a grade of C or higher.

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 (0-9-3) (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.

Distribution: (0-9-3). 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: $247

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.

THEA - Theater Appreciation

THEA 1101 - Theater Appreciation (3)

This course explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theater as a basic human endeavor.

Distribution: 3-0-3. Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None. Offered: Spring.

VETT - Veterinary Technology

VETT 1000 - Veterinary Medical Terminology (2)

This course introduces the elements of medical terminology. Instructors place emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.

Distribution: (2-0-2). Prerequisite: Program admission. Corequisite: VETT 1010, VETT 1030, VETT 1060. Offered: Offered Fall and Summer.

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 1000 with a grade of C or higher, VETT 1010 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. Corequisite: VETT 2130, VET 2160. 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. 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: $60

Distribution: (2-3-3). Prerequisite: VETT 1020 with a grade of C or higher; VETT 2130 with a grade of C or higher; VETT 21160 with a grade of C or higher. Corequisite: VETT 1110; VETT 2120. 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 1020 with a grade of C or higher, VETT 2130 with a grade of C or higher, VETT 2160 with a grade of C or higher. Corequisite: VETT 1070, 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; VETT 2130 with a grade of C or higher; VETT 2160 with a grade of C or higher. Corequisite: VETT 1070; VETT 1110. 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 1000 with a grade of C or higher; VETT 1010 with a grade of C or higher; VETT 1030 with grade of C or higher; VETT 1060 with a grade of C or higher. Corequisite: VETT 1020; VETT 2160. 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: VETT 1000 with a grade of C or higher, VETT 1010 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. Corequisite: VETT 1020, VETT 2130. 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: $60

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 1000 - Introduction to Welding Technology (4)

This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, Oxyacetylene welding, and Welding career potentials.

Distribution: (3-1-4). Prerequisite: None. Corequisite: None. Offered: Offered: TBD.

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 1010 - Oxyfuel and Plasma Cutting (4)

This course introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating an cutting techniques, manual and automatic oxyfuels cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

Distribution: (3-1-4). Prerequisite: None. Corequisite: WELD 1000. 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; COFC 1080; WELD 1005. Corequisite: COFC 1080; WELD 1005. 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; WELD 1005; WELD 1015. Corequisite: WELD 1015. Offered: Offered TBD.

WELD 1030 - Blueprint Reading for Welding Technology (4)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

Distribution: (3-1-4). Prerequisite: None. Corequisite: WELD 1000. Offered: Offered: TBD.

WELD 1035 - Gas Metal and Flux-Cored Arc Welding (4)

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: (1-8-4). Prerequisite: Provisional admission; COFC 1080; WELD 1005. Corequisite: COFC 1080;WELD 1005. Offered: Offered TBD.

WELD 1040 - Flat Shielded Metal Arch Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Distribution: (3-1-4). Prerequisite: None. Corequisite: WELD 1000. 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; COFC 1080; WELD 1005. Corequisite: COFC 1080; WELD 1005. Offered: Offered TBD.

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizonal SMAW joints, and horizontal SMAW to specification.

Distribution: (3-1-4). Prerequisite: WELD 1000. Corequisite: None. 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; WELD 1025 with a grade of C or higher. Corequisite: None. Offered: Offered TBD.

WELD 1060 - Vertical Shielded Metal Arch Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress forward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Distribution: (3-1-4). Prerequisite: WELD 1000. Corequisite: None. 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; WELD 1035 with a grade of C or higher. Corequisite: None. Offered: Offered TBD.

WELD 1070 - Overhead Shielded Metal Arc Welding (4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

Distribution: (3-1-4). Prerequisite: WELD 1000. Corequisite: None. 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; WELD 1045 with a grade of C or higher. Corequisite: None. 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; WELD 1025. Corequisite: WELD 1025. Offered: Offered TBD.

WELD 1090 - Gas Metal Arc Welding (4)

This course provides knowledge of theory, safety practices, equipment and techniques required or successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and set up, transfer modes, wire selection, shielded gas selection, and GMAW jo9nts in all positions.

Distribution: (3-1-4). Prerequisite: WELD 1000. Corequisite: None. 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; WELD 1035. Corequisite: WELD 1035. Offered: Offered TBD.

WELD 1110 - Gas Tungsten Arc Welding (4)

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

Distribution: (3-1-4). Prerequisite: None. Corequisite: WELD 1000. 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; WELD 1045. Corequisite: WELD 1045. Offered: Offered TBD.

WELD 1120 - Preparation for Industrial Qualification (4)

This course introduces qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

Distribution: (3-1-4). Prerequisite: WELD 1000. Offered: Offered: TBD.

WELD 1153 - Flux Cored Arc Welding (4)

This course provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices. FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

Distribution: (3-1-4). Prerequisite: WELD 1000. Corequisite: None. Offered: Offered: TBD.

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