
ATC
ATHENS TECHNICAL COLLEGE

CATALOG 2023-2024

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

2023-2024 Academic Calendar

	Fall Semester2023	Spring Semester2024	Summer Semester2024
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 21	January 8	May 13
Last day of classes	December 4	April 22	July 29Please refer to link below for dates for each part of term
Final Examinations			
See exam schedule at www.athenstech.edu	December6 - 11	April 24 - 29	July 30 - 31Please refer to link below for dates for each part of term
Financial Aid			
Application deadline	July 1	November 1	April 1
Grades			
Grades Deadline for Faculty	December 13	May 1	August 2
Last day to withdraw with a W	Please refer to link below for withdrawal dates	Please refer to linkbelow for withdrawal dates for each part of term	Please refer to linkbelow for withdrawal dates for each part of term
Graduation			
Graduation ceremony		May 2 (Tentative)	
Last day to apply for graduation		January 31	

Holidays and Breaks

Classes will not meet on these dates	September 4(Labor Day- All Campuses Closed) November 20 - 24 No Classes November 23-24 (Thanksgiving Break-All Campuses Closed) December 25-29 (Winter Break-All Campuses Closed)	January 1(New Years Break- All Campuses Closed) January 15 (Martin Luther King Jr. Day Holiday- All Campuses Closed) April 1 - 5 No Classes (Spring Break- All Campuses Open)	May 27(Memorial Day Holiday Observance) All Campuses Closed June 17 Juneteenth All Campuses Closed July 1 - 5 No Classes (Summer Break) All Campuses Open July 4 Independence Day Holiday Observance All Campuses Closed

Registration

Registration Period	June 13 - August 23	October 4 - January 10	March 6 - May 15
Drop/Add	August 21 - 23	January 8 - 10	May 13 - 15
Last day to remove classes from schedule without Academic or Financial penalties	August 23	January 10	May 13

For additional details regarding specific registration and term dates, please follow this link:

Registration Calendar – Athens Technical College

- *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 on-line, 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

Athens Technical College values transparency and engagement of all stakeholders. The development of the strategic planed and the resulting strategic goals evolved out of this reality. Focus groups consisting of faculty, staff, students, local board members, and community and business leaders were convened to gather their ideas and feedback. The stakeholders provided valuable insight during the early stages of the planning process. This feedback was used to identify the goals that under gird the 2023-2028 strategic plan. The five goals for the 2023-2028 Athens Technical College strategic plan are listed below.

Goal 1: Strategic Enrollment

Goal 2: Workforce Development

Goal 3: Internal/External Marketing and Communication

Goal 4: Sustainability of Resources

Goal 5: Technology Enhancement

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 perspective 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 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: 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 https://www.coda.ada.org.

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 associate of applied science degree program 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 Technology Specialist 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.

Statement of Equal Opportunity

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

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

- Jessica Felts, Director of Student Support Services, Section 504 and the Americans with Disabilities Act (ADA) Coordinator, Office K-614A, 706-583-2893, jfelts@athenstech.edu
- Sherri Heath, Director of Human Resources, Title VI, Title VII, Title IX Coordinator (Employees), Office K514, 706-583-2818, sheath@athenstech.edu

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. A student who has not previously registered for the term will be assessed a $45 late fee to add classes during the drop/add period. 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 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.
- Post Secondary Transcripts — Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

- 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).
- Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

Completing the Admissions Process

Once applicants' files are complete, the Admissions Office staff will process the admission packet and notify applicants in writing or by email of their admission status. This letter or email provides information about completing new student orientation, 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 are residents of the state of Georgia (see Legal Residency Requirements for details).

[2] Official means mailed or emailed 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.
- 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 section in order to receive consideration for admission. Applicants can access the specific admission requirements for their chosen program by clicking on the following links:

- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician
- Medical Assisting
- Nursing
- Nursing Bridge Program
- Paramedicine
- Phlebotomy Technician
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology
- Surgical Technology
- Veterinary Technology

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

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

The Admission Office staff admits competitive admission program applicants to the college without admitting them to their desired programs of study. Enrollment in the college (but not in the program) allows students to complete any learning support classes and required general education/academic core and health core courses prior to admission to specific health-related programs of study. This process does not guarantee that students will gain admission to their programs of choice. The Admissions Office staff admits applicants to the college as Interdisciplinary Studies 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 online learning orientation prior to registering for classes. They will register for classes using the college's online registration system (see New Student Registration78).

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 through the Office of Registration and Records.

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 home 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 academic 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 steps with the Dual Enrollment department at Athens Technical College.

- Submit a completed ATC admissions application for admission. (www.athenstech.edu/appy-now)
- Submit the following items to dualenrollment@athenstech.edu for verification and to determine course eligibility.
- Official high school/HOPE GPA transcripts indicating that the student will be in the 10th through 12th grade while enrolled in the Dual Enrollment program at Athens Technical College.
    - 11th and 12th grade students interested in diploma or certificate programs must submit an overall GPA of 2.0 or higher after the completion of the 10th grade or other admission test score requirements.
    - 11th and 12th grade students interested in degree programs must submit a HOPE GPA of 2.6 or higher after the completion of the 10th grade or other admission test score requirements.
    - 10th grade students interested in diploma or certificate programs must submit an overall GPA of 2.0 or higher after the completion of the 9th grade or other admission test score requirements.
- College Transcript (from all colleges if previously dual-enrolled).
- Recommendation/Permission Form with signatures of applicants and parent/guardian.
- 10th grade students interested in degree programs that would like to receive dual enrollment funding must have a minimum SAT score of 1200 or a minimum ACT composite score of 26 in a single national test administration. Athens Technical College and Georgia Student Finance Commision (GSFC) must have the official test scores on file.

Home School students must complete the following steps:

- Submit a completed ATC admissions application for admission. (Apply Now – Athens Technical College)
- Submit the following items to dualenrollment@athenstech.edu for verification and to determine course eligibility.
    - High School Transcript
    - Home School Declaration of Intent
    - Test scores for admission - Accuplacer, ACT, or SAT (contact testing @athenstech.edu to schedule the Accuplacer)
    - College Transcript (from all colleges if previously dual-enrolled).
    - Recommendation/Permission Form with signatures of applicant and parent/guardian.
    - 10th grade students interested in degree programs that would like to receive dual enrollment funding must have a minimum SAT score of 1200 or a minimum ACT composite score of 26 in a single national test administration. Athens Technical College and Georgia Student Finance Commission (GSFC) must have the official test scores on file.

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.

Dual Achievement Program (DAP)

Athens Technical College Academy/Dual Achievement Program

The Dual Achievement Program (established by SB204) offers qualified students a recognized and alternate path to high school graduation. Students choose to simultaneously earn a high school diploma and two (2) technical certificates of credit, a technical diploma, or a college associate degree in a specific career pathway in order to meet high school graduation requirements.

Eligibility Requirements

- Students must be age 16-21
- Students withdraw from their high school or home school program and provide proof of withdrawal.
- Students must submit an official copy of their high school transcript.
- Students must have completed and earned credit for 6 of the 9 required high school courses.
    - (2-English, 2-Math, 2-Science, 2-Social Studies, 1-Health/PE)
- Students must sign a Dual Achievement Program waiver.

After gaining admission to the Athens Technical College Academy, the Dual Achievement Program students must attend a new student orientation on-campus and complete the New Student Orientation and E-Learning Orientation in order to register for their first semester at the Athens Technical College Academy.

Dual Achievement Program Funding

- The Dual Achievement Program high school courses are not assessed tuition or mandatory fees. All materials, including textbooks, are available in Blackboard.
- For the college courses, the students participating in the Dual Achievement Program must complete the **online Dual Enrollment funding application**. The Dual Enrollment funding application will ensure tuition, mandatory fees, and textbooks are covered for the college courses.

The Dual Enrollment funding application must be completed online by the student and their parent/guardian each academic year. Each semester, the funding application must be approved by the Athens Technical College Academy Program Counselor/Advisor and the Executive Director for Secondary Initiatives at Athens Technical College 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 Achievement Program student is eligible for according to the Dual Enrollment Regulations which are found on the website at **www.GAFutures.org**.

Students may incur expenses for course-related fees and supplies required for a particular course. Students are responsible for tuition and fees for courses taken that are not on the **Dual Enrollment Approved Course Directory**.

Additional information on the Athens Technical College Academy/Dual Achievement Program is available **online**.

Joint Enrollment Admission for High School Students

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

Joint enrollment applicants must gain regular admission status to enroll at the college. High school students whose test scores place them in learning support coursework are not eligible to enroll jointly at the college. After gaining admission to Athens

Technical College, joint enrollment students must complete the New Student Orientation 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.

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 Returning Student Application. 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. The college will notify students via email or 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

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 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 provided 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 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 on hold. The Admissions 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.

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 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L at the associate degree level), English (ENGL 1010 at the diploma level or ENGL 1101 at the associate degree level), mathematics (MATH 1012 at the diploma level or MATH 1101, MATH 1103, MATH 1111, 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, 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

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.

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.

Registration Information

Students register for classes based on dates listed on the Academic Calendar and the applicable Registration & Records Supplemental Calendar, available on the Registration & Records web page at www.AthensTech.edu. Students must meet with their advisors each academic term to discuss program requirements and to develop their class schedules. Students register for classes via Banner Web. Directions on using Banner Web are available on the Registration & Records page at www.AthensTech.edu. After registering for classes, students must pay their tuition, fees, and other charges, or they will be removed from classes for non-payment (see Tuition/Fee Payment Deadline). The college will assess a $45 late fee when students register for classes during periods designated as late registration. This fee is not covered by financial aid unless students authorize the college to access Pell funds to do so.

Eligibility — New students with an official letter of acceptance to the college and returning students may register for classes. New students do not receive approval for registration until the Admissions Office formally accepts them into the college. In addition, some students will need to complete the readmission process before they can register for classes. Any students who are uncertain as to whether they need to complete readmission paperwork should contact ATC's Office of Admissions: Admissions@AthensTech.edu.

Drop/Add — Students may add classes to their schedules via Banner Web during the dates designated on the applicable Registration & Records Supplemental Calendar, available on the Registration & Records web page at www.AthensTech.edu. Students may also add classes to their schedule by filling out a Drop/Add form and submitting it in person to the Registration & Records office on the Athens Campus or at the administration offices on the Elbert or Walton campuses. Students are not permitted to add classes to their schedules or switch to other sections of a course outside of the designated drop/add periods. Adding classes may affect students' financial aid benefits. Students may drop classes via Banner Web during the first three days of any semester without academic or financial penalties. Classes dropped during this period, or any other drop/add period designated on the Registration & Records Supplemental Calendar, 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 & Records Office via email at: Registration@AthensTech.edu or come in person for assistance. Students who drop classes outside of a drop/add period will not receive a refund of tuition and fees. Furthermore, a final grade of W will appear on academic transcripts for any course from which a student withdraws. Dropping classes may affect students' financial aid benefits.

Student Course Schedule — Students should utilize Banner Web to review their schedules and their fee assessment forms after all registration activity. These documents serve as proof of course registration should questions arise. Students should maintain this information as part of their permanent records. The Office of Registration & Records 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 the Office of Registration & Records via email at: Registration@AthensTech.edu or in person on the Athens Campus or at the administration offices on the Elbert or Walton campuses.

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.

Tuition/Fee Payment Deadline — Enrollment is not complete until student's complete registration and pay tuition and fees. Students must pay tuition, fees, and other charges by the Tuition/Fee Payment deadline as listed on the Academic Calendar.

- *First Payment Deadline*: Students who register as new or returning students must pay their tuition and fees in full before the first payment deadline as listed on the Academic Calendar. Failure to pay any fee or charge not covered by financial aid and not electronically authorized will result in students being withdrawn from their classes. (see Electronic Authorizations for Financial Aid). Students who are withdrawn from all classes will have to pay a $45 late fee to re-register for classes.
- *Drop/Add Payment Deadline:* Students who add classes during official Drop/Add periods must pay their tuition and fees in accordance with all payment deadlines. any fee or charge not covered by financial aid and not electronically authorized will result in students being withdrawn from their classes (see Electronic Authorizations for Financial Aid).

New Student Orientation, Registration, and Advising Day

The Admissions Office sends acceptance letters or emails to all newly accepted students. These letters or emails 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.

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

No-Show Policy

Instructors submit as no shows the names of students who do not 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.

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

Withdrawal Process - Students may withdraw from courses and receive a W by withdrawing on or prior to the W deadlines posted on the Registration and Records Supplemental Calendar, which is available on the Registration and Records page of the Athens Technical College website. 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). Students who stop attending classes without formally withdrawing from courses risk earning final grades of F which appear on academic transcripts.

Students seeking to withdraw from one or more classes must submit a completed Withdrawal Form directly to the Registration and Records Office (Athens Campus) or via email to Registation@athenstech.edu from their @student.athenstech.edu email account. Incomplete Withdrawal Forms as well as those that are submitted from any email address other than an ATC student email account will not be accepted or processed and will require a resubmission of the Withdrawal Form. Students should keep copies of Withdrawal Forms and/or email records of course withdrawals.

Students are not eligible for a refund when they withdraw from classes. Withdrawing from classes may affect students' satisfactory academic progress and the amount of financial aid they receive for the semester. Students may also 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). Prior to submitting a Withdrawal Form, students planning to withdraw from one or more classes should meet with a Financial Aid representative at ATC and their assigned academic advisor to discuss options, program completion timelines, and potential repercussions.

Final Withdrawal Deadlines - The Registration and Records Office will not accept withdrawal requests after the final withdrawal deadline for each part of term, as listed on the Registration and Records Supplemental Calendar. Please note that withdrawal requests will not be accepted if submitted for a previous semester or previous part of term.

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 Progress64).

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

Registration and Records Office documentation of such military service from an appropriate military official and of dependent relationship to the serving military personnel.

ACADEMIC INFORMATION

Grading System

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

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

Learning support course grades are designated with an asterisk (*) 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 expectations); 2 or M (meets expectations); 1 or N (needs improvement), or 0 or U (unacceptable). Since Fall 2011, instruction and evaluation of work ethics take place in the context of a student's 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:*** This symbol indicates that students passed exemption examinations while enrolled in high school. No longer in use as of Summer 2019. Grades of AC were counted toward earned credits but were not calculated into a student's grade point average at Athens Technical College.

· **AU — Audit:** This symbol indicates that students enrolled in courses but chose not to seek credit for the courses (see Auditing Classes section of Catalog).

· **EXE — Credit by Examination:** This symbol indicates that students received credit based on their successful performance on examinations to demonstrate prior achievement of course competencies. Prior to Fall 2014, notated as EX (see Alternative Credit Section of Catalog).

· **EXP — Credit by Prior Learning Assessment:** This symbol indicates credit attained through a complete and cohesive portfolio of prior experience that demonstrates prior achievement of course competencies. Prior to Fall 2014, notated as EX.

· **I — Incomplete:** This symbol indicates that students could not complete the coursework by the end of the academic term due to extenuating circumstances, and they were approved to delay the completion of coursework to the next academic term per signed agreements. Instructors must file change of grade forms with the Director of Registration and Tecords as soon as course requirements are completed. Students are responsible for contacting their instructors and for completing all course requirements per the agreements. Only in extreme circumstances will the Vice President of Academic Affairs extend incomplete grades beyond one semester. The Director of Registration and Records does not calculate incomplete grades in grade point averages.

· **IP — In Progress:** Instructors will assign grades of IP when courses extend beyond the official term ending date. Grades of IP are typically reserved for individualized courses or for courses such as internships and practicums. This grade cannot be used to defer grade reporting for more than one term. Students must complete the work during the following term, and instructors must file change of grade forms with the Director of Registration and Records.

· **TR, TRA, TRB, TRC — Transfer:** These symbols indicate transfer credit awarded for courses taken at other colleges. TR was used to indicate transfer credit until August 2011. Beginning August 2011, TRA, TRB, and TRC codes were implemented to indicate the grade earned at the transferring institution. Transfer grades are not included when calculating semester, cumulative, or graduation grade point averages. Effective Fall 2014, TR used solely for AP, IB, or CLEP (see Alternative Credit Section of Catalog).

· **TRP — Transfer:** Credit awarded for courses taken at other colleges. Prior to Fall 2014, notated as TR graded. Transfer credits are counted as attempted hours but are not included when calculating semester, cumulative, or graduation grade point averages.

· **TRM — Transfer:** Military credit. Prior to Fall 2014, notated as TR.

· **W — Withdrawal:** This symbol indicates that students officially withdrew from classes prior to 61% of any academic term, as noted in the academic calendar or the Registration & Records supplemental calendar. These grades are not included when calculating semester, cumulative, or graduation grade point averages.

· **Z — COVID-19 emergency:** Unsuccessful completion of course. Grade is excluded from attempted hours and grade point average calculations.

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

Grade Point Averages

Semester Grade Point Average (GPA) — The semester GPA is the average based on all credit courses taken during the academic term. The semester grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purposes.

Cumulative Grade Point Average (CGPA) — The CGPA reflects the total credit hours earned and determines scholastic standing of students. The CGPA is the grade point average calculated on all attempts of all academic credit courses taken at Athens Technical College. The cumulative grade point average does not include credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. The director of registration and records recalculates the CGPA at the end of each semester.

Graduation Grade Point Average (GGPA) — The GGPA includes 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' Banner Web accounts. Grades are typically available for viewing seven days after the last day of the semester, or as indicated on the Registration and Records Supplement Calendar. Directions on how to view grades online are available on the college website. Students are expected to review their final grades at the conclusion of every semester and to follow the procedures and timelines specified in the Grade Discrepancy Policy if they wish to contest a final grade.

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

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

The assigned values for grades are:

A	4 points
B	3 points
C	2 points
D	1 point

F	0 points

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 Returning Student Application online. 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 Returning Student Application online 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 Returning Student Application online 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, 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 designated mathematics faculty 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 scope, content, and level of the learning experiences to the courses offered at Athens Technical College; the appropriateness and applicability of the learning experiences to the programs offered at Athens Technical College; and any applicable accreditation policies, procedures, and standards relevant to a program of study.

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.

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 within *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.

Quarter System Coursework — The Director of 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.

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 credit must equal or exceed 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 of Registration and Records can determine whether the courses are transferable.

Prior Learning — Students may refer to the Prior Learning Assessment (PLA) section of the Athens Technical College website for additional information, guidance, and options.

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 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 courses are classes where more than half of the instruction occurs when the student and instructor are not in the same place. Course content and instruction is communicated using the learning management system available through secure internet connection. You may also hear distance education referred to as online learning or E-learning. Distance education courses include classes taught fully online, blended on-campus and online instruction, and synchronous remote instruction. Detailed descriptions of each type can be found in the Distance Education course types section of this catalog.

At Athens Technical College, distance education courses are comparable to the same courses taught in a traditional classroom setting. The classes are taught by college faculty and have the same course content, student learning outcomes, grading policy, and criteria as our face-to-face courses.

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 leaning management system and publisher sites.

Athens Technical College requires at least one proctored activity in each distance education course. A proctored activity is a required learning event 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 and complete the activity as directed by the instructor. Some instructors may require students to download and use an approved proctoring software to complete the proctored assignment. Students may complete the proctored activity at an approved alternate site such a college or university testing center or other educational or military settings. Athens Technical College's Distance Education Proctor Policy is available on our website.

Additional information and resources about our distance education courses are available on our Online Learning Resources page of our website.

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 recommends students who plan to take distance education courses 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 use 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 use the Learning Management System to access over half of the course content.
- O**nline Synchronous (OS):** Distance education courses taught fully online synchronously with course content, activities and interactions occurring entirely through the learning management system. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses require at least one proctored event.
- **Online Asynchronous (OA):** Distance education courses taught fully online asynchronously with course content, activities and interactions occurring entirely through the learning management system. 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 require at least one proctored event.
- **eCampus (ECP):** Distance Education courses taught fully online using TCSG's eCampus platform. eCampus courses can be taught Synchronously or Asynchronously. eCampus courses require at least one proctored event.

Support for Distance Learners

The dean for general education, online learning, and dual enrollment supports faculty and students and manages the college's distance education 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 academic advisor and/or the Registration and Records Office to ensure that transient student status will meet residency and other graduation-related requirements. Regular admission students seeking transient status must be currently enrolled and in good academic standing. Students who do not declare a program of study (special admission status) are ineligible to be transient students at other institutions.

Athens Technical College approves transient student status only for courses included in (or equivalent to those listed in) programs of study offered at the college. Students must satisfactorily complete all ATC course prerequisites before gaining transient approval. Students must also satisfy corequisite requirements established by Athens Technical College. For additional guidance, students should refer to the Registration and Records page of the Athens Technical College website. Students must submit transient requests each term they plan to enroll in courses at other colleges.

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 Athens Technical College. Athens Technical College's Office of Registration and Records will award transfer credit for courses completed with grades of C or higher. Students should access their student records via Banner Web and/or DegreeWorks 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	$110
Instructional Fee	$60
Registration Fee	$55
Campus Safety Fee	$30
Campus Supply Fee	$40
Student Activity Fee	$45
Parking Fee	$40
Accident Insurance	$6

Commercial Truck Driving Students

Tuition	$132 Per Credit Hour
Technology Fee	$110
Instructional Fee	$60
Registration Fee	$55
Campus Safety Fee	$30
Campus Supply Fee	$40
Student Activity Fee	$45
Parking Fee	$40
Fuel Surcharge	$200
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	$110
Instructional Fee	$60
Registration Fee	$55
Campus Safety Fee	$30
Campus Supply Fee	$40
Student Activity Fee	$45

Parking Fee	$40
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	$110
Instructional Fee	$60
Registration Fee	$55
Campus Safety Fee	$30
Campus Supply Fee	$40
Student Activity Fee	$45
Parking Fee	$40
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 Funds.)

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

Application fee	$25
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 licenses 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 Progress). Individuals who are not enrolled for two or more consecutive academic terms are not classified as continuously enrolled students. Participation in eligible alternative study programs which require travel outside of Georgia but inside the United States are not considered breaks in enrollment.

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

Eligibility for In-State Tuition Waivers

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

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code §20-4-40.
- Full-time employees of the Technical College System of Georgia and their spouses and dependent children.
- Full-time teachers in public schools, military bases, or at public post-secondary colleges in Georgia and their spouses and dependent children.
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia.
- United States military personnel and their dependents reassigned outside Georgia who remain continuously enrolled and on active military status.
- United States military personnel and their dependents who are legal residents of Georgia but are stationed outside the state.
- Members of a uniformed military service of the United States and their dependents who, within 36 months of separation from such service, enroll in an academic program, and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to individuals eligible for GI Bill benefits.
- Students who are legal residents of out-of-state counties bordering on Georgia counties and who are enrolled in a technical college where there is a local reciprocity agreement in place.
- Career counselor officers and their dependents who are citizens of the foreign nation which their consular office represents and who are living in Georgia under orders of their respective governments. This waiver applies only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

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

Penalties

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

Electronic Authorizations of Financial Aid

Students may authorize the college to use federal financial aid funds (Pell Grant, Supplemental Educational Opportunity Grant) 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.

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 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, and receipts should be submitted to the Business Office.

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

Student accounts will be assessed tuition and fees upon registering for classes. Students are responsible for paying any outstanding balance remaining on the account after all forms of financial aid (Hope, Pell, Scholarships, Third Party Payments, etc.) have been applied to the student account.

Students who remain registered for any classes at the end of the drop/add period will be responsible for the outstanding balance. A hold will be placed on accounts with outstanding balances prior to the registration period for the subsequent semester. The hold will prevent future registration as well as issuance of transcripts.

To pay your tuition and fees, students may:

- Use awarded financial aid benefits – the financial aid department will automatically cover account balances with all eligible benefits.
- 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 Walton campus using check or money order.
- Mail payment to the business office at 800 US Hwy 29N, Athens, GA 30601 Attn: Cashier.
- Use the payment plan administered by Nelnet Business Solutions. (See Tuition Payment Plan)

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

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.

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

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.

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 receive a percentage. When that total reaches 600%, you're no longer eligible for the grant. Students you

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.

How to Apply for Federal Financial Aid

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

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

The federal processing center will email instructions on how to access online copies of the Student Aid Reports (SAR) or mail paper Student Aid Reports directly to students if valid emails are not provided. Financial aid applicants must review the information in part two of the Student Aid Reports to ensure that the reports are accurate. The Financial Aid Office will send notification emails to students' @student.athenstech.edu email accounts informing them that the institution has received their FAFSA. If selected for verification by the U.S. Department of Education, the Financial Aid Office will send emails to students' @student.athenstech.edu email and letters through the United States Postal Service informing them of the required documents needed to complete the verification process. The college cannot award financial aid until students submit the documents requested as part of the verification process.

Disbursement Schedule for Federal Aid Funds

The Financial Aid staff will apply financial aid benefits toward the tuition and fees charged for those courses required by the recipients' programs of study. Students who register for courses not required in their programs of study will be responsible for 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 Calendar).

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 Calendar in order to receive consideration for assistance during the next academic year. Fall Semester marks the first term of the academic year for financial aid purposes, and the academic year encompasses fall, spring, and summer semesters. Students receiving financial aid benefits during Summer Semester must renew their FAFSA in order to receive aid for the subsequent fall semester.

To use 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 Calendar. 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 event if the actual number of hours taken for the term is greater than 15.

Beginning with the 2013-2014 Award Year, students who are receiving the HOPE Grant may also be eligible for additional financial assistance from 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 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 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, private, and home 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 funding 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 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.

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 instruction for adults at locations in the following counties: Clarke, Elbert, 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 college offers free high school equivalency preparation classes at adult education centers in all service area counties. The college conducts GED or HISET testing sessions at the main campus of Athens Technical College in Athens and at its campuses in Elbert 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, 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.

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.

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) 552-0961.

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

Existing Employee Training Services

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

Training areas include leadership, communications, supervision, computer skills, sales, customer service, team building, industrial maintenance, safety issues, Occupational Safety and Health Administration compliance issues, and Environmental Protection Agency and hazardous materials training, among others.

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

- Job performance improvement
- Inventory control and purchasing
- Communications and interpersonal skills
- Computers and web-based courses
- Quality control, ISO 9000 and 14000, Six Sigma, LEAN, and 5-S
- Executive coaching and leadership development
- Supervisory skills training and team development
- Technical and business writing
- Personnel development and assessment
- Strategic planning
- On-site management consulting
- Maintenance skills assessment
- Maintenance systems analysis
- Advanced manufacturing technology

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

Labor and Organizational Services

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

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

Environmental and Safety Services

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

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

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

Computer Academy

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

Quick Start

The Quick Start program constantly receives national recognition for providing high-quality training services at no cost to qualified new and expanding businesses in Georgia. Quick Start training services are available for both manufacturing and service companies. Manufacturing training focuses on company orientation, core manufacturing skills, job-specific skills, productivity enhancement, employee involvement, and human resources development. Service training includes company orientation, customer service training, personal interaction skills, product information training, job procedures, and professional development. For more information on Quick Start, contact the Office of Economic Development Services by calling (706) 369-5763 or visit the Quick Start website.

Retraining Tax Credit

Staff from the Office of Economic Development Services work with existing industries located in the counties served by Athens Technical College to establish eligibility for retraining tax credits from the State of Georgia. Qualified businesses may receive a tax credit of 50 percent of their direct training expenses with up to a $500 credit per full-time employee per training program. The annual maximum of the credit amounts to $1,250 per employee. Eligible expenses include:

- Costs of instructors and teaching materials
- Employee wages during retraining

- Reasonable travel expenses

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

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

The vice president for economic development coordinates the assistance to a company interested in claiming the retraining tax credit. The vice president is also responsible for determining if programs are eligible for a tax credit and for approving the required forms.

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

Georgia Work Keys®

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

Short-Term Training Programs

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

- The Nurse Aide program provides strong academic and clinical educational that allows the nurse aide to serve an important role in a healthcare setting. As a member of the health care team, nurse aides work together with physicians, nurses, and other health care providers in the performance of clinical procedures and care. The training program provides a foundation for professional development and lifelong learning. Upon successful completion of the program, students will be eligible to take the written/oral skills competency examination (National Nurse Aide Assessment Program Examination). The training program at Athens Technical College is regulated by the Georgia Medical Care Foundation.
- Manufacturing 101 and Workplace Fundamentals are short-term training programs designed to help individuals gain the knowledge and skills they need to obtain employment in various businesses and industries. Participants receive OSHA 10 and forklift certifications through these programs. Both programs also cover business etiquette, balancing home and career, computer skills, math skills, and resume building.

ACADEMIC AND STUDENT SUPPORT SERVICES

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.

For additional information related to veterans services contact the Counseling Coordinator and Veterans Liaison at 706-227-7174 or the college's Certifying Official at 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, 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, and Walton campuses. These uniformed officers have the authority to enforce Georgia Law and to arrest individuals.

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. Pathful Explore 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 College Career Netork, 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. College Career Network 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 information for Employers 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 to alleviate barriers to create equal access to college. A qualifying disability is any physical or mental impairment that substantially limits one or more of the major life activities such as caring for one's self, preforming manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The

program provides assistance and services to students with disabilities at an of the College's campus locations in accordance with The Americans with Disabilities Act (ADA) and all relevant federal laws.

Documentation Requirements

- The Office of Disability Services requires official documentation from a qualified professional that can provide the diagnosis of the disability prior to receiving accommodations and/or auxiliary aids and must meet the requirements set by the Technical College System of Georgia for students with disabilities.
- The documentation must be within the last 3 years and cannot be an IEP or 504 plan from high school. School psychological evaluations performed by the school psychologist may be submitted if with the 3-year time frame.

Application Process

- A student seeking disability services must complete the Disability Services Intake Packet which is located on the college website or within the Office of Student Support. The packet will include the Intake Form, information pertaining to the service, specific documentation requirements per disability category provided by TCSG, list of some accommodations and/or auxiliary aids that may apply, and a Release of Information Form required from each qualified professional that can provide documentation pertaining to your disability.
- Please return the Intake Form and all Release of Information Forms to the Disability Services Office located at Building K, Room 614 or email/fax to the Disability Services Coordinator listed in the Disability services Intake Packet.
- Once documentation is reviewed and student is eligible for services, the Disability Services Coordinator will have the student review the accommodations letter and send to the instructors up0on student approval.

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 or 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), 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 or (770) 207-3130 for the Walton County Campus. This service is for major emergencies only.

First Aid

First aid supplies and first aid to the injured are available. Since Athens Technical College is nonresidential, students normally secure medical services through their primary care physicians. In case of serious accidents or illnesses, staff members refer students to the nearest hospital or to the hospital of the injured student's choice for emergency care. The staff person will also attempt to notify relatives of students. Students and/or their families are responsible for the cost of such emergency care and ambulance service if needed. The college requires all students to purchase state-mandated accident insurance at registration.

This coverage protects students while they are engaged in college activities for the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance (see General Accident Insurance).

Housing

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

Identification Cards

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

Students may obtain identification cards at scheduled times each week in the Student Activities Office inside the Student Center on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the 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* database features 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 and B/W or color printing charges are ten cents 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 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 into 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. Once they complete the online orientation, they must print off the proof of completion. 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, 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 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 Walton County Campus will assist students at this location.

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.

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.

Student Activities

The purpose of student activities and student organizations at Athens Technical College is to complement academic programs of study and to enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, and recreational activities. Athens Technical College encourages students to participate in such activities to build leadership and service capabilities and to further their professional development. Student activities exist to offer fellowship, related educational experiences, continuing education, networking, and professional competition at local, state, and national levels. Athens Technical College administers a program of co-curricular activities through the Student Activities Office. Membership in all student organizations and participation in all student activities is open to all students regardless of race, color, ethnic or national origin, sex, disability, or age. A complete list of active student organizations is available on the college website.

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

Student Recognition

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

Honor Graduate — The college awards this honor to graduating students who earn a graduation grade point average of 4.0. The president of Athens Technical College presents honor graduates with a medallion during the annual graduation ceremony to recognize this accomplishment.

Presidential Scholar — The college awards this honor to graduating students who have earned a graduation grade point average of between 3.75 and 3.99. Presidential scholars are recognized in the annual graduation program.

Dean's Scholar — The college awards this honor to graduating students who have earned a graduating 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

To graduate with a certificate, diploma, or associate degree from Athens Technical College, a student must satisfactorily meet all curriculum requirements, the mandatory minimum credit hours, and the residency requirement for each credential. Students must complete a minimum of 25 percent of the coursework for each program of study with classes taken at Athens Technical College; no exceptions will be made to this residency requirement policy. A minimum graduation grade point average of 2.0, regardless of overall academic standing or cumulative grade point average, must be attained in order to graduate. A student's academic record will be evaluated by Registration & Records at the completion of each semester to determine if graduation requirements have been met for any eligible credentials.

All students must have completed a high school diploma or its equivalent before graduating with an associate degree or diploma program from Athens Technical College. Certificates 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, the individual's record will be evaluated for graduation based on the catalog in effect at the time of readmission. For students who change their program at any time during their studies at Athens Technical College, each student's academic history will be evaluated for graduation based on the catalog in effect at the time the program change was requested.

Graduation Application

All students must submit a graduation application to Registration & Records no later than the fourth week of the semester they plan to graduate. Any graduation applications submitted after the fourth week of the applicable semester will not be given priority in terms of processing awarding, and delivery; in addition, any late graduation applications are not guaranteed to be included in the graduation program for Commencement. Graduation application forms are available on the Registration and Records Graduation Information section of the Athens Technical College website. Students earning certificates, diplomas, and associate degrees must submit the required one-time, non-refundable $40.00 graduation fee to the cashier prior to submitting a graduation application to Registration and Records.

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.

Processing of Credentials

Diplomas and associate degrees are mailed to students six to eight weeks after the semester ends or final grades are assigned. All college financial obligations must be met to receive a credential or transcript. Students who complete technical certificates of credit will have the awards solely notated on their official transcript; no formal hard copy of certificates will be extended. Students who earned certificates of credit prior to Fall 2023 may request a formal hard copy credential to be sent to them by contacting Registration and 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. Students must inform Registration and Records via the graduation application process if they plan to participate in the graduation ceremony. Students are expected to maintain, for future reference, copies of any graduation applications submitted, whether delivered directly to the Office of Registration and Records or via @student.AthensTech.edu email accounts.

The Spring Semester graduation ceremony is the only formal, sanctioned ceremony offered by Athens Technical College to recognize graduates. Students who will meet all requirements for one or more credentials by the conclusion of the current academic year's summer term, may participate in the related pinning and/or graduation ceremony. Students participating in the ceremony must wear academic attire purchased from the college bookstore. Academic attire (e.g., caps, gowns, related

program-specific and/or honors regalia) 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.*

Honors

The college recognizes students as honor graduates if they earn a graduation grade point average of 4.0. The college recognizes students as presidential scholars if they earn a graduation grade point average of between 3.75 and 3.99 and as deans' scholars if they earn a graduation grade point average of between 3.50 and 3.74. Only students completing technical certificates of credit with 30 or more required credit hours, or diploma programs, or degree programs are eligible for recognition as listed above, and students must plan to meet all graduation requirements by the conclusion of the current academic year's summer term.

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.

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.

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.

  Mr. Lenzy Reid, Vice President for Student Affairs.

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.

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 cohabitated 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.

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 Coordinator 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 Coordinator 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.

Sources of Counseling, Advocacy, and Support

Athens Technical College provides a connection for students to community resources that help support overall wellness. The link below provides a detailed list of current community resources.

Sources-of-Counseling-Advocacy-and-Support.pdf (athenstech.edu)

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 in Georgia 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 grievable, 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 granted 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 to the Technical College president within 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 persons 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

- The terms "technical college" and "college" mean Athens Technical College.
- The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
- 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."
- The term "faculty member" means any person hired by the college to conduct teaching, service, or research activities.
- The terms "technical college official" and "college official" include any person employed by the college to perform assigned administrative responsibilities.
- 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.
- 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.
- The terms "student organization" and "organization" means any number of persons who complied with the formal requirements for recognition by the college.
- 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.
- 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.
- 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.
- This Code of Conduct uses the term "shall" in the imperative sense.
- This Code of Conduct uses the term "may" in the permissive sense.
- 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.
- The term "System" means the Technical College System of Georgia.
- The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
- 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.
- 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.

Professionalism

Personal Appearance

- Refers to Athens Technical College Dress Code Policy

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).
- 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.

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.

Use of Technical College Property

- Theft and Damage: prohibits theft of, misuse of, or harm.
- 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.

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 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 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 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. 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 allegation 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.

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
- *Sexual Assault* — means any nonconsensual sexual act proscribed by federal, tribal, or state law. Including when the victim lacks capacity to consent.
    - Who is or has been in a social relationship of a romantic or intimate nature with the victim
    - Where the existence of such a relationship shall be determined based on a consideration of the following facts:
        - The length of the relationship
        - The type of relationship
        - The frequency of interaction between the persons involved in the relationship
- *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 Walton Campus (770-207-3130), 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 and made available only to those persons providing the treatment.
- Alumni records that contain information about a student after he or she is no longer in attendance at the college, and which do not relate to the person as a student.

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.

Substance Use Support and Education

Athens Technical College is a drug-free campus. ATC Faculty and Staff are concerned about the growing pattern of substance misuse, and the danger drug and alcohol addiction pose to students and their leaning environment. Athens Technical College seeks to provide both education and support to students impacted by substance use issues. ATC provides communication via email to Students, Faculty, and Staff regarding the campus drug use policy, and offers regular programming related to safe drinking practices, harm reduction, and the negative impacts of many substances on individuals and communities. Ind addition, Counseling Coordinators are available to meet with students seeking treatment or intervention for substance use concerns. Referral options include inpatient or outpatient treatment, individual counseling, and support groups.

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

Lindsey Brooker

Counseling Coordinator

Athens Campus- K614B

706-552-0984

lbrooker@athenstech.edu

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, 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, 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 Walton campus 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, Industry, and Technology Division: Applied Technical Management; Automotive Collision Repair; Automotive Technology; Computer Support Specialist; Culinary Arts; Drafting; Early Childhood Care and Education; Electrical Construction Systems Technology; Emerging Technologies; Engineering Technology and Applied Science; Hotel, Restaurant, and Tourism Management; Industrial Systems Technology; Interior Designs; Networking Specialist; Paralegal Studies; Precision Machining and Manufacturing Technology; 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, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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 Fee

See Tuition and Fees

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	3

Subtotal: 3

Mathematics

Students must choose one of the following courses:

MATH 1011	Business Mathematics	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 3

Social Science

Students must choose one of the following courses:

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

Subtotal: 2-3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Accounting Major Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2145	Personal Finance	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
xxxx ####	Occupational Elective	3

Subtotal: 33

Subtotal: 44-45

Total Credit Hours: 44-45

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
MATH 1112	College Trigonometry	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Accounting Major

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial Accounting	3
ACCT 2110	Accounting Simulation	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3
XXXX ####	Open Elective	

Subtotal: 49

**Open Electives must equal 9 credit hours.

Subtotal: 67-68

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	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
COMP 1000	Introduction to Computers	3
FSSE 1000	First Semester Seminar	3

Subtotal: 21

Subtotal: 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	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computers	3

Subtotal: 14

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	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computers	3

Subtotal: 17

Total Credit Hours: 17

Air Conditioning Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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) Students are encouraged to use their own tools but are not required.

Semester Fees

See Tuition and Fees

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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Air Conditioning Technology Major Courses		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4
		Subtotal: 40

Subtotal: 51
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	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

Subtotal: 12

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	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1030	HVACR Electrical Fundamentals	4

Subtotal: 12

Subtotal: 12

Total Credit Hours: 12

Applied Technical Management

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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:

- Develop expertise in a specific technical field.
- Identify and practice management principles.
- Identify and follow good legal practices.
- Apply good accounting and business 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

Semester Fees

See Tuition and Fees

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1

COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3

Completion of Diploma Program

Subtotal: 37

Applied Technical Management Major

ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 2125	Performance Management	3

Subtotal: 13

Legal Course

Students must choose one of the following courses:

ACCT 2140	Legal Environment of Business	3
MKTG 1130	Business Regulations and Compliance	3

Subtotal: 3

Subtotal: 68

Total Credit Hours: 68

Automotive Collision Repair

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The mission of the Automotive Collision Repair program is to provide quality education utilizing state of the art equipment and curriculum. The associate of applied science degree, diploma, technical certificate options prepare the students with the knowledge and ability to start or advance their career in areas such as major collision repair automotive refinishing, and mechanical repair as well as other related areas.

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 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 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

See Tuition and Fees

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students much choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

Electives

Students may choose a course form Area II, Area III, Area EV, or from the following courses:

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3

CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics I Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Automotive Collision Repair Core

ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5
ACRP 1015	Fundamentals of Automotive Welding	4

Subtotal: 17

Automotive Collison Repair Specialization

Major Collision Repair Specialization

ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5

Subtotal: 10

Mechanical/Electrical Helper Specialization (Optional Program Electives)

ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5

Subtotal: 9

Paint and Refinishing Specialization

ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5

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	2
ENGL 1010	Fundamentals of English I	3

MATH 1012	Foundations of Mathematics	3
		Subtotal: 8

College Requirement

COMP 1000	Introduction to Computers	3
FSSE 1000	First Semester Seminar	3
		Subtotal: 6

Automotive Collision Repair Core

ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5
ACRP 1015	Fundamentals of Automotive Welding	4
		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	5
ACRP 2002	Painting and Refinishing Techniques	5
ACRP 2009	Refinishing Internship	2
	OR	
ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5
ACRP 2108	Refinishing Internship I	1
	AND	
ACRP 2109	Refinishing Internship II	1
		Subtotal: 24

Major Collision Repair Specialization

ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5
ACRP 2019	Major Collision Repair Internship	2
	OR	
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5
ACRP 2118	Major Collision Repair Internship I	1
	AND	
ACRP 2119	Major Collision Repair Internship II	1
		Subtotal: 24

Mechanical/Electrical Helper Specialization

ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5
		Subtotal: 9

Subtotal: 43

Total Credit Hours: 43

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	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4

Subtotal: 12

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	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5

Subtotal: 15

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	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5

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	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5
ACRP 1015	Fundamentals of Automotive Welding	4
ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5

Subtotal: 36

Subtotal: 36

Total Credit Hours: 36

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	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5

Subtotal: 13

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	5
ACRP 2002	Painting and Refinishing Techniques	5

Subtotal: 10

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	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5
ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5

Subtotal: 23

Subtotal: 23

Total Credit Hours: 23

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 Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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.

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 PPE (Personal Protective Equipment).
- 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 (COMP 1000-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

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.

Semester Fees

See Tuition and Fees

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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Automotive Fundamentals Major		
AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance	7
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
COMP 1000	Introduction to Computers	3
		Subtotal: 32

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022

Subtotal: 43

Total Credit Hours: 43

AUTOMOTIVE TECHNOLOGY DIPLOMA (MAJOR CODE AT14)

Credential: Diploma
Campus Location: Athens

CURRICULUM OUTLINE

Academic Core

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

Subtotal: 8

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Automotive Technology Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance	7
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
AUTT 2020	Automotive Manual Drivetrain and Axles	4
AUTT 2030	Automatic Transmissions and Transaxles	5
COMP 1000	Introduction to Computers	3

Subtotal: 47

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022
Subtotal: 58

Total Credit Hours: 58

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3

ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1111	Introductory Physics I	3
	AND	
PHYS 1111L	Introductory Physics I Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Automotive Technology Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance	7
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
AUTT 2020	Automotive Manual Drivetrain and Axles	4
AUTT 2030	Automatic Transmissions and Transaxles	5

Subtotal: 44

*Day students must take AUTT 1020

*Night students must take AUTT 1021 and AUTT 1022
Subtotal: 62-63

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	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1060	Automotive Climate Control Systems	5

Subtotal: 14

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 14

Total Credit Hours: 14

AUTOMOTIVE CHASSIS TECHNICIAN TCC (MAJOR CODE: ASG1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Chassis Technician

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

Subtotal: 17

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 17

Total Credit Hours: 17

AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN TCC (MAJOR CODE: AE41)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Electrical/Electronic Systems Technician Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3

Subtotal: 9

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 9

Total Credit Hours: 9

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN TCC (MAJOR CODE: AE51)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Engine Performance Technician Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1040	Automotive Engine Performance	7

Subtotal: 16

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 16

Total Credit Hours: 16

AUTOMOTIVE ENGINE REPAIR TECHNICIAN TCC (MAJOR CODE: AE61)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Engine Repair Technician Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 2010	Automotive Engine Repair	6

Subtotal: 15

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 15

Total Credit Hours: 15

AUTOMOTIVE TRANSMISSION/TRANSAXLE TECHNICIAN TCC (MAJOR CODE: AA71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Automotive Transmission/Transaxle Technician Major

AUTT 1010	Introduction to Automotive Technology	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 2022	Automotive Electrical Systems II	3
AUTT 2020	Automotive Manual Drivetrain and Axles	4
AUTT 2030	Automatic Transmissions and Transaxles	5

Subtotal: 18

Day students must take AUTT 1020.

Night students must take AUTT 1021 and AUTT 1022.

Subtotal: 18

Total Credit Hours: 18

Barbering

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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 Cosmetology and 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. In addition, Barbers 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 schedule workers, as well as keeping business and inventory records, ordering supplies, and marketing.

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 Cosmetology and Barbering.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate an understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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, SDS 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 Cosmetology and 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 Cosmetology and 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 $1000)
- Uniforms (Approximately $100)

Semester Fees

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $750)
- 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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Barbering Major		
BARB 1000	Introduction to Barbering/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3

BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Introduction to Chemical Restructing of Hair	3
BARB 1074	Advanced Chemical Restructuring of Hair	3
BARB 1082	Advanced Haircutting and Styling I	3
BARB 1084	Advanced Haircutting and Styliing II	3
BARB 1090	Structures of Skin, Scalp, Hair, and Facial Treatments	3
BARB 1100	Barbering/Styling Practicum and Internship	3
BARB 1110	Shop Management/Ownership	3

Subtotal: 45

Subtotal: 56

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	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1100	Barbering/Styling Practicum and Internship	3

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, Industry, and Technology Division: Applied Technical Management; Automotive Collision Repair; Automotive Technology; Computer Support Specialist; Culinary Arts; Drafting; Early Childhood Care and Education; Electrical Construction Systems Technology; Emerging Technologies; Engineering Technology and Applied Science; Hotel, Restaurant, and Tourism Management; Industrial Systems Technology; Interior Designs; Networking Specialist; Paralegal Studies; Precision Machining and Manufacturing Technology; 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

A manager is one who supervises others, decides the daily priorities of the business or office, delegates projects, and coordinates teams to meet the goals of the organization. managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly and skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgment.

STUDENT LEARNING OUTCOMES

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

- Planning and decision-making; Establish goals and identify the best course of action for achieving them.
- Staffing: Implement organizational policies and procedures for recruiting, interviewing orienting, training and assessing performance.
- Leading: Apply leadership theories and skills to create a supportive and ethical work environment.
- Organizing: Perform activities to collect and configure resources in order to implement plans effectively and efficiently.
- Controlling: Measure performance and make corrective action to ensure that goals and objectives are accomplished.

Graduates of the diploma program in Business Management will be able to complete the following tasks:

- Planning and decision-making; Establish goals and identify the best course of action for achieving them.
- Staffing: Implement organizational policies and procedures for recruiting, interviewing orienting, training and assessing performance.
- Leading: Apply leadership theories and skills to create a supportive and ethical work environment.
- Organizing: Perform activities to collect and configure resources in order to implement plans effectively and efficiently.
- Controlling: Measure performance and make corrective action to ensure that goals and objectives are accomplished.

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

- Train employees in the skills of good communications.

- Understand restraints of federal regulation upon the employment of workers.
- Implement organizational policies and procedures for recruiting, orienting, training, and assessing staff performance.
- Measure performance and make corrective action to ensure that goals and objectives are accomplished.

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

- Apply leadership skills and theories to create a supportive and ethical work environment.
- Establish goals and identify the best course of action for achieving.
- Assess work performance and formulate employee improvement. plans.
- Give appropriate feedback to workers which reflects their job performance.

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:

- Review organizational mission
- Review organizational goals and objectives
- Establish policies and procedures
- Formalize business plan
- Secure senior management approval
- Manage employees
- Conduct job/staff needs analysis
- Complete the hiring process
- Conduct business unit orientation/onboarding
- Create a positive atmosphere (e.g., wellness, employee recognition, morale)
- Measure work performance
- Monitor fiscal responsibilities
- Analyze financial data
- Provide timely and accurate reporting
- Maximize profit
- Manage performance benchmarks
- Gather benchmark data
- assign benchmark responsibilities
- Establish benchmark timelines
- Adjust for obstacles (e.g., staffing, financial, equipment, performance, supply/demand (economic))
- Planning and decision-making: Establish goals and identify the best course of action for achieving them.
- Staffing: Implement organizational policies and procedures for recruiting, interviewing, orienting, training, and assessing performance.
- Leading: Apply leadership theories and skills to create a supportive and ethical work environment.

- Organizing: Perform activities to collect and configure resources in order to implement plans effectively and efficiently.
- Controlling: Measure performance and make corrective action to ensure that goals and objectives are accomplished.

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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $1,500 for the associate degree program and from $600 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	3
MATH 1011	Business Mathematics	3
	OR	
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
		Subtotal: 8-9
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Business Management Major		
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resources Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
		Subtotal: 34

Electives

Students must choose 2 of the following courses:

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3

MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3

Subtotal: 6

Subtotal: 51-52

Total Credit Hours: 51-52

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

ECON 2106	Microeconomics	3
	OR	
POLS 1101	American Government	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one from the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3

Subtotal: 3

Business Management Major

ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resources Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

Subtotal: 34

Business Management Specializations

Students must select one of the following specializations:

Subtotal: 12

General Management

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

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3

Subtotal: 12

Human Resources Management

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

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3
MGMT 1111	Employee Compensation and Benefits	3
MKTG 1130	Business Regulations and Compliance	3

Subtotal: 12

Small Business

MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
	Students must choose from one of the courses below	
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2210	Project Management	3
MKTG 1100	Principles of Marketing	3

MKTG 2500	Exploring Social Media	3

Subtotal: 12

Social Media

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

Subtotal: 12

Subtotal: 67

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	3
MGMT 2115	Human Resources Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

Subtotal: 12

Options

Students must choose one of the following courses:

MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

Subtotal: 3

Electives

See Advisor or Program Chair for electives

Subtotal: 3

Subtotal: 18

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	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3

Subtotal: 15

Electives

Students must choose one of the following courses:

MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3
MKTG 1130	Business Regulations and Compliance	3

Subtotal: 3

Subtotal: 18

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, Industry and Technology: 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, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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 tasks:

- 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

See Tuition and Fees

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	3
		Subtotal: 3
Academic Core		
		Subtotal: 8-9
Language Arts		
ENGL 1010	Fundamentals of English I	3
		Subtotal: 3
Mathematics		
Students must choose one of the following courses:		
MATH 1011	Business Mathematics	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 3
Social Science		
Students must choose one of the following courses:		
EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3
		Subtotal: 2-3
Business Technology Major		
BUSN 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
COMP 1000	Introduction to Computers	3
		Subtotal: 39
Accounting		
Students must choose one of the following courses:		
ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4
		Subtotal: 4
Spreadsheet Applications		
Students must choose from one of the following courses:		
ACCT 1120	Spreadsheet Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4

Subtotal: 4

Subtotal: 50-51

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	3
ENGL 1102	Literature and Composition	3
	OR	
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Business Technology Major

ACCT 2140	Legal Environment of Business	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3

Subtotal: 41

Accounting

Students must choose one of the following courses:

ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Subtotal: 4

Spreadsheet Applications

Students must choose one of the following courses:

ACCT 1120	Spreadsheet Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4

Subtotal: 4

Subtotal: 67

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	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 2200	Office Accounting	4

Subtotal: 3

Administrative Support Assistant Major

BUSN 1100	Introduction to Keyboarding	3
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4

BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3

Subtotal: 17

Subtotal: 20

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	3-4
COMP 1000	Introduction to Computers	3

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	4
BUSN 1410	Spreadsheet Concepts and Applications	4

Subtotal: 4

Students must select one of the following courses:

MATH 1011	Business Mathematics	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 3

Subtotal: 13

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	3
BUSN 1400	Word Processing Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
COMP 1000	Introduction to Computers	3
FSSE 1000	First Semester Seminar	3

Subtotal: 21

Students must select one of the following courses:

ACCT 1120	Spreadsheet Applications	4

BUSN 1410	Spreadsheet Concepts and Applications	4

Subtotal: 4

Subtotal: 25

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	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computers	3

Subtotal: 14

Subtotal: 14

Total Credit Hours: 14

Commercial Truck Driving

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The mission of the Commercial Truck Driving program is to prepare students to pass the Class A or Class B 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 backing skills 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

See Tuition and Fees

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.
- Require CLP's prior to acceptance into the program.
- 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 (cannot be over 30 days old prior to start of class).
- 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 1021 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	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
CTDL 1031	Combination Vehicle Advanced Operations	3

Subtotal: 9

Subtotal: 9

Total Credit Hours: 9-10

Computer Support Specialist

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The Computer Support Specialist program is designed to facilitate workplace success by providing students with an understanding of computer hardware and software; 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:

- Ability to maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals.
- Ability to document, maintain, upgrade or replace hardware and software systems.
- Ability to prioritize tasks and work quickly.
- Assure quality of work through development and implementation of quality assurance procedures and standards.
- Highly develop written and verbal and online communication skills.

Graduates of the diploma program in Computer Support Specialist will be able to complete the following task

- Ability to maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals.
- Ability to document, maintain, upgrade or replace hardware and software systems.
- Ability to prioritize tasks and work quickly.
- Assure quality of work through development and implementation of quality assurance procedures and standards.
- Highly develop written and verbal and online communication skills.

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.
- Develop advanced methods of troubleshooting.

- Solve problems individually and in a team environment.

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.
- Develop advanced methods of troubleshooting.
- Solve problems individually and in a team environment.

Graduates of the certificate program in Help Desk Specialist will be able to complete the following tasks:

- Provide technical Helpdesk support via telephone, remotely, online, and face-to-face.
- Ability to resolve issues at the time of contact or escalate the issue in accordance with procedures for additional support.
- Strong organizational skills and the ability to work independently.
- Strong customer service skills
- Highly developed written and verbal and online communication skills.

Graduates of the certificate program in MicroSoft Excel Application Specialist will be able to complete the following tasks:

- Advanced Spreadsheet Concepts
- Development of Macros
- Data Integration Concepts
- Spreadsheet Creation

Graduates of the certificate program in PC Repair and Network Technician will be able to complete the following tasks:

- Ability to maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals.
- Ability to document, maintain, upgrade or replace hardware and software systems.
- Ability to prioritize tasks and work quickly.
- Highly developed written and verbal and online communication skills.

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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $4,000 for the associate degree program, $3,000 for the diploma program, $700 for the CompTIA A+ Certification program, $1,200 to $1,500 depending on the elective courses chose in the CompTIA A+ Certified Technical Preparation program, $1,000 to $1,900 depending on the elective courses chosen in the Help Desk Specialist program, $1,068 to $1,300 depending on the elective courses chosen in the Microsoft Excel Application Specialist program, and $1,350 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	3

Subtotal: 3

Academic Core

Subtotal: 8

EMPL 1000	Interpersonal Relations and Professional Development	2

ENGL 1010	Fundamentals of English I	3

Subtotal: 5

Students must choose one of the following courses:

MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Subtotal: 3

Computer Support Specialist Major

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
COMP 1000	Introduction to Computers	3

Subtotal: 32

Productivity Application Course

Students must choose one of the following courses:

CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Computer Database Techniques	4

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:

CIST 1510	Web Development I	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Computer Database Techniques	4
CIST 2130	Desktop Support Concepts	3
CIST 2311	Visual Basic I	4
CIST 2411	Microsoft Client	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2602	Network Security	4
CIST 2751	Game Development I	3
CIST 2752	Game Development II	3
xxxx	EMTX	

Subtotal: 9

Students must pass all CIST, COMP, and Computer Support Specialist Elective courses with grades of C or higher.
Subtotal: 55-56

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	3

Subtotal: 3

Area II: Social and Behavioral Science

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	

CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Computer Support Specialist Major

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
COMP 1000	Introduction to Computers	3

Subtotal: 32

Productivity Application Course

Students must choose one of the following courses:

CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Computer Database Techniques	4

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:

CIST 1510	Web Development I	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3

CIST 2129	Computer Database Techniques	4
CIST 2130	Desktop Support Concepts	3
CIST 2311	Visual Basic I	4
CIST 2411	Microsoft Client	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2602	Network Security	4
CIST 2751	Game Development I	3
CIST 2752	Game Development II	3
xxxx	EMTX	

Subtotal: 9

Students must pass all CIST, COMP, and Computer Support Specialist Electives courses (excluding General Education electives) with grades of C or higher.

Subtotal: 62-64

Total Credit Hours: 62-64

COMPTIA A+ CERTIFICATION PREPARATION TCC (MAJOR CODE: CA61)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

CompTIA A+ Certification Preparation Major

CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
COMP 1000	Introduction to Computers	3

Subtotal: 10

Students must pass all courses with grades of C or higher.
Subtotal: 10

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	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
COMP 1000	Introduction to Computers	3

Subtotal: 14

Electives

Students must choose one of the following courses:

CIST 1401	Computer Networking Fundamentals	4
CIST 2411	Microsoft Client	4

Subtotal: 4

Students must pass all courses with grades of C or higher.
Subtotal: 18

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	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 2130	Desktop Support Concepts	3
COMP 1000	Introduction to Computers	3

Subtotal: 21

Electives

Students must choose one of the following courses:

CIST 2411	Microsoft Client	4
CIST 2129	Computer Database Techniques	4
FSSE 1000	First Semester Seminar	3

Subtotal: 4

Students must pass all courses with grades of C or higher.
Subtotal: 25

Total Credit Hours: 25

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	3
COMP 1000	Introduction to Computers	3

Subtotal: 6

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

Electives

Students must choose one of the following courses:

CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	4
CIST 2129	Computer Database Techniques	4
CIST 2130	Desktop Support Concepts	3
CIST 2311	Visual Basic I	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2602	Network Security	4
CIST 2921	IT Analysis, Design, and Project Management	4

Subtotal: 3

Students must pass all courses with grades of C or higher.
Subtotal: 9

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	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
COMP 1000	Introduction to Computers	3

Subtotal: 18

Students must pass all courses with grades of C or higher.
Subtotal: 18

Total Credit Hours: 18

Consumer Economics

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The Consumer Economics associate degree program provides students with courses that meet the requirements for many four-year college transfer programs through general education and major course offerings. This program provides students with opportunities to customize course work to a variety of fields, enabling students to concentrate their studies on areas aligning with future career goals.

PROGRAM DESCRIPTION

The Consumer Economics degree program provides students with courses that meet the requirements of many four-year college transfer programs through general education and major course offerings. This program offers students an opportunity to customize course work for a variety of fields, enabling students to concentrate their studies on areas aligning with future career goals. Previous students have gone on to pursue careers in economics, business and finance, journalism, engineering, and more.

The associate of science degree program in Consumer Economics is ideal for students wishing to transfer to for students wishing to transfer to a four-year institution upon completing the program. Students learn how consumers' and producers' behaviors are impacted by a variety of factors. Students learn how data can be used to prove or disprove theories and opinions. Graduates of the program receive an associate of science degree in Consumer Economics from Athens Technical College.

STUDENT LEARNING OUTCOMES

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

- Apply mathematical and quantitative skills to solving problems associated with the economy and finance.
- 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 effective written 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. 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

See Tuition and Fees

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	3
ENGL 1102	Literature and Composition	3

Subtotal: 6

Area II: Social and Behavioral Sciences

POLS 1101	American Government	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3

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 to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3

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	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Subtotal: 13

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

BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics I	3
	AND	
PHYS 1111L	Introductory Physics I Lab	1

Subtotal: 4

Area IV: Humanities and Fine Arts

Students must choose two of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
THEA 1101	Theater Appreciation	3

Subtotal: 6

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Consumer Economics Major

HACE 2000	Introduction to Family and Consumer Sciences	1

HACE 2100	Family Economic Issues through the Life Course	3

Subtotal: 4

Electives

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

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
BIOL 2113	Anatomy and Physiology I	3
	AND	
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
	AND	
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
	AND	
BIOL 2117L	Introductory Microbiology Lab	1
MATH 1112	College Trigonometry	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SPCH 1101	Public Speaking	3

Subtotal: 12

Subtotal: 66

Total Credit Hours: 66

Cosmetology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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

Cosmetology is the art and science beautifying the hair, skin, and nails. A cosmetologist demonstrates expertise in applying cosmetic procedures, treatments to beautify one's outer appearance, along with implementing cosmetic services to people's hair, skin, and nails. Specific disciplines in cosmetology include hairstyling (haircutting and coloring), esthetics (skin care), and nail care (manicures and pedicures).

Cosmetologists who operate their won salons have managerial duties that may include hiring and supervising workers, as well as keeping business and inventory records, ordering supplies, and marketing.

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 and Barbering.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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 Barbering.

- Demonstrate management skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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 and Barbering.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

Graduates of the certificate program in Salon and Spa Support Specialists 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.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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, SDS 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 and 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 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 client'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 Barbering.
- 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 $1,100 for the Cosmetology program, $500 for the Esthetician program, and $500 for the Salon and Spa Support Specialists 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 Salon and Spa Support Specialists programs)
- Professional Beauty Association membership fee ($20)
- Cosmetology skin kit ($150)

- Cosmetology nail kit ($250)

Semester Fees

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $750 for the Cosmetology program, $600 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 ($50 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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- Proof of legal presence in the United States.

Students gain admission to cosmetology program each semester. Due to 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 Salon and Spa Support Specialist certificate program is specifically for dual enrollment students.

COSMETOLOGY DIPLOMA (MAJOR CODE: CO12)

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

CURRICULUM OUTLINE

Academic Core

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

Subtotal: 8

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Cosmetology Major

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3

COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1120	Salon Management	3
COSM 1115	Hair Services Practicum IV	2
COSM 1125	Skin and Nail Care Practicum	2

Subtotal: 44

Subtotal: 55

Total Credit Hours: 55

HAIR DESIGNER TCC (MAJOR CODE: HD21)

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

CURRICULUM OUTLINE

Hair Designers Major

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
FSSE 1000	First Semester Seminar	3

Subtotal: 39

SALON AND SPA SUPPORT SPECIALIST TCC (MAJOR CODE: ST11)

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

CURRICULUM OUTLINE

Shampoo Technician Major

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	3
COSM 1040	Styling	3
COSM 1120	Salon Management	3

Subtotal: 13

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.
- Demonstrate and understanding of the required soft skills: Time management, communication, adaptability, integrity, customer service, networking, social skills, problem-solving, and active listening.

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, SDS 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 and 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 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 $500 for the Salon and Spa Support Specialist 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 Salon and Spa Support Specialists programs)
- Professional Beauty Association membership 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 for the Cosmetology program, $600 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 ($50 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	3
ESTH 1000	Introduction to Esthetics	3
ESTH 1010	Anatomy and Physiology of the Skin	3
ESTH 1020	Skin Care Procedures	4
ESTH 1030	Electricity and Facial Treatments with Machines	5
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory and Makeup	4
ESTH 1060	Esthetics Practicum I	4
ESTH 1070	Esthetics Practicum II	4
FSSE 1000	First Semester Seminar	3

Subtotal: 36

Culinary Arts

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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

- Pastry Kit (Approximately $310 for the Baking and Pastry Specialist program)

Semester Fees

See Tuition and Fees

Throughout the Program

- Knife Kit
- Uniforms (First uniform-$654.53; Second uniform-$193.24)

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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- 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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 8

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Culinary Arts Major

COMP 1000	Introduction to Computers	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3

CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1370	Culinary Nutrition and Menu Development	3
CUUL 2130	Culinary Practicum	6
CUUL 2160	Contemporary Cuisine	4
CUUL 2190	Principles of Culinary Leadership	3
	OR	
MGMT 1115	Leadership	3

Subtotal: 47

Subtotal: 58

Total Credit Hours: 58

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3

MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Culinary Arts Major

COMP 1000	Introduction to Computers	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1370	Culinary Nutrition and Menu Development	3
CUUL 2130	Culinary Practicum	6
CUUL 2160	Contemporary Cuisine	4
	OR	
MGMT 1115	Leadership	3
CUUL 2190	Principles of Culinary Leadership	3

Subtotal: 44

Culinary Electives any CUUL, HRTM courses: 6 hour credit

Electives

Students must choose one course from the following list:

CUUL 2250	Advanced Baking Principles	6
HRTM XXXX	Elective	3

Subtotal: 3

Subtotal: 68-69

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	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1220	Baking Principles	5
CUUL 1370	Culinary Nutrition and Menu Development	3
CUUL 2250	Advanced Baking Principles	6
FSSE 1000	First Semester Seminar	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 28

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	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 2160	Contemporary Cuisine	4
FSSE 1000	First Semester Seminar	3

Subtotal: 28

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	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1170	Introduction to Culinary Nutrition	3
CUUL 1370	Culinary Nutrition and Menu Development	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Subtotal: 16

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	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
CUUL 1129	Fundamentals of Restaurant Operations	4

Subtotal: 16

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	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3

Subtotal: 12

Subtotal: 12

Total Credit Hours: 12

Diesel Equipment Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

See Tuition and Fees

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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 8

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Diesel Equipment Technology Major

COMP 1000	Introduction to Computers	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventive Maintenance	5
DIET 1030	Diesel Engines	6
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 1050	Diesel Equipment Technology Internship	4
DIET 2000	Truck Steering and Suspension Systems	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

Subtotal: 43

Students must choose from one of the following Specializations

Medium/Heavy Truck Specialization

DIET 2000	Truck Steering and Suspension Systems	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

Subtotal: 12

Heavy Equipment Specialization

DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off-road Drivelines	6

Subtotal: 12

Subtotal: 78

Total Credit Hours: 66

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	3
DIET 1010	Diesel Electrical and Electronic Systems	7

Subtotal: 10

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	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1030	Diesel Engines	6

Subtotal: 16

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	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

Subtotal: 23

Subtotal: 23

Total Credit Hours: 23

HEAVY DIESEL SERVICE TECHNICIAN TCC (MAJOR CODE: HD31)

Credential: Certificate
Campus Location: Elbert

CURRICULUM OUTLINE

Heavy Diesel Service Technician Major

Subtotal: 31-32

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1030	Diesel Engines	6
DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off-road Drivelines	6

Subtotal: 28

Students must choose one of the following courses:

DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 1050	Diesel Equipment Technology Internship	4

Subtotal: 3-4

Subtotal: 31-32

Total Credit Hours: 31-32

Drafting Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

See Tuition and Fees

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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Drafting Technology Core		
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4

DFTG 1015	Practical Mathematics for Drafting Technology	3

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	4
DFTG 1107	Advanced Dimensioning and Sectional Views	4
DFTG 1109	Auxiliary Views and Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4

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	4
DFTG 2020	Visualization and Graphics	3
DFTG 2030	Advanced 3-D Modeling Architectural	4
DFTG 2040	Advanced 3-D Modeling	4
DFTG 2110	Print Reading I	2
DFTG 2120	Blueprint Reading for Architecture	3
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Technology Practicum/Internship III	3
DFTG 2400	Drafting Technology Practicum/Internship IV	4
DFTG 2500	Drafting Technology Exit Review	3
DFTG 2600	Drafting Technology Practicum/Internship VI	6

Subtotal: 4

Architectural Drafting Specialization

Subtotal: 24

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3-D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 1131	Residential Drawing II	4
DFTG 1133	Commercial Drawing I	4

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	4
DFTG 2020	Visualization and Graphics	3

DFTG 2030	Advanced 3-D Modeling Architectural	4
DFTG 2040	Advanced 3-D Modeling	4
DFTG 2110	Print Reading I	2
DFTG 2120	Blueprint Reading for Architecture	3
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Technology Practicum/Internship III	3
DFTG 2400	Drafting Technology Practicum/Internship IV	4
DFTG 2500	Drafting Technology Exit Review	3
DFTG 2600	Drafting Technology Practicum/Internship VI	6

Subtotal: 4

Subtotal: 46

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose two of the following courses:

MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4

Subtotal: 6-7

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3

ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Drafting Technology Core

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4

Subtotal: 8

Drafting Technology Specialization

Students must choose one of the following specializations:

Mechanical Drafting Specialization

DFTG 1105	3-D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning and Sectional Views	4
DFTG 1109	Auxiliary Views and Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4

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	4
DFTG 2020	Visualization and Graphics	3
DFTG 2030	Advanced 3-D Modeling Architectural	4
DFTG 2040	Advanced 3-D Modeling	4
DFTG 2110	Print Reading I	2
DFTG 2120	Blueprint Reading for Architecture	3
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Technology Practicum/Internship III	3
DFTG 2400	Drafting Technology Practicum/Internship IV	4
DFTG 2500	Drafting Technology Exit Review	3
DFTG 2600	Drafting Technology Practicum/Internship VI	6

Subtotal: 14

Architectural Drafting Specialization

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3-D Modeling	4
DFTG 1129	Residential Drawing I	4

DFTG 1131	Residential Drawing II	4
DFTG 1133	Commercial Drawing I	4

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	4
DFTG 2020	Visualization and Graphics	3
DFTG 2030	Advanced 3-D Modeling Architectural	4
DFTG 2040	Advanced 3-D Modeling	4
DFTG 2110	Print Reading I	2
DFTG 2120	Blueprint Reading for Architecture	3
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Technology Practicum/Internship III	3
DFTG 2400	Drafting Technology Practicum/Internship IV	4
DFTG 2500	Drafting Technology Exit Review	3
DFTG 2600	Drafting Technology Practicum/Internship VI	6

Subtotal: 14

Subtotal: 60-61

Total Credit Hours: 60-61

ADVANCED CAD TECHNICIAN TCC (MAJOR CODE: AC51)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Advanced CAD Technician Major

Subtotal: 11

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4

Subtotal: 8

Students must choose one of the following courses:

DFTG 1015	Practical Mathematics for Drafting Technology	3
FSSE 1000	First Semester Seminar	3
MATH 1013	Algebraic Concepts	3

Subtotal: 3

Advanced CAD Technician Specialization

Students must choose one of the following specializations:

Subtotal: 20

Mechanical Drafting Specialization

DFTG 1105	3-D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning and Sectional Views	4
DFTG 1109	Auxiliary Views and Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4

Subtotal: 20

Architectural Drafting Specialization

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3-D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 1131	Residential Drawing II	4
DFTG 1133	Commercial Drawing I	4

Subtotal: 20

Subtotal: 31

Total Credit Hours: 31

AUTOCAD USER TCC (MAJOR CODE: AU11)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

AutoCAD User Major

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4
DFTG 1127	Architectural 3-D Modeling	4
XXXX ####	Occupational Elective	9

Subtotal: 21

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

Subtotal: 21

Total Credit Hours: 21

CAD OPERATOR TCC (MAJOR CODE: CP41)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

CAD Operator Major

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4
FSSE 1000	First Semester Seminar	3

Subtotal: 11

CAD Operator Specializations

Students must choose one of the following specializations.

Subtotal: 12

Architectural Drafting Specialization

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3-D Modeling	4
DFTG 1129	Residential Drawing I	4

Subtotal: 12

Mechanical Drafting Specialization

DFTG 1105	3-D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning and Sectional Views	4
DFTG 1109	Auxiliary Views and Surface Development	4

Subtotal: 12

Subtotal: 23

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	4
DFTG 1109	Auxiliary Views and Surface Development	4
XXXX ####	Occupational Elective	9

Subtotal: 17

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

Subtotal: 17

Total Credit Hours: 17

DRAFTING AIDE TCC (MAJOR CODE: DA41)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Drafting Aide Major

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview and Basic Dimensioning	4
DFTG 1107	Advanced Dimensioning and Sectional Views	4

Subtotal: 12

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	4
DFTG 1103	Multiview and Basic Dimensioning	4
xxxx ####	Occupational Elective	3

Subtotal: 11

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

Subtotal: 11

Total Credit Hours: 11

Early Childhood Care and Education

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The mission of the Early Childhood Care and Education program is to provide students with a combination of child development theory and practical applications necessary for successful employment 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.
- Define ways teachers can promote and protect the health and safety of young children.
- Apply their knowledge and skills to plan a developmentally appropriate curriculum that is based upon observational data, professionally defined standards, research, and theories including 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.
- Define ways teachers can promote and protect the health and safety of young children.
- Apply their knowledge and skills to plan a developmentally appropriate curriculum that is based upon observational data, professionally defined standards, research, and theories including 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 a 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

See Tuition and Fees

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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- 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	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 6

Students must choose one of the following courses:

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

Subtotal: 2-3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Early Childhood Care and Education Major

COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2245	Early Childhood Care and Education Internship I	6

Subtotal: 39

Students must pass ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1112, ECCE 1121, ECCE 2201, 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)

Subtotal: 50-51

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	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Early Childhood Care and Education Major

COMP 1000	Introduction to Computers	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3

ECCE 2116	Math and Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2245	Early Childhood Care and Education Internship I	6

Subtotal: 42

Major Requirement

ECCE 2246	Early Childhood Care and Education Internship II OR General Education Electives	6

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, ECCE 1103, ECCE 1105, ECCE 1112, ECCE 1121, ECCE 2201, and ECCE 2245 with grades 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	3
ECCE 2312	Paraprofessional Roles and Practices OR	3
ECCE 2360	Classroom Strategies for Exceptional Children AND	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

Subtotal: 6

Subtotal: 72

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	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3

Subtotal: 9

Students must pass all courses with grades of C or higher.
Subtotal: 9
Total Credit Hours: 9

Early College Essentials

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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 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

See Tuition and Fees

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

CURRICULUM OUTLINE

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3

Subtotal: 3

Students must select 15-16 credit hours from the following courses:

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
BIOL 2107	Biological Principles I	3
	AND	
BIOL 2107L	Biological Principles I Lab	1

BIOL 2113	Anatomy and Physiology I	3
	AND	
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
	AND	
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
	AND	
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND8	
CHEM 1212L	Chemistry II Lab	1
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
HUMN 1101	Introduction to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
PHYS 1110	Conceptual Physics	3
	AND9	
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics I	3
	AND10	
PHYS 1111L	Introductory Physics I Lab	1
PHYS 1112	Introductory Physics II	3
	AND11	
PHYS 1112L	Introductory Physics II Lab	1
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

SPCH 1101	Public Speaking	3

Subtotal: 15-16

Subtotal: 3

Total Credit Hours: 18-19

Electrical Construction Systems Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

See Tuition and Fees

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

CURRICULUM OUTLINE

Academic Core

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

Subtotal: 6

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Electrical Construction Systems Technology Major

ELTR 1040	DC Theory	4
ELTR 1070	AC Theory	4
ELTR 1100	Residential Wiring Concepts I	4
ELTR 1105	Residential Wiring Concepts II	4
ELTR 1115	Prints, Plans, and Construction Basics	4
ELTR 1125	Commercial and Industrial Wiring	4
ELTR 1135	Electrical Conduit and Raceways	4
ELTR 1150	Interpreting the National Electrical Code	5
ELTR 1225	Industrial Controls I	4
EMPL 1000	Interpersonal Relations and Professional Development	2

Subtotal: 39

Subtotal: 48

Total Credit Hours: 48

ELECTRICAL CONSTRUCTION SYSTEMS TECHNOLOGY ASSOCIATE DEGREE (MAJOR CODE: ECS3)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3

SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Electrical Systems Technology Major

ELTR 1040	DC Theory	4
ELTR 1070	AC Theory	4
ELTR 1100	Residential Wiring Concepts I	4
ELTR 1105	Residential Wiring Concepts II	4
ELTR 1115	Prints, Plans, and Construction Basics	4
ELTR 1125	Commercial and Industrial Wiring	4
ELTR 1135	Electrical Conduit and Raceways	4
ELTR 1150	Interpreting the National Electrical Code	5
	OR	
ELTR 1525	Photovoltaic Systems	5
ELTR 1220	Industrial PLCs	4
ELTR 1225	Industrial Controls I	4
ELTR 1235	Industrial Controls II	4
ELTR 1255	Electric Motor Characteristics	4

Subtotal: 49

Subtotal: 67-68

Total Credit Hours: 67-68

BASIC ELECTRICIAN TCC (MAJOR CODE: BE51)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Basic Electrician Major

ELTR 1040	DC Theory	4
ELTR 1070	AC Theory	4
MATH 1012	Foundations of Mathematics	3

Subtotal: 11

Subtotal: 11

Total Credit Hours: 11

COMMERCIAL ELECTRICAL TECHNICIAN TCC (MAJOR CODE: CE21)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Commercial Electrical Technician Major

ELTR 1150	Interpreting the National Electrical Code	5
ELTR 1125	Commercial and Industrial Wiring	4
ELTR 1135	Electrical Conduit and Raceways	4

Subtotal: 13

Subtotal: 13

Total Credit Hours: 13

INDUSTRIAL CONTROLS TECHNICIAN TCC (MAJOR IF71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Industrial Controls Technician Major

ELTR 1220	Industrial PLCs	4
ELTR 1225	Industrial Controls I	4
ELTR 1235	Industrial Controls II	4
ELTR 1255	Electric Motor Characteristics	4

Subtotal: 16

Subtotal: 16

Total Credit Hours: 16

PHOTOVOLTAIC SYSTEMS TECHNICIAN TCC (MAJOR CODE: PE71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Photovoltaic Systems Technician Major

ELTR 1040	DC Theory	4
ELTR 1100	Residential Wiring Concepts I	4
ELTR 1115	Prints, Plans, and Construction Basics	4
ELTR 1525	Photovoltaic Systems	5

Subtotal: 17

Subtotal: 17

Total Credit Hours: 17

RESIDENTIAL ELECTRICAL TECHNICIAN TCC (MAJOR CODE: RE21)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Residential Electrical Technician Major

ELTR 1100	Residential Wiring Concepts I	4
ELTR 1105	Residential Wiring Concepts II	4
ELTR 1115	Prints, Plans, and Construction Basics	4
ENGL 1010	Fundamentals of English I	3

Subtotal: 15

Subtotal: 15

Total Credit Hours: 15

Emerging Technologies

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

Graduates of the technical certificate program in Mobile Security Technician will be able to complete the following tasks:

- Understand an Emerging Technical problem and apply different types of Emerging Technology to asset Law Enforcement, Government, and other Public Service sectors to solve that problem.
- Discuss the ethics of using Emerging Technologies in their chose professional field and discuss the benefits and consequences of using Emerging Technologies.
- Use a small Unmanned Aerial Vehicle, take different types of media with the UAV, and be able to interpret the data in real time.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate critical thinking in problem solving, research methods and the ability to present conclusions effectively, both orally and in writing.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate program in Personal Robotics will be able to complete the following tasks:

- Understand an emerging technical problem and apply different types of personal robots to solve problems in the business, medical, manufacturing, and government institutions.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Identify the parts of a personal robot, diagnose issues that robot may be experiencing, and then fix the robot.
- Demonstrate critical thinking in problem solving, research methods and the ability to present conclusions effectively, both orally and in writing.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate program in Personal Robotics will be able to complete the following tasks:

- Program in Python and Arduino
- Code/program interactive web content with current and emerging tools and technology to include application program interfaces real and virtual work safety, authentication, and cybersecurity.
- Demonstrate appropriate interpersonal skills by working effectively in teams.
- Demonstrate critical thinking in problem solving, research methods, and the ability to present conclusions effectively, both orally and in writing.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the technical certificate program in Video Game Design Specialist will be able to complete the following tasks:

- Understand an emerging technical problem and apply different types of emerging technology to assist law enforcement, government, the game industry, and other public service sectors to solve that problem.
- Discuss the ethics of using emerging technologies in their chosen professional field and discuss the benefits and consequences of using emerging technologies.
- Demonstrate critical thinking in problem solving, research methods, and the ability to present conclusions effectively, both orally and in writing.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the Workplace.,
- Discuss video game design, create a basic storyboard of a game, and create a prototype of that game.
- Program an introductory level of their video game with sound, graphics, and playability.

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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $2,800 or less 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	3
ENGL 1102	Literature and Composition	3

Subtotal: 6

Area II: Social and Behavioral Sciences

Students must choose two of the following courses:

HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4

Subtotal: 3-4

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Emerging Technologies Major

CIST 1001	Computer Concepts	4
EMTX 1000	Tech-Driven Problem Solving	4
EMTX 1101	Microprocessors, Programming, and Mobile Units	4
EMTX 1201	Introduction to Personal Robotics	4
EMTX 2010	Introduction to Wearable Computing and Augmented Reality	4
EMTX 2020	UAV in Sports and Security Photography	4
EMTX 2030	Ethics in the Application of Emerging Technologies	4
EMTX 2101	Advanced Programming and Mobile Units	4
EMTX 2201	Advanced Personal Robotics	4
EMTX 2500	Internship/Capstone Course	4

Subtotal: 40

Subtotal: 61-62

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	4
EMTX 1000	Tech-Driven Problem Solving	4
EMTX 1101	Microprocessors, Programming, and Mobile Units	4

EMTX 2101	Advanced Programming and Mobile Units	4

Subtotal: 16

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	4
EMTX 2010	Introduction to Wearable Computing and Augmented Reality	4
EMTX 2020	UAV in Sports and Security Photography	4
EMTX 2030	Ethics in the Application of Emerging Technologies	4

Subtotal: 16

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	4
EMTX 1000	Tech-Driven Problem Solving	4
EMTX 1201	Introduction to Personal Robotics	4
EMTX 2201	Advanced Personal Robotics	4

Subtotal: 16

Subtotal: 16

VIDEO GAME DESIGN SPECIALIST TCC (MAJOR CODE: VGD1)

Credential: Certificate
Campus Location: Athens and Athens Community Career Academy

CURRICULUM OUTLINE

Video Game Design Specialist Major

CIST 2751	Game Development I	3
CIST 2752	Game Development II	3
EMTX 1000	Tech-Driven Problem Solving	4
EMTX 2010	Introduction to Wearable Computing and Augmented Reality	4

Subtotal: 14

Subtotal: 14
Total Credit Hours: 14

Engineering Technology and Applied Science

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The mission of the Engineering Technology and Applied Science 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.

Electrical engineering technicians have knowledge of electrical, digital, and electronic circuits. They install, troubleshoot, repair, and upgrade electronic and digital devices including microcontroller, microprocessors, digital signal processing devices and computer programming of electrical and electronic equipment.

Environmental Engineering Technology graduates work in a variety of settings, including environmental consulting firms where environmental sampling and testing are conducted on the natural environment, land planning firms where the environmental impact of development is assessed, and corporations where environmental compliance and impact needs to be monitored.

Civil Engineering Technology graduates can work in civil engineering and land planning firms to help design, draft, and manage infrastructure projects such as water distribution, wastewater collection, Transportation, and site design. Daily tasks can include land surveying computer-aided design (CAD) work, erosion control planning and construction observation.

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

See Tuition and Fees

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 II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose two of the following:

MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4

Subtotal: 6-7

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Engineering Technology and Applied Science Major

ENGL 1105	Workplace and Technical Communications	3
ENGT 1000	Introduction to Engineering Technology	3
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics I Lab	1

Subtotal: 10

Drafting Option

Students must choose one of the following courses:

DFTG 1101	CAD Fundamentals	4
DFTG 1105	3-D Mechanical Modeling	4
DFTG 2010	Engineering Graphics	4

Subtotal: 4

Engineering Technology and Applied Science Specialization

Students must choose one of the four specializations as listed below:

Electromechanically and Manufacturing Engineering Specialization

ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 2101	Circuit Analysis II	4
ECET 2120	Electronic Circuits I	4
EMET 2140	PLC Programming and Structure I	3
EMET 2160	Manufacturing Systems and Design	4
EMET 2170	Quality Management for Manufacturing	3
ENGT 2500	Engineering Internship	3

Subtotal: 29

Electromechanical and Manufacturing Engineering Specialization Electives

Students must choose two courses from the following:

CETC 1121	Hydraulics and Fluid Mechanics	3
CETC 2000	Engineering Economics and Management	3
ECET 1191	Computer Programming Fundamentals	3
ECET 2110	Digital Systems II	4
ECET 2220	Electronic Circuits II	4
EMET 2121	Electromechanical Instrumentation and Sensors	3
EMET 2141	PLC Programming and Structure II	3
MEGT 1010	Manufacturing Processes	3
MEGT 2020	Engineering Materials	4
MEGT 2090	Machine Design	4
MEGT 2260	Fluid Power	3

Subtotal: 6-8

Electrical Engineering Specialization

ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 1191	Computer Programming Fundamentals	3
ECET 2101	Circuit Analysis II	4
ECET 2110	Digital Systems II	4
ECET 2120	Electronic Circuits I	4
ECET 2220	Electronic Circuits II	4
ENGT 2500	Engineering Internship	3

Subtotal: 30

Electrical Engineering Specialization Electives

Students must choose two courses from the following:

CETC 1121	Hydraulics and Fluid Mechanics	3

CETC 2000	Engineering Economics and Management	3
EMET 2121	Electromechanical Instrumentation and Sensors	3
EMET 2140	PLC Programming and Structure I	3
EMET 2141	PLC Programming and Structure II	3
EMET 2170	Quality Management for Manufacturing	3
MEGT 1010	Manufacturing Processes	3
MEGT 2020	Engineering Materials	4
MEGT 2090	Machine Design	4
MEGT 2260	Fluid Power	3

Subtotal: 6-8

Environmental Engineering Specialization

CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
ENGT 2500	Engineering Internship	3
ESCI 1050	Environmental Engineering I	3
ESCI 1110	Soil Mechanics	3
ESCI 1180	Applied Surveying	4
ESCI 2000	Watershed Hydrology	3
ESCI 2040	Environmental Engineering II	3
ESCI 2150	Stormwater and Erosion Control	4
GIFS 1101	Introduction to Geographic Information Systems	4

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	3
CETC 2000	Engineering Economics and Management	3
CHEM 1212	Chemistry II AND	3
CHEM 1212L	Chemistry II Lab	1
CHEM 2300	Quantitative Analysis AND	3
CHEM 2300L	Quantitative Analysis Lab	2
ESCI 1150	Water Treatment Processes and Distribution Systems	4
ESCI 1160	Introduction to Wastewater Treatment	4
ESCI 1200	Fundamentals of Ecology	3
ESCI 2050	Construction Plans, Estimates, and Records	3
ESCI 2140	Environmental Impact Analysis	4

Subtotal: 6-8

Civil Engineering Specialization

CETC 1114	Intermediate Computer Aided Design	4
CETC 1121	Hydraulics and Fluid Mechanics	3
CETC 2000	Engineering Economics and Management	3

ENGT 2500	Engineering Internship	3
ESCI 1110	Soil Mechanics	3
ESCI 1180	Applied Surveying	4
ESCI 2000	Watershed Hydrology	3
ESCI 2150	Stormwater and Erosion Control	4
GIFS 1101	Introduction to Geographic Information Systems	4

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	3
CHEM 1211L	Chemistry I Lab	1
ESCI 1050	Environmental Engineering I	3
ESCI 1150	Water Treatment Processes and Distribution Systems	4
ESCI 1160	Introduction to Wastewater Treatment	4
ESCI 2050	Construction Plans, Estimates, and Records	3

Subtotal: 6-8

Subtotal: 67-71

Total Credit Hours: 67-71

ENGINEERING TECHNOLOGY BASICS TCC (MAJOR CODE: EBT1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Engineering Technology Basics

Subtotal: 16

ENGL 1101	Composition and Rhetoric	3
ENGT 1000	Introduction to Engineering Technology	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 12

Students must choose one of the following courses:

DFTG 1101	CAD Fundamentals	4
DFTG 2010	Engineering Graphics	4

Subtotal: 4

Engineering Options

Students must selection one of the following options:

Subtotal: 4

Biology Option

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1

Subtotal: 4

Chemistry Option

CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1

Subtotal: 4

Circuits Option

ECET 1101	Circuit Analysis I	4

Subtotal: 4

Geographic Information Systems Option

GIFS 1101	Introduction to Geographic Information Systems	4

Subtotal: 4

Physics Option

PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics I Lab	1

Subtotal: 4

Subtotal: 20

Total Credit Hours: 20

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	4
ESCI 2000	Watershed Hydrology	3
ESCI 2150	Stormwater and Erosion Control	4
GIFS 1101	Introduction to Geographic Information Systems	4
MATH 1013	Algebraic Concepts	3

Subtotal: 18

Subtotal: 18

Total Credit Hours: 18

Hotel, Restaurant, and Tourism Management

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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.

STUDENT LEARNING OUTCOMES

Graduates of the associate degree program in Hotel, Restaurant, and Tourism Management will be able to complete the following tasks:

- Graduates will be able to demonstrate interaction with guests in a professional manner.
- Graduates will be able to discuss the organizational structure and responsibilities of managers in a variety of hospitality enterprises.
- Graduates will be able to discuss the economic impact of the hospitality industry.
- Graduates will be able to trace the flow of communication, information, and customer service in hospitality enterprises.
- Graduates will be able to interpret profit and loss statements and other financial documents used in operations.
- Graduates will be able to explain the relationships between sound human resources policies (hiring, supervision, training, and discipline) and security and loss prevention.
- Graduates will be able to describe basic sales and marketing strategies in hospitality operations.
- Graduates will be able to describe the current use of technology in the hospitality industry.
- Graduates will be able to identify current trends in the hospitality industry.

Graduates of the diploma program in Hotel, Restaurant, and Tourism Management will be able to complete the following tasks:

- Graduates will be able to demonstrate interaction with guests in a professional manner.
- Graduates will be able to discuss the organizational structure and responsibilities of managers in a variety of hospitality enterprises.
- Graduates will be able to discuss the economic impact of the hospitality industry.
- Graduates will be able to trace the flow of communication, information, and customer service in hospitality enterprises.
- Graduates will be able to interpret profit and loss statements and other financial documents used in operations.

- Graduates will be able to explain the relationships between sound human resources policies (hiring, supervision, training, and discipline) and security and loss prevention.
- Graduates will be able to describe basic sales and marketing strategies in hospitality operations.
- Graduates will be able to describe the current use of technology in the hospitality industry.
- Graduates will be able to identify current trends in the hospitality industry.

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

- Graduates will be able to 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.
- Graduates will be able to discuss responsibilities to clients and guests, including crowd control, liability issues, contingency plans and crisis management.
- Graduates will be able to review contracts for a variety of events.
- Graduates will be able to describe ways to identify suppliers, sponsors, entertainment, and support services.
- Graduates will be able to apply course concepts by designing an event and producing a deliverable that details all stages of the event planning process.

Graduates of the certificate program in Food and Beverage Director will be able to complete the following tasks:

- Graduates will be able to manage the professional preparation, presentation, and service of quality food.
- Graduates will be able to manage and evaluate functional systems in food and beverage operations.
- Graduates will be able to integrate human, financial, and physical resources management into foodservice and hotel operations.
- Graduates will be able to demonstrate the ability to develop, examine, question, land explore perspectives or alternatives to problems in hospitality operations.
- Graduates will be able to demonstrate the ability use professional written and oral communication skills and technology to successfully communicate to a variety of audiences.
- Graduates will be able to demonstrate awareness, understanding, and skills necessary to live and work in a diverse world.
- Graduates will be able to recognize the importance of lifelong learning and identify and apply appropriate resources utilizing trends associated with the economic, social, ethical, technological, political, legal, and ecological environments.
- Graduates will be able to practice professional ethics, provide leadership, demonstrate personal and global responsibility and work effectively as a team member.

Graduates of the certificate program in Front Office Manager will be able to complete the following tasks:

- Graduates will be able to describe the organization of hotels and the impact of each department on guest satisfaction.
- Graduates will be able to identify front office positions, and their corresponding responsibilities, in small, medium, and large hotels.
- Graduates will be able to discuss the role of the front office in security and loss preventing and crisis management.
- Graduates will be able to describe the critical role of the front office in developing forecasts in that other departments use to maximize profits and control expenses.
- Graduates will be able to demonstrate the ability to forecast occupancy and develop- employee schedules for the front office.
- Graduates will be able to trace the guest cycle from reservations to check-out.
- Graduates will be able to identify the equipment and technology used in a full-service hotel.
- Graduates will be able to describe the reports generated by the night audit using property management systems.

- Graduates will be able to compute operating ratios (ADR, Rev/Par, yield, labor costs, profits margin, etc.) and explain their relevance to performance.
- Graduates will be able to interpret profit and loss statement and daily and weekly financial reports.
- Graduates will be able to explain why the front office contributes the highest profit margin to the hotel.
- Graduates will be able to discuss the impact of front office staff on overall guest satisfaction,
- Graduates will be able to develop strategies for handling customer complaints and resolving problems.

Graduates of the certificate program in Hospitality Customer Service will be able to complete the following tasks:

- Describe the Hospitality Industry, Tourism, and Lodging.
- Overview of Restaurants, Managed Services, and Beverages.
- Demonstrate professional conduct in a business setting.
- Demonstrate oral and written communication skills.

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

- Graduates will be able to know human resource issues, responsibilities and policies in hospitality businesses.
- Graduates will be able to understand recruitment, selection, and induction procedures in hospitality businesses.
- Graduates will be able to understand appraisal, grievance, disciplinary, and termination procedures in hospitality businesses.
- Graduates will be able to know relevant legislation applicable to human resource policies and procedures in hospitality businesses.

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

- Understand broad hospitality and food service concepts.
- Be knowledgeable of the travel and tourism industry and the operation of hospitality services.
- Become familiar with front desk operations including reservations, room assignments, management statistical reports, and handling financial operations.
- Become acquainted with the hospitality through field trips to local motels, hotels, land convention centers.
- Access library, computer, and communications services and obtain information and data from regional, national, and international networks.
- Perform mathematical functions related to hospitality operations.
- Operate equipment used in the industry - including point of sales systems, computers, and computer software.
- Manage conferences, special events, and trade shows.
- Become knowledgeable of the various elements involved in restaurant management and ownership.
- Supervise housekeeping operations.
- Manage property in hospitality operations and resorts.
- Develop strong customer service skills and practices.
- Demonstrate strong communications, problem-solving, and human relations skills.

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

- Graduates will be able to train individuals and teams within a diverse and multicultural global organizational environment.
- Graduates will be able to critically analyze and question knowledge, theories and beliefs in education, training and development.
- Graduates will be able to develop capabilities in individuals and teams for critical reflection and for life-long learning.

- Graduates will be able to develop educational leaders of the future with capabilities for management of change, quality assessment, and organizational learning.
- Graduates will be able to manage training and development with reference to accepted standards of business ethics, corporate governance, and social responsibilities.

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

- Graduates will be able to apply marketing/management principles and techniques to the restaurant and food service industry and organizational environment.
- Graduates will be able to analyze situations, organize thoughts, and identify solutions.
- Graduates will be able to demonstrate knowledge/understanding of general business and industry related concepts.
- Graduates will be able to organize and communicate ideas and concepts effectively.
- Graduates will be able to apply nutrition principles to menu planning and food production for a variety of customers.
- Graduates will be able to identify methods for controlling bar/lounge operations including beverage identification and responsible legal beverage service.
- Graduates will be able to plan, organize, and supervise the production and service of food and beverage to customers.
- Graduates will be able to demonstrate a basic knowledge of meeting planning and catering services.
- Graduates will be able to discuss the importance of selecting, hiring, training, and managing restaurant staff to reduce liability and increase customer satisfaction.
- Graduates will be able to compute operating ratios (average check, food cost, beverage cost, labor cost, profit margin, etc.) and explain their relevance to performance.
- Graduates will be able to identify equipment and technology used in a full-service commercial kitchen and restaurant.

Graduates of the certificate program in Travel and Tourism Associate will be able to complete the following tasks:

- Describe careers available in the tour and cruise industry.
- Define key industry terminology.
- Identify major tourism destinations worldwide.
- Discuss the connection between the various segments of the hospitality industry that impact tour and cruise operations.
- Demonstrate the ability to interpret a deck plan.
- Demonstrate how to research available cruises and work with clients to put together a cruise package.
- Discuss a manager's responsibility in leading a tour.
- Discuss strategies for addressing customer complaints and resolving problems.
- Discuss the role of technology in the tour and cruise industry.
- Demonstrate good communication skills in written and spoken English.
- Demonstrate professionalism and interpersonal skills and a genuine desire to please guests.
- 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

See Tuition and Fees

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

EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3

Subtotal: 8

Subtotal: 5

Students must choose one of the following courses:

MATH 1011	Business Mathematics	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Hotel, Restaurant, and Tourism Management Major

COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3

Subtotal: 33

Students must pass ALL HRTM classes with a grade of C or higher.
Subtotal: 44

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3

	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1127	Introduction to Statistics	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Hotel, Restaurant, and Tourism Management Major

COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1170	Hospitality Industry Accounting and Financial Analysis	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3

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: (must total 6 credit hours)

ACCT XXXX	Elective	3-4
BUSN XXXX	Elective	3-4
CIST XXXX	Elective	3-4
CUUL XXXX	Elective	3
HRTM XXXX	Elective	3
MGMT XXXX	Elective	3
MKTG XXXX	Elective	3

Subtotal: 6

Subtotal: 60-61

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	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3

Subtotal: 9

Students must pass all HRTM classes with a grade of C or higher.
Subtotal: 9

Total Credit Hours: 9

FOOD AND BEVERAGE DIRECTOR TCC (MAJOR CODE: FAB1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Food and Beverage Director Major

CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160	Food and Beverage Management	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 15

Students must pass all classes with a grade of C or higher.
Subtotal: 15

Total Credit Hours: 15

FRONT OFFICE MANAGER TCC (MAJOR CODE: FFM1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Front Office Manager Major

HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 12

Students must pass all HRTM classes with a grade of C or higher.
Subtotal: 12

Total Credit Hours: 12

HOSPITALITY CUSTOMER SERVICE PROVIDER TCC (MAJOR CODE: HC11)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Hospitality Customer Service Provider

COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1130	Business Etiquette and Communication	3

Subtotal: 9

Students must pass all classes with a grade of C or higher.
Subtotal: 9

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	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 12

Students must pass all classes with a grade of C or higher.
Subtotal: 12

Total Credit Hours: 12

HOSPITALITY OPERATIONS ASSOCIATE TCC (MAJOR CODE: HP31)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Hospitality Operations Associate Major

HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3

Subtotal: 9

Students must pass all HRTM classes with a grade of C or higher.

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

Electives

Students must choose from one of the following electives: (total of 3 credit hours)

ACCT XXXX	Elective	3-4
BUSN XXXX	Elective	3-4
CIST XXXX	Elective	3-4
CUUL XXXX	Elective	3
HRTM XXXX	Elective	3
MGMT XXXX	Elective	3
MKTG XXXX	Elective	3

Subtotal: 3

Subtotal: 12

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	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 15

Students must pass all HRTM classes with a grade of C or higher.
Subtotal: 15
Total Credit Hours: 15

RESTAURANT MANAGER TCC (MAJOR CODE: RM11)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Restaurant Manager Major

CUUL 1110	Culinary Safety and Sanitation	2
HRTM 1130	Business Etiquette and Communication	3
HRTM 1160	Food and Beverage Management	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 14

Students must pass all classes with a grade of C or higher.
Subtotal: 14

Total Credit Hours: 14

TRAVEL AND TOURISM ASSOCIATE TCC (MAJOR CODE: TAT1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Travel and Tourism Associate Major

COMP 1000	Introduction to Computers	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
HRTM 1120	Tour and Cruise Management	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1210	Hospitality Law	3

Subtotal: 18

Students must pass all classes with a grade of C or higher.
Subtotal: 18

Total Credit Hours: 18

Industrial Systems Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

See Tuition and Fees

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

EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1005	Applied Technical Communication	
	OR	
ENGL 1010	Fundamentals of English I	3

Subtotal: 5

Students must choose one of the following courses:

MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Industrial Systems Technology Major

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

Subtotal: 29

Occupational Electives

Students must choose two of the following courses:

IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

Subtotal: 8

Subtotal: 48

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4

Subtotal: 3-4

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Industrial Systems Technology Major

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

Subtotal: 41

Technical Electives

Students must choose one of the following courses:

CIST 1001	Computer Concepts	4
COFC 1080	Construction Trades Core	4
IDSY 1005	Introduction to Mechatronics	4
MCHT 1011	Introduction to Machine Tool	4

Subtotal: 4

Subtotal: 63-65

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	3
	OR	
IDSY 1101	DC Circuit Analysis	3
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
IDSY 1130	Industrial Wiring	4

Subtotal: 10

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	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

Subtotal: 11

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	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4

Subtotal: 12

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	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4

Subtotal: 12

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	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

Subtotal: 12

Subtotal: 12

Total Credit Hours: 12

Interior Design

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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 interior’s environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for interior spaces.
- Demonstrate knowledge of the history of interiors and architecture.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

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

- Apply design skills learned in the classroom to an interior design project.
- Utilize job-related terminology and communication techniques in a job environment.
- Apply the principles and elements of design within the parameters of ecological, socioeconomic, and cultural contexts.
- Apply creative and critical thinking skills to solve problems and issues in the interior’s environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for interior spaces.
- Demonstrate knowledge of the history of interiors and architecture.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Interior Design Color Consultant will be able to complete the following tasks:

- Identify the design and color needs of clients and guide them in all color selections for the interior environment.
- Apply the principles and elements of design to interior design projects.
- Apply creative and critical thinking skills to solve problems and issues in the interior's environment.
- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Interior Design Sales Consultant will be able to complete the following tasks:

- Apply the principles and elements of design to interior design projects.
- Research project requirements to develop an understanding of demands.
- Propose design solutions to meet project requirements using creative and critical thinking skills.
- Demonstrate knowledge of the history of interiors and architecture.

Graduates of the certificate program in Interior Design Technology will be able to complete the following tasks:

- Produce interior design drawings and documents using a variety of media, design techniques, and technology.
- Apply creative and critical thinking skills to solve problems and issues in the interior's environment.
- Apply the principles and elements of design to interior design projects.
- Communicate intentions with other professionals as required for planning and designing residential and commercial spaces.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Interior Design Specifier will be able to complete the following tasks:

- Specify furnishings, fixtures, equipment, and finish materials to achieve the project goals.
- Communicate intentions with other professionals as required for planning and designing residential and commercial spaces.
- Apply the principles and elements of design to interior design projects.
- Propose design solutions to meet project requirements using creative and critical thinking skills.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Kitchen and Bath Designer will be able to complete the following tasks:

- Apply the principles and elements of design within the parameters of ecological, socioeconomic, and cultural contexts.
- Apply creative and critical thinking skills to solve problems and issues within the kitchen and bath environment.
- Produce kitchen and bath drawings and documents using a variety of media, design techniques, and technology.
- Specify and select furniture, fixtures, equipment, and finish materials for kitchen and bath spaces.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

ESSENTIAL FUNCTIONS

The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in a field of study after graduation. For students to be successful in the Interior Design programs, they must be able to perform the following essential functions:

Ability to Use Senses.

- **Visual:** Acuity to read fine print on equipment and/or other documents as required by the industry.

- **Hearing:** Ability to hear sounds and emergency signals (with auditory aids or a full-time interpreter for the hearing impaired) and to understand a normal speaking voice without direct access to the speaker's face.
- **Manual Dexterity:** Ability to work with fingers.

Motor Ability.

- Physical ability to walk and stand for long periods of time and ability to lift, move, and transfer weight of at least 25 pounds.
- Ability to work while in hot/humid and/or cold conditions.
- Ability to efficiently use a computer to create CAD drawings.

Ability to Understand Need for a Safe Work Environment.

- Ability to wear necessary safety gear when working with computer equipment, especially printers and plotters.
- Ability to maintain a safe environment at all times.

Ability to Communicate.

- Ability to communicate effectively in verbal and written forms to class partners and/or team, managers, clients, customers, the general public, and instructors.
- Ability to write and perform routine mathematical calculations clearly and correctly as applied to the industry.
- Basic proficiency in technology as required by the industry.

Ability to Problem Solve.

- Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, and prioritizing daily functions in today's interior design work environments.
- Ability to react and adjust as directed by instructors during lab instruction or based on the customer's needs and deadlines.

Ability to Maintain Emotional Stability.

- Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
- Ability to maintain composure and professionalism at all times in labs and work environment.

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

See Tuition and Fees

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	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 6
EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3
		Subtotal: 2-3

College Requirement

FSSE 1000	First Semester Seminar	3
		Subtotal: 3

Interior Design Major

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Technical Drawing for Interior Designers	4
INDS 1120	Codes and Building Systems for Interiors	3
INDS 1125	Lighting Technologies for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3
INDS 1145	CAD Fundamentals for Interior Design	3
INDS 1150	History of Interiors and Architecture I	3
INDS 1155	History of Interiors and Architecture II	3
INDS 1160	Interiors Seminar	3
INDS 2210	Design Studio I	3
INDS 2215	Design Studio II	3
INDS 2230	Design Studio III	3
INDS 2240	Business Practices for Design Professionals	4
		Subtotal: 45

Subtotal: 56-57

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3

	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Interior Design Major

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Technical Drawing for Interior Designers	4
INDS 1120	Codes and Building Systems for Interiors	3
INDS 1125	Lighting Technologies for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3
INDS 1145	CAD Fundamentals for Interior Design	3
INDS 1150	History of Interiors and Architecture I	3
INDS 1155	History of Interiors and Architecture II	3
INDS 1160	Interiors Seminar	3
INDS 1170	Interiors Internship	3
INDS 2210	Design Studio I	3
INDS 2215	Design Studio II	3
INDS 2230	Design Studio III	3
INDS 2240	Business Practices for Design Professionals	4

Subtotal: 48

Subtotal: 66-67

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	3
INDS 1100	Interior Design Fundamentals	4
INDS 1115	Technical Drawing for Interior Designers	4
INDS 1125	Lighting Technologies for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3

Subtotal: 20

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

COMP 1000	Introduction to Computers	3
INDS 1100	Interior Design Fundamentals	4
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3
INDS 1150	History of Interiors and Architecture I	3
INDS 1155	History of Interiors and Architecture II	3

Subtotal: 20

Elective

Students must choose one of the following electives:

FSSE 1000	First Semester Seminar	3
INDS 1160	Interiors Seminar	3
INDS 2240	Business Practices for Design Professionals	4
MKTG 1160	Professional Selling	3

Subtotal: 3-5

Subtotal: 23-25

Total Credit Hours: 23-25

INTERIORS TECHNOLOGY TCC (MAJOR CODE: IT31)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Interior Design Technology Major

COMP 1000	Introduction to Computers	3

INDS 1115	Technical Drawing for Interior Designers	4
INDS 1145	CAD Fundamentals for Interior Design	3
INDS 2210	Design Studio I	3

Subtotal: 13

Elective

MATH 1012	Foundations of Mathematics	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Subtotal: 16

Total Credit Hours: 16

INTERIORS SPECIFIER TCC (MAJOR CODE: ID71)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Interiors Specifier Major

COMP 1000	Introduction to Computers	3
INDS 1100	Interior Design Fundamentals	4
INDS 1120	Codes and Building Systems for Interiors	3
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3

Subtotal: 17

Subtotal: 17

Total Credit Hours: 17

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	3
INDS 1115	Technical Drawing for Interior Designers	4
INDS 1120	Codes and Building Systems for Interiors	3
INDS 1130	Materials and Resources	4
INDS 1175	Kitchen and Bath Internship	4
INDS 2240	Business Practices for Design Professionals	4
INDS 2500	Basic Residential Kitchen and Bath Design	4
INDS 2505	Advanced Kitchen and Bath Design	4
INDS 2510	Kitchen and Bath Solutions through Technology	4
	OR	

INDS 1145	CAD Fundamentals for Interior Design	3
INDS 2515	Kitchen and Bath Studio	4

Subtotal: 37-38

Subtotal: 37-38

Total Credit Hours: 37-38

Manufacturing Operations Specialist

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The certificate program in Manufacturing Operations Specialist prepares students to apply for entry-level positions in advanced manufacturing.

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

See Tuition and Fees

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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.

MANUFACTURING OPERATIONS SPECIALIST TCC (MAJOR CODE: MPS1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Manufacturing Operations Specialist Major

AUMF 1580	Automated Manufacturing Skills	3
AUMF 1660	Representative Manufacturing Skills	4
AUMF 2155	Quality Management Principles	3
IDFC 1007	Industrial Safety Procedures	2

Subtotal: 12

Manufacturing Operations Specialist Electives (4 Credits)

Students must select one of the following courses or pairs of courses:

AGSC 2380	Agricultural Mechanics	3
	AND	
AGSC 2350	Heating and Ventilation of Agricultural Structures	3
	OR	
AUMF 2500	Manufacturing Operations Internship	3

ELTR 1040	DC Theory	4
IDSY 1101	DC Circuit Analysis	3
IDSY 1170	Industrial Mechanics	4
MCHT 1011	Introduction to Machine Tool	4
COFC 1080	Construction Trades Core	4
	AND	
WELD 1005	Welding and Cutting Fundamentals	3

Subtotal: 4-6

Subtotal: 16-18

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; Automotive Collision Repair; Automotive Technology; Computer Support Specialist; Culinary Arts; Drafting; Early Childhood Care and Education; Electrical Construction Systems Technology; Engineering Technology and Applied Science; Hotel, Restaurant, and Tourism Management; Industrial Systems Technology; Interior Designs; Networking Specialist; Paralegal Studies; Precision Machining and Manufacturing Technology; 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, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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:

- Apply professional ethics to marketing and business situations.
- Evaluate the effectiveness of marketing in the global marketplace.
- Utilize technological resources for maximizing marketing effectiveness.
- Prioritize, manage, and strategically utilize the marketing mix to reach a marketing goal.
- Administer the principles of marketing to achieve or maintain a competitive advantage in the marketplace.
- 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:

- Apply professional ethics to marketing and business situations.
- Evaluate the effectiveness of marketing in the global marketplace.
- Utilize technological resources for maximizing marketing effectiveness.
- Prioritize, manage, and strategically utilize the marketing mix to reach a marketing goal.
- Administer the principles of marketing to achieve or maintain a competitive advantage in the marketplace.
- 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.

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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $1,500 for the associate of applied science degree program, $1,000 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.
- 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	3

Subtotal: 3

Academic Core

Subtotal: 8-9

ENGL 1010	Fundamentals of English I	3

Subtotal: 3

Students must choose one of the following courses:

MATH 1011	Business Mathematics	3
MATH 1012	Foundations of Mathematics	3

Subtotal: 3

Option

Students must choose one of the following courses:

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

Subtotal: 2-3

Electives

Students must choose from one of the following (3 credit hours)

BUSN XXXX	Elective	3-4
MGMT XXXX	Elective	3
MKTG XXXX	Elective	3

Subtotal: 3

Marketing Management Core

MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
BUSN 1190	Digital Technologies in Business	2
	OR	
BUSN 1430	Desktop Publishing and Presentation Applications	4
	OR	
COMP 1000	Introduction to Computers	3
ACCT 2140	Legal Environment of Business	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
MKTG 2290	Marketing Internship/Practicum	3
	OR	
MKTG 2300	Marketing Management	3

Subtotal: 33-34

Marketing Specialization

Students must choose one of the following specializations:

Subtotal: 12

e-Business Specialization

BUSN 2170	Web Page Design	2
MKTG 2070	Buying and Merchandising	3
MKTG 2210	Entrepreneurship	6

Subtotal: 11

Marketing Management Specialization

MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3
MKTG XXXX	Elective	3

Subtotal: 12

Entrepreneurship Specialization

MKTG 2010	Small Business Management	3
MKTG 2070	Buying and Merchandising	3
MKTG 2210	Entrepreneurship	6

Subtotal: 12

Social Media Marketing

MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3

MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

Subtotal: 12

Subtotal: 59-61

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

General Elective

SPCH 1101	Public Speaking	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Marketing Management Core

ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computers	3
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3

Subtotal: 22

Students must choose one of the following courses:

ACCT 2140	Legal Environment of Business	3
MKTG 1130	Business Regulations and Compliance	3

Subtotal: 3

Electives

Students must choose two courses from the following list:

MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
MKTG 2300	Marketing Management	3

Subtotal: 6

Elective 2

Students must choose from one of the following courses:

BUSN 1190	Digital Technologies in Business	2
BUSN 1430	Desktop Publishing and Presentation Applications	4

Subtotal: 2-4

Marketing Specialization

Students must choose one of the following specializations:

e-Business

BUSN 2170	Web Page Design	2
MKTG 2070	Buying and Merchandising	3
MKTG 2210	Entrepreneurship	6

Subtotal: 11

Entrepreneurship Specialization

MKTG 2010	Small Business Management	3
MKTG 2070	Buying and Merchandising	3
MKTG 2210	Entrepreneurship	6

Subtotal: 12

Marketing Management Specialization

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

MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3

MKTG XXXX	Elective	3

Subtotal: 12

Social Media Marketing

MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

Subtotal: 12

Subtotal: 62-66

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	2
BUSN 2170	Web Page Design	2
COMP 1000	Introduction to Computers	3
MKTG 1100	Principles of Marketing	3
MKTG 2210	Entrepreneurship	6

Subtotal: 16

ENTREPRENEURSHIP TCC (MAJOR CODE: EN11)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Entrepreneurship Major

Subtotal: 15

ACCT 2140	Legal Environment of Business	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
MKTG 2210	Entrepreneurship	6

Subtotal: 12

Students must choose one of the following courses:

MGMT 1100	Principles of Management	3
MKTG 2010	Small Business Management	3

Subtotal: 3

Subtotal: 15

Total Credit Hours: 15

RETAIL MERCHANDISE MANAGER TCC (MAJOR CODE: RMM1)

Credential: Certificate
Campus Location: Athens

CURRICULUM OUTLINE

Retail Merchandise Major

Subtotal: 9

MKTG 1370	Consumer Behavior	3
MKTG 2070	Buying and Merchandising	3

Subtotal: 6

Students must choose one of the following courses:

MGMT 1100	Principles of Management	3
MKTG 2010	Small Business Management	3

Subtotal: 3

Subtotal: 9

Total Credit Hours: 9

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	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2010	Small Business Management	3

Subtotal: 15

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	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

Subtotal: 12

Electives

Students must select 2 Marketing Electives to total 6 credit hours.

Subtotal: 6

Subtotal: 18

Total Credit Hours: 18

Networking Specialist

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The Networking Specialist program is designed to facilitate workplace success by providing students an understanding of computer hardware and software; 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, management, and network troubleshooting.
- 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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $34,200 for the associate degree program, $3,000 for the diploma program, $700 for the CompTIA A+ Certification program, $1,200 to $1,500 depending on the elective courses chose in the CompTIA A+ Certified Technical Preparation program, $1,000 to $1,900 depending on the elective courses chosen in the Help Desk Specialist program, $1,068 to $1,300 depending on the elective courses chosen in the Microsoft Excel Application Specialist program, and $1,350 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
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8

College Requirement

FSSE 1000	First Semester Seminar	3
		Subtotal: 3

Networking Specialist Major

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST 2414	Windows Server Identity Services	4
COMP 1000	Introduction to Computers	3
		Subtotal: 40

Networking Specialist Electives

Students must choose one of the following courses:

CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	4
CIST 2129	Computer Database Techniques	4
CIST 2130	Desktop Support Concepts	3
CIST 2311	Visual Basic I	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2602	Network Security	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2751	Game Development I	3
CIST 2752	Game Development II	3
xxxx	EMTX	
		Subtotal: 3-4

Students must pass all CIST, COMP, and Networking Specialist Elective courses with grades of C or higher.
Subtotal: 54-55
Total Credit Hours: 54-55

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	

CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Networking Specialist Major

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST 2414	Windows Server Identity Services	4
COMP 1000	Introduction to Computers	3

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:

CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	4
CIST 2129	Computer Database Techniques	4
CIST 2130	Desktop Support Concepts	3
CIST 2311	Visual Basic I	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2602	Network Security	4
CIST 2751	Game Development I	3
CIST 2752	Game Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4

xxxx	EMTX	

Subtotal: 8

Students must pass all CIST, COMP, and Networking Specialist Elective (excluding General Education Elective) courses with grades of C or higher.
Subtotal: 66-67

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	4
CIST 1130	Operating Systems Concepts	3
COMP 1000	Introduction to Computers	3

Subtotal: 10

Students must pass all courses with grades of C or higher.
Subtotal: 10

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	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
COMP 1000	Introduction to Computers	3

Subtotal: 14

Electives

Students must choose one of the following courses:

CIST 1401	Computer Networking Fundamentals	4
CIST 2411	Microsoft Client	4

Subtotal: 4

Students must pass all courses with grades of C or higher.
Subtotal: 18

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	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST 2414	Windows Server Identity Services	4

Subtotal: 16

Students must pass all courses with a grade of C or higher.
Subtotal: 16

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	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
COMP 1000	Introduction to Computers	3

Subtotal: 18

Students must pass all courses with grades of C or higher.
Subtotal: 18

Total Credit Hours: 18

Paralegal Studies

APPROVAL AND DISCLAIMERS

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 four-year degree programs approved by the ABA in the State of Georgia.

Disclaimer

Students must complete a minimum of twelve (12) semester hours of Paralegal Studies legal specialty courses at Athens Technical College. In addition, degree students must take PARA 1210 at Athens Technical College.

Students mist tale at least nine (9) semester 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 Approve 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.

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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 critical thinking, legal analysis, and the application of law to facts.

NATURE OF THE WORK

The ABA Approved Paralegal Studies Program at Athens Technical College seeks to educate students for positions as paralegals as a means of improving the quality, accessibility, and affordability of legal services. Paralegals provide an invaluable service to the legal profession, and despite the uncertainty in today's economy, the paralegal profession has remained a strong source of job opportunities.

Our courses present unique opportunities for students through specialized education including methods of instruction that address multiple learning modalities. Courses emphasize effective, high-quality teaching and learning while helping students to develop strong oral and written communication skills. The rules and laws governing the conduct of paralegals are stressed across the curriculum to help the students develop the high ethical values and behaviors expected of the profession.

Our program and our faculty are highly respected in the legal community. The faculty has been recognized internally, at a state level and a national level. Our faculty serves on multiple Boards and within many non-profits.

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 prescribed by law. For example, paralegals can review and organize client files, 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. (American Bar Association)

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.

The American Bar Association (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 2020, the ABA had 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)

Source: ABA Model Guidelines for the Utilization of Paralegal Services (PDF)

ABA Model Guidelines for Utilization of Paralegal Services (americanbar.org)

https://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prlgs_modelguidelines.pdfABA House of Delegates adoption of resolution setting forth the definitions of Paralegal, 102B, February 17, 2020.

STUDENT (PROGRAM) LEARNING OUTCOMES

Graduates of the both degree program options 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:

Specific Functions.

- **Researches:** The ability to research and analyze legal sources (primary and secondary).
- **Validates:** The ability to validate law using citators (Shepardizing).
- **Drafts:** The ability to draft correspondence, memorandums, pleadings, briefs, discovery, and other legal documents (e.g., wills, contracts, articles of incorporation, deeds, etc.).
- **Investigates:** The ability to investigate facts of case, including client witness.
- **Communicates:** The ability to conduct initial and subsequent interviews of clients and to maintain contact with clients and communicate efficiently with other legal professionals.
- **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 case 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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $3,086)
- Supply Fees (Varies — See course descriptions for exact amounts)

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

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	3
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Subtotal: 3

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Paralegal Studies Core

COMP 1000	Introduction to Computers	3

Subtotal: 3

Paralegal Studies Major (Specialty)

PARA 1100	Introduction to Law and Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	3
PARA 1115	Family Law	3
PARA 1120	Real Estate Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1130	Civil Litigation	3
PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 1140	Tort Law	3
PARA 1145	Law Office Management	3
PARA 1150	Contracts, Commercial Law, and Business Organizations	3
PARA 2200	Paralegal Practicum OR	6
PARA 2210	Paralegal Internship I	6

Subtotal: 39

Paralegal Studies Elective

Students must choose 9 hours of elective credit from the following courses:

PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	3
PARA 1210	Legal and Policy Issues in Healthcare	3
PARA 1215	Administrative Law	3
PARA 1220	Intellectual Property	3
PARA 2215	Paralegal Internship II	6

Subtotal: 9

Subtotal: 72
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

CURRICULUM OUTLINE

Paralegal Studies Required Courses

PARA 1100	Introduction to Law and Ethics	3
PARA 1105	Legal Research and Legal Writing I	3
PARA 1110	Legal Research and Legal Writing II	3
PARA 1115	Family Law	3
PARA 1120	Real Estate Law	3
PARA 1125	Criminal Law and Criminal Procedure	3
PARA 1130	Civil Litigation	3
PARA 1150	Contracts, Commercial Law, and Business Organizations	3

Subtotal: 24

Electives

Students must choose six credit hours for the courses below:

PARA 1135	Wills, Trusts, Probate, and Administration	3
PARA 1140	Tort Law	3
PARA 1200	Bankruptcy/Debtor-Creditor Relations	3
PARA 1205	Constitutional Law	3
PARA 1210	Legal and Policy Issues in Healthcare	3
PARA 1215	Administrative Law	3
PARA 2210	Paralegal Internship I	6

Subtotal: 6

Subtotal: 30

Students must complete a minimum of twelve (12) semester hours of Paralegal Studies legal specialty courses 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.

Precision Machining and Manufacturing Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

The mission of the Precision Machining and Manufacturing Technology program is to provide the education and training necessary for students to enter the field of precision machining and manufacturing.

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 Precision Machining and Manufacturing 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 Precision Machining and ManufacturingTechnology 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 Precision Machining and Manufacturing 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 precision machining and manufacturing 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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $1,500 for the associate degree program, $900 for the diploma program, $160 for the CNC Specialist program, $255 for the Lathe Operator program, and $250 for the Mill Operator program)
- Supply Fees (Varies — See course descriptions for exact amount)

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

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	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Machine Tool Technology Major		
		Subtotal: 34-37
AMCA 2110	CNC Fundamentals	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
		Subtotal: 31

Students must choose either MCHT 1013 or MATH 1013/1015

Machine Tool Math Option

MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Subtotal: 3-6

Subtotal: 45-48

Total Credit Hours: 45-48

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

General Education Electives

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

PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
	OR	
PHYS 1111	Introductory Physics I	3
	AND	
PHYS 1111L	Introductory Physics I Lab	1

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Machine Tool Technology Major

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
	OR	
AMCA 2170	CNC Practical Applications	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4

Subtotal: 45

Students must choose either MCHT 1013 or MATH 1013/1015

Students must choose one of the following courses:

MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Subtotal: 3-6

Subtotal: 66-67

Total Credit Hours: 66-67

BASIC GRINDING OPERATIONS TCC (MAJOR CODE: BGO1)

Credential: Certificate
Campus Location: Walton

CURRICULUM OUTLINE

Basic Grinding Operations Major

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4

Subtotal: 11

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	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

Subtotal: 22

Subtotal: 22

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	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Blueprint Reading for Machine Tool	3

Subtotal: 10

CNC SPECIALIST TCC (MAJOR CODE: CS51)

Credential: Certificate
Campus Location: Walton

CURRICULUM OUTLINE

CNC Specialist Major

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

Subtotal: 22

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	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

Subtotal: 15

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	4
MCHT 1012	Blueprint Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Subtotal: 15

Subtotal: 15

Total Credit Hours: 15

Social Work Assistant

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to 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.

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

See Tuition and Fees

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	3

Subtotal: 3

Academic Core

Subtotal: 11

EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3

Subtotal: 8

Students must choose from one of the following courses:

MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Subtotal: 3

Social Work Assistant Major

COMP 1000	Introduction to Computers	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2040	Behavioral Health	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child and Adolescent Behaviors and Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum I	6
SOCW 2090	Social Work Field Practicum II	6
SOCW 2120	Multicultural Issues	3
SOCW 2130	Social Welfare, Ethics, and Community Service	3

Subtotal: 45

Students must pass all SOCW courses with grades of C or higher.
Subtotal: 59

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1127	Introduction to Statistics	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Social Work Major

COMP 1000	Introduction to Computers	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2040	Behavioral Health	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child and Adolescent Behaviors and Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum I	6

SOCW 2090	Social Work Field Practicum II	6
SOCW 2120	Multicultural Issues	3
SOCW 2130	Social Welfare, Ethics, and Community Service	3

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	3
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
CRJU XXXX	Elective	3
SOCW XXXX	Electives	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1113	Creative Activities for Children	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
HRTM 1130	Business Etiquette and Communication	3
MATH 1127	Introduction to Statistics	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2145	Business Plan Development	3
PARA 1100	Introduction to Law and Ethics	3
POLS 1101	American Government	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOCW 2140	Addictions, Theories, and Treatment	3
SOCW 2150	Domestic and Family Violence	3
SPCH 1101	Public Speaking	3

Subtotal: 3-8

Subtotal: 66-71

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	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2050	Group Work Intervention	3
SOCW 2080	Social Work Field Practicum I	6
SOCW 2140	Addictions, Theories, and Treatment	3

Subtotal: 24

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	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with Individuals	3
SOCW 2050	Group Work Intervention	3
SOCW 2080	Social Work Field Practicum I	6
SOCW 2150	Domestic and Family Violence	3

Subtotal: 24

Subtotal: 24

Total Credit Hours: 24

Technical Specialist

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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

See Tuition and Fees

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose two of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1127	Introduction to Statistics	3

Subtotal: 3-4

Area IV: Humanities and Fine Arts

Students must choose two of the following courses:

ARTS 1101	Art Appreciation	3

ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics I	3
	AND	
PHYS 1111L	Introductory Physics I Lab	1
PHYS 1112	Introductory Physics II	3
	AND	
PHYS 1112L	Introductory Physics II Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 12

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Technical Specialist Major

ENGL 1105	Workplace and Technical Communications	3
MGMT 1100	Principles of Management	3
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3

Subtotal: 12

Subtotal: 45-46

Total Credit Hours: 45-46

Welding Technology

MISSION STATEMENT

The Business, Industry, and Technology Division supports the mission of the College by offering high-quality education and skills training for business and industry to prepare students for employment or advancement in Georgia's economy.

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 be able to detect burning smells produced by flame and electric arc welding.
- **Tactile:** Feel heat or pain and evaluate possibility of potential injury or danger.

Motor Ability.

- Physical ability to walk long distances and stand for long periods of time; lift, move, and transfer equipment of at least 50 pounds; and maneuver in limited spaces.
- Ability to work while in hot/humid and/or cold conditions.
- Ability to have manual dexterity to efficiently and safely use equipment, power tools and hand tools, and other small and large equipment while wearing essential safety gear.

Ability to Understand Need for a Safe Work Environment.

- Practical awareness of potential dangers within the welding field.
- Ability to wear necessary safety gear.
- Ability to maintain safe environment at all times.

Ability to Communicate.

- Ability to communicate effectively in verbal and written forms to class partners and/or team and to instructors.
- Ability to write and perform routine mathematical calculations clearly and correctly as necessary.
- Basic proficiency in technology as required by the industry.

Ability to Problem Solve.

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

Ability to Maintain Emotional Stability.

- Ability to function safely under stress in today's workplace and adapt to changing staff and client/customer situations.
- Ability to maintain composure and professionalism at all times in labs and work and lab/shop environments.

Ability to Perform Practical Outcomes.

- Ability to function under the practical guidelines of the American Welding Society (AWS) the industry standard for testing.

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior To Beginning WELD Courses

- Tools (Approximately $600 for the diploma program)

Semester Fees

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $325)
- Supply Fees (Varies — See course descriptions for exact amount)

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

WELDING TECHNOLOGY DIPLOMA (MAJOR CODE: WT22)

Credential: Diploma
Campus Location: Athens and Elbert

CURRICULUM OUTLINE

Academic Core		
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
		Subtotal: 8
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Welding Technology Major		
		Subtotal: 41
COFC 1080	Construction Trades Core	4
WELD 1005	Welding and Cutting Fundamentals	3
WELD 1015	Shielded Metal Arc Welding I	4
WELD 1025	Shielded Metal Arc Welding II	3
WELD 1035	Gas Metal and Flux-Cored Arc Welding	4
WELD 1045	Gas Tungsten Arc Welding I	3
WELD 1055	Shielded Metal Arc Welding Pipe Welds	3

WELD 1065	Gas Metal Arc Welding and Flux Cored Arc Welding Pipe Welds	4
WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD 1085	Shielded Metal Arc Welding Stainless Steel Groove Welds	3
WELD 1105	Gas Metal Arc Welding - Aluminum	3
WELD 1115	Gas Tungsten Arc Welding - Aluminum	3

Subtotal: 41

Subtotal: 52

Total Credit Hours: 52

SHIELDED METAL ARC WELDING TCC (MAJOR CODE: SM21)

Credential: Certificate
Campus Location: Athens, Elbert and Walton

CURRICULUM OUTLINE

Advanced Shielded Metal Arc Welder Major

Subtotal: 11

COFC 1080	Construction Trades Core	4
WELD 1005	Welding and Cutting Fundamentals	3
WELD 1015	Shielded Metal Arc Welding I	4

Subtotal: 11

Subtotal: 11

Total Credit Hours: 11

GAS TUNGSTEN ARC WELDING TCC (MAJOR CODE: GT31)

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

CURRICULUM OUTLINE

Gas Tungsten Arc Welder Major

Subtotal: 10

COFC 1080	Construction Trades Core	4
WELD 1005	Welding and Cutting Fundamentals	3
WELD 1045	Gas Tungsten Arc Welding I	3

Subtotal: 10

Subtotal: 10

Total Credit Hours: 10

GAS METAL ARC WELDING TCC (MAJOR CODE: GM21)

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

CURRICULUM OUTLINE

Gas Metal Arc Welding Major

Subtotal: 11

COFC 1080	Construction Trades Core	4
WELD 1005	Welding and Cutting Fundamentals	3
WELD 1035	Gas Metal and Flux-Cored Arc Welding	4

Subtotal: 11

Subtotal: 11

Total Credit Hours: 11

LIFE SCIENCE AND PUBLIC SAFETY

Agricultural Science

MISSION STATEMENT

The mission of the Agricultural Science program is to provide education and hands-on training to equip students with the knowledge and skills necessary to enter the workforce as agricultural professionals. This program emphasizes science, leadership, and problem solving in an agriculturally-based environment.

NATURE OF WORK

Agriculturalists are the foundation of the food, fiber, ornamental horticulture, and biofuels industry. Employment in this industry includes agricultural producers of all types: farmers, ranchers, nursery, and greenhouse growers. Employment opportunities also encompass researchers, buyers, sales people, consultants, etc., all of whom work together to provide safe, affordable agricultural goods while maintaining a profitable business.

Agricultural companies can be small or large; some producers are sole proprietors who plant, cultivate, harvest, and sell their crops to local consumers; maintain their own equipment; and make all the management decisions. On the other end of the spectrum, an agriculturalist can be an employee of a large corporation who manages just one small portion of a much larger business.

Regardless of the size of the organization, all agriculturalists need to have a good comprehension of life sciences so they can understand how to grow crops and implement appropriate business practices so they will have a financially sound business. This diversified nature of the industry requires agriculturalists to have a grasp of many subjects: biology, mechanics, electricity, computers, finance, leadership, and problem solving.

Agriculture is a rewarding industry, allowing an individual to nurture a crop from infancy to harvest, supply customers with safe crops that help nourish and clothe them, and make sound financial decisions for a profitable business. There are positions that allow a person to work in the outdoors or inside at a desk, and opportunities extending from an entrepreneurial venture to corporate CEO.

STUDENT LEARNING OUTCOMES

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

- Demonstrate technical competence of agricultural concepts.
- Identify possible problems within an agricultural environment and develop appropriate solutions for them.
- Describe how the systems of plant and/or animal science, mechanics, finance, and leadership are interconnected within an agricultural organization.
- Describe how to appropriately manage agricultural systems for efficiency.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

Graduates of the certificate program in Agricultural Systems and Mechanics will be able to complete the following tasks:

- Demonstrate proper safety procedures for working with 120- and 240-volt electrical service, metal welding and cutting equipment, and small engines.
- Wire a three-way lamp circuit to a load center.
- Join two pieces of metal using stick (SMAW) and MIG (GMAW) welding techniques.
- Cut metal using oxy-fuel and plasma.
- Demonstrate the proper methods to construct an agricultural building.
- Plumb water connections using galvanized, copper, and PVC pipe.

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

Graduates of the technical certificate in Precision Agriculture will be able to complete the following tasks:

- Understand how GIS can be used to improve the production of agronomic crops.
- Collect information about soil and field attributes, yield data, or field boundaries using field data recorders and basic geographic information systems (GIS).
- Demonstrate the uses and applications of geospatial technology such as global positioning system (GPS), geographic information systems (GIS), automatic tractor guidance systems, variable rate chemical input applicators, surveying equipment, and computer mapping software.
- Illustrate how GIS systems can be used to improve agricultural production and management systems.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

ESSENTIAL FUNCTIONS

The purpose of the essential functions list is to allow prospective students who are considering a career to be informed of the physical, emotional, and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in a field of study after graduation. For students to be successful in the Agriculture Sciences programs, they must be able to perform the following essential functions:

- Engage in effective verbal and written communications with supervisors and coworkers.
- Receive, comprehend, write, and interpret verbal and written instructions.
- Work effectively as a team member, follower, and leader.
- Work in a wide variety of environments including hot, humid, cold, dusty, unclean, odiferous, and/or wet conditions.
- Manual dexterity to efficiently and safely use equipment, power tools, hand tools, and other small and large equipment in a safe manner while utilizing appropriate personal protective equipment.
- Demonstrate problem solving skills to meet challenges of the agricultural environment and industry.
- Use environmental controllers and computers to control equipment and log data.
- Perform mathematical calculations that relate to the field of agricultural science.
- Read and properly interpret warning labels on agricultural products.
- Lift materials weighing up to 50 pounds.
- Computer skills to input, manipulate, and analyze data using spreadsheet software such as Excel.

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

See Tuition and Fees

Throughout the Program

- Textbooks (Approximately $1,800 for the associate degree program)
- Supply Fees (Varies — See course descriptions for exact amounts)

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

AGRICULTURAL SCIENCE (MAJOR CODE: AS63)

Credential: Associate of Applied Science
Campus Location: Elbert

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3

Subtotal: 3

Students must choose one of the following courses:

COMM 1500	Introduction to Interpersonal Communication	3
SPCH 1101	Public Speaking	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

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

BIOL 1111	Biology I	3
	AND	
BIOL 1111L	Biology I Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1

Subtotal: 4

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Agricultural Science Major

Students must choose one of the following courses:

AGRB 1110	Agribusiness Management	3
HRTM 1201	Hospitality Marketing	3
MGMT 1120	Introduction to Business	3
MKTG 2010	Small Business Management	3

Subtotal: 3

Intro and Internship

AGRB 2800	Agribusiness Internship	3
AGSC 1001	Introduction to Agriculture	3

Subtotal: 6

Students must choose one of the following courses:

AGRB 1120	Leadership in Agribusiness	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Subtotal: 3

Students must choose one of the following courses:

ACCT 2145	Personal Finance	3
AGRB 1150	Agricultural Finance and Credit	3

Subtotal: 3

Students must choose one of the following courses:

AGSC 2330	Agricultural Structures Design and Construction	3
AGSC 2380	Agricultural Mechanics	3

Subtotal: 3

Agricultural Specialization

Students must choose one of the following specializations:

Poultry Specialization

AGSC 2220	Introduction to Poultry Science	3
AGSC 2260	Poultry Production and Management	3
AGSC 2520	Food Safety and Health in Agriculture	3
AGSC 2530	Poultry Processing and Products	3

Subtotal: 12

Horticulture Specialization

AGRB 2200	Principles of Agronomy	3

Subtotal: 3

Students must choose one of the following courses:

HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3

Subtotal: 3

Students must choose two of the following courses:

HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4
HORT 1100	Introduction to Sustainable Agriculture	3
HORT 1110	Small Scale Food Production	4
HORT 1250	Plant Production and Propagation	4

Subtotal: 7-8

Animal Science Specialization

AGRB 2200	Principles of Agronomy	3
AGRB 2250	Survey of the Animal Industry	3
AGSC 2150	Grasses and Forages in Agriculture	3
AGSC 2270	Livestock Production and Management	3

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

Subtotal: 58-62

Total Credit Hours: 58-62

AGRICULTURAL SYSTEMS AND MECHANICS (MAJOR CODE: AS51)

Credential: Certificate
Campus Location: Elbert

CURRICULUM OUTLINE

Agricultural Systems and Mechanics Major

AGRB 1120	Leadership in Agribusiness	3

AGSC 2330	Agricultural Structures Design and Construction	3
AGSC 2380	Agricultural Mechanics	3
ESCI 1180	Applied Surveying	4

Subtotal: 13

Subtotal: 13

Total Credit Hours: 13

ANIMAL SCIENCE TCC (MAJOR CODE: AS61)

Credential: Certificate
Campus Location: Elbert

CURRICULUM OUTLINE

Animal Science TCC

AGRB 2200	Principles of Agronomy	3
AGRB 2250	Survey of the Animal Industry	3
AGSC 2150	Grasses and Forages in Agriculture	3
AGSC 2270	Livestock Production and Management	3

Subtotal: 12

ORNAMENTAL HORTICULTURAL PRODUCTION TCC (MAJOR CODE: OHP1)

Credential: Certificate
Campus Location: Elbert

CURRICULUM OUTLINE

Ornamental Horticultural TCC (Major Code: OHP1)

AGRB 2200	Principles of Agronomy	3
HORT 1010	Woody Plant Identification I	3
	OR	
HORT 1020	Herbaceous Plant Identification	3
HORT 1050	Nursery Production and Management	4
HORT 1250	Plant Production and Propagation	4

Subtotal: 14

POULTRY PRODUCTION AND PROCESSING (MAJOR CODE: PPA1)

Credential: Certificate
Campus Location: Elbert

CURRICULUM

Poultry Production and Processing

AGSC 2220	Introduction to Poultry Science	3
AGSC 2260	Poultry Production and Management	3
AGSC 2520	Food Safety and Health in Agriculture	3
AGSC 2530	Poultry Processing and Products	3

Subtotal: 12

PRECISION AGRICULTURE (MAJOR CODE: PA41)

Credential: Certificate
Campus Location: Elbert

CURRICULUM OUTLINE

Precision Agriculture Major

AGRB 2200	Principles of Agronomy	3
AGRB 2300	Precision Agricultural Systems	4
AGSC 2380	Agricultural Mechanics	3
GIFS 1101	Introduction to Geographic Information Systems	4

Subtotal: 14

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

See Tuition and Fees

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 WEBSITE

Additional information about the BioScience program, including information about its students, faculty, courses, upcoming events, and special projects, can be found on the BioScience webpage.

BIOSCIENCE ASSOCIATE DEGREE (MAJOR CODE: BI13)

Credential: Associate of Applied Science
Campus Location: Athens

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Science

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
MATH 1111	College Algebra	3

Subtotal: 11

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3

MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Bioscience Major

BTEC 2130	Basic Laboratory Calculations	2
BTEC 2191	Fundamental Microbial Biotechnology	2
BTEC 2191L	Fundamental Microbial Biotechnology Lab	2
BTEC 2192	Applied Biotechnology Methods	2
BTEC 2192L	Applied Biotechnology Methods Lab	3
BTEC 2221	Regulatory Compliance in Biomanufacturing	3
BTEC 2500	Applied Biotechnology Internship	3
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry II Lab	1
CHEM 2211	Organic Chemistry I	3
CHEM 2211L	Organic Chemistry I Lab	1
CHEM 2300	Quantitative Analysis	3
CHEM 2300L	Quantitative Analysis Lab	2

Subtotal: 30

Bioscience Specialization

Students must choose one of the following specializations:

Biology

BIOL 1112	Biology II	3
BIOL 1112L	Biology II Lab	1

Subtotal: 4

Organic Chemistry

CHEM 2212	Organic Chemistry II	3
CHEM 2212L	Organic Chemistry II Lab	1

Subtotal: 4

Water Treatment

ESCI 1150	Water Treatment Processes and Distribution Systems	4

Subtotal: 4

Wastewater Treatment

ESCI 1160	Introduction to Wastewater Treatment	4

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	3
BIOC 2100L	Biochemistry Lab	2
Industrial Cell Culture and Immunology		
BTEC 2211	Industrial Cell Culture and Immunology	2
BTEC 2211L	Industrial Cell Culture and Immunology Lab	2
Recombinant DNA Methods		
BIOC 2203	Recombinant DNA Methods	2
BIOC 2203L	Recombinant DNA Methods Lab	3

Students must pass all BIOC, BIOL, BTEC, CHEM, ESCI, FSSE, and MATH courses with grades of C or higher.
Subtotal: 66

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	3
BIOL 1111L	Biology I Lab	1
BTEC 2130	Basic Laboratory Calculations	2
BTEC 2191	Fundamental Microbial Biotechnology	2
BTEC 2191L	Fundamental Microbial Biotechnology Lab	2
BTEC 2192	Applied Biotechnology Methods	2
BTEC 2192L	Applied Biotechnology Methods Lab	3
BTEC 2221	Regulatory Compliance in Biomanufacturing	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
ENGL 1101	Composition and Rhetoric	3
FSSE 1000	First Semester Seminar	3
MATH 1111	College Algebra	3

Subtotal: 31

Students must pass all BIOL, BTEC, CHEM, FSSE, and MATH courses with grades of C or higher.
Subtotal: 31

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	2
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry II Lab	1
CHEM 2300	Quantitative Analysis	3
CHEM 2300L	Quantitative Analysis Lab	2
ENGL 1101	Composition and Rhetoric	3
ESCI 1150	Water Treatment Processes and Distribution Systems	4
ESCI 1160	Introduction to Wastewater Treatment	4
FSSE 1000	First Semester Seminar	3
MATH 1111	College Algebra	3

Subtotal: 32

Students must pass all courses with grades of C or higher.
Subtotal: 32

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	3
BIOL 1111L	Biology I Lab	1
BTEC 2191	Fundamental Microbial Biotechnology	2
BTEC 2191L	Fundamental Microbial Biotechnology Lab	2
BTEC 2221	Regulatory Compliance in Biomanufacturing	3
BTEC 2222	Quality Assurance and Validation for Biomanufacturing	2
BTEC 2223	Patents and Technology Transfer	2
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
FSSE 1000	First Semester Seminar	3

Subtotal: 28

Students must pass all BIOL, BTEC, CHEM, FSSE, and MATH courses with grades of C or higher.
Subtotal: 28

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 a 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 are frequently assisting 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 and 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

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 safe and conscientious stewardship of the environment.
- Demonstrate 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.
- Coordinate search and rescue operations on land and the recovery of drowning victims on the water. Must be 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 with people 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.

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

See Tuition and Fees

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

CONSERVATION LAW ENFORCEMENT DEGREE (MAJOR CODE: CL13)

Credential: Associate of Applied Science
Campus Locations: Athens and Elbert

CURRICULUM OUTLINE

General Education

Area I: Language Arts and Communication

ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavorial Sciences

Students must choose one of the following courses:

HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3

SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Natural Sciences

Students must take the two following courses:

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1

Subtotal: 4

Mathematics

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Humanities and Fine Art

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Fish and Wildlife Protection Major

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1062	Methods of Criminal Investigations	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
FWMT 1000	Introduction to Wildlife Management	3
FWMT 1010	Equipment Use	3
FWMT 1020	Wildlife Policy and Law	3
FWMT 1090	Wildlife Science	3
FWMT 2010	Wildlife Management Techniques	4
FWMT 2020	Habitat Manipulation	4
FWMT 2030	Fish Pond Management	3

Subtotal: 44

Practicum or Internship

FWMT 2040	Internship	3

Subtotal: 3

Students must pass all CRJU and FSSE courses with grades of "C" or higher.
Subtotal: 69

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

See Tuition and Fees

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

Subtotal: 9

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Criminal Justice Technology Major

COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3

Subtotal: 27

Criminal Justice Technology Practicum or Internship

Students must choose one of the following courses:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

Subtotal: 3

Electives

Students must choose two of the following courses:

CRJU 1043	Probation and Parole	3
CRJU 1062	Methods of Criminal Investigations	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3

Subtotal: 6-7

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

Subtotal: 48-49

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3

Subtotal: 3

Area IV: Humanities and Fine Art

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Criminal Justice Technology Major

COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3

Subtotal: 27

Criminal Justice Technology Practicum or Internship

Students must choose one of the following courses:

CRJU 2090	Criminal Justice Practicum	3
CRJU 2100	Criminal Justice Externship	3

Subtotal: 3

Electives

Students must choose four of the following courses:

CRJU 1043	Probation and Parole	3
CRJU 1062	Methods of Criminal Investigations	3
CRJU 1075	Report Writing	3
CRJU 2060	Criminology	3
CRJU 2110	Homeland Security	3
CRJU 2201	Criminal Courts	3

Subtotal: 12-13

Students must pass all CRJU and FSSE courses with grades of C or higher.
Subtotal: 60-62

Total Credit Hours: 60-62

CRIMINAL JUSTICE FUNDAMENTALS TCC (MAJOR CODE: CJ71)

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

CURRICULUM OUTLINE

Criminal Justice Fundamentals Major

COMP 1000	Introduction to Computers	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

Subtotal: 12

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

Subtotal: 12

Total Credit Hours: 12

CRIMINAL JUSTICE SPECIALIST TCC (MAJOR CODE: CJ21)

Credential: Certificate
Campus Locations: Athens and Walton

CURRICULUM OUTLINE

Criminal Justice Specialist Major

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3

Subtotal: 15

Students must pass all courses with grades of C or higher.
Subtotal: 15 **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://coda.ada.org.

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

See Tuition and Fees

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.
- 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.

While not mandatory, students can attend a 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 Checks). 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 in 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 (p. 34).
- 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 satisfactorily 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	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 9
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Dental Assisting Major		
ALHS 1011	Structure and Functioning of the Human Body	5
ALHS 1040	Introduction to Healthcare	3
DENA 1030	Preventive Dentistry	1
DENA 1050	Microbiology and Infection Control	3
DENA 1070	Oral Pathology and Pharmacology	2
DENA 1080	Dental Anatomy	4
DENA 1090	Dental Assisting National Board Examination Preparation	1
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1350	Dental Assisting II: Dental Specialties and EDDA Skills	7
DENA 1390	Dental Radiology	4

DENA 1400	Dental Practice Management	2
DENA 1460	Dental Practicum I	1
DENA 1470	Dental Practicum II	1
DENA 1480	Dental Practicum III	5

Subtotal: 45

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

Subtotal: 57

Total Credit Hours: 57

CORONAL POLISHING TCC (MAJOR CODE: CY71)

Credential: TCC
Campus Location: Athens

CURRICULUM OUTLINE

Coronal Polishing

DENA 1030	Preventive Dentistry	1
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1350	Dental Assisting II: Dental Specialties and EDDA Skills	7

Subtotal: 14

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 EDDA Skills	7
DENA 1390	Dental Radiology	4
DENA 1480	Dental Practicum III	5

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://coda.ada.org.

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

See Tuition and Fees

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 ($1,200)
- 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.
- Proof of legal presence in the United States.
- Scores from Assessment Technologies Institute The Test of Essential Academic Skills (ATI TEAS) (see Selective Admission Examinations).
- 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.
- 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 Dental Assisting 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 Insurance).
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become dental hygienists and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks).

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	3
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

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

CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1

Subtotal: 4

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

		Subtotal: 3

Dental Hygiene Core

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
		Subtotal: 12

Dental Hygiene Major

DHYG 1000	Tooth Anatomy and Root Morphology	2
DHYG 1010	Oral Embryology and Histology	1
DHYG 1020	Head and Neck Anatomy	2
DHYG 1030	Dental Materials	2
DHYG 1040	Preclinical Dental Hygiene Lecture	2
DHYG 1050	Preclinical Dental Hygiene Lab	2
DHYG 1070	Radiology Lecture	2
DHYG 1090	Radiology Lab	1
DHYG 1110	Clinical Dental Hygiene I	2
DHYG 1111	Clinical Dental Hygiene I Lab	3
DHYG 1206	Pharmacology and Pain Control	3
DHYG 2010	Clinical Dental Hygiene II	2
DHYG 2020	Clinical Dental Hygiene II Lab	2
DHYG 2050	General and Oral Pathology/Pathophysiology	3
DHYG 2070	Community Dental Health	3
DHYG 2080	Clinical Dental Hygiene III	2
DHYG 2090	Clinical Dental Hygiene III Lab	4
DHYG 2110	Biochemistry and Nutrition Fundamentals for the Dental Hygienist	2
DHYG 2130	Clinical Dental Hygiene IV	2
DHYG 2140	Clinical Dental Hygiene IV Lab	4
DHYG 2200	Periodontology	3
		Subtotal: 49

Students must pass all courses with grades of C or higher.
Subtotal: 86

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 Emergency Medical Technician (EMT) and Advanced Medical Technician (AEMT) are part of the emergency medical services (EMS) profession. These are health care professionals who work primarily in the pre-hospital environment but may also serve as patient care team members in a hospital or other health care setting. EMS works in a variety of outdoor conditions such as rain, snow, or extreme heat. EMS may pick up patients from inside a building or from a roadside accident. EMTs are frequently the first to arrive at the scene of an emergency and may have to provide lifesaving care such as CPR or bleeding control. EMTs are expected to quickly assess patient conditions, intervene as needed, and provide transportation to a hospital or other healthcare facility.

Emergency Medical Technicians/Advanced Medical Technicians:

- Function as part of a comprehensive EMS response within a community or public safety system under medical oversight using defined clinical guidelines.
- Perform interventions with the basic equipment found on an ambulance to manage life threats, medical, and psychological needs of their patients.
- 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.

STUDENT LEARNING OUTCOMES

Graduates of the Emergency Medical Technician program will be able to complete the following tasks:

- Perform an EMT level assessment.
- Form a general patient impression.
- Formulate a patient care plan within their scope of practice.
- Implement patient care.
- Transport patients to appropriate medical facilities or higher levels of care while delivering EMT level of care.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
- Pass the state psychomotor skills exam.
- Pass the National Registry EMT written exam.

Students earning the EMS Professions Diploma or Pre-Hospital EMS Operations TCC are expected to meet the EMT learning outcomes followed by the AEMT learning outcomes after completing the EMT portion.

Graduates of the Advanced Emergency Medical Technician program will be able to complete the following tasks:

- Perform an AEMT level assessment.
- Form a general patient impression.
- Formulate a patient care plan within their scope of practice.
- Implement patient care.
- Transport patients to appropriate medical facilities or higher levels of care while delivering EMT level of care.
- Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.

- Pass the National Registry AEMT written and psychomotor exam.

Students earning the EMS Professions Diploma or Pre-Hospital EMS Operations TCC should have already met the EMT program learning outcomes before entering the AEMT program.

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 performing 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.

Essential Function: Observation

The ability to actively participate 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 require the ability to see, hear, fell, or even smell cues related to the patient's condition.

Examples

- Observe skill demonstrations.
- Read small medication labels.
- Assess patients, including color changes, distinguishing location and types of injuries, lung sounds, and odors.
- Observe details about patient environment, including odors, colors, and sounds.
- Read small gauges on oxygen regulators and blood pressure cuffs.
- Listen to and distinguish patient lung sounds, heart tones, and blood pressures using a stethoscope in noisy environments.

Essential Function: Communication

The ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, families, and other members of the healthcare team.

Examples

- Read patient charts, medication labels, clinical documentation, physician orders, legal forms, and e-mail.
- Produce written communication with faculty or a healthcare team, including physicians, dispatchers, supervisors, patients (via charts, pre-hospital care forms, and/or narratives).
- Communicate verbally with healthcare team members, including physicians, dispatchers, supervisors, patients (in person, via telephone, and/or via two-way radio).
- Communicate effectively with instructors using a variety of methods such as email, voicemail, and messaging.

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. 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

See Tuition and Fees

Throughout the Program

- Background Checks and Drug Screenings (Approximately $80 per required check/screening)
- Malpractice Insurance ($47 per year)
- Textbooks (Approximately $500)

Outside Vendor Fees at Program Completion

- NREMT EMT Licensure Exam Fee ($104)
- NREMT EMT/AEMT Psychomotor Exam Fee ($135)
- 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 (EMT) and Advanced Emergency Medical Technician (AEMT) programs use 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 program must attend one information session before their application will be considered. 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 college 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.
- Proof of legal presence in the United States.
- Completed and signed Intent form.

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.
- Students 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).
- 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	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 9
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
EMS Professions Core		
ALHS 1011	Structure and Functioning of the Human Body	5
		Subtotal: 5
EMS Professions Major		
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3
		Subtotal: 26

Students must pass all ALHS, EMSP, and FSSE courses with grades of C or higher.

Subtotal: 43

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	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

Subtotal: 16

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

Subtotal: 16

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	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1010	Emergency Medical Responder	3

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	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Subtotal: 10

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

Subtotal: 10

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	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3

EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Subtotal: 26

Students must pass all courses with grades of C or higher.
Subtotal: 26

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:

- The student will be able to recognize and demonstrate the role and duties of the entry level healthcare assistants.
- The student will be able to recognize and discuss the agencies that regulate healthcare facilities, including laboratories.
- The student will be able to demonstrate emergency techniques required of entry level healthcare assistants (CPR, first aid, use of fire extinguishers).
- The student will have knowledge and skills to adhere to legal/ethical principles in practice of entry level healthcare skills, including HIPPA.
- The student will be able to follow acceptable work ethic, including appropriate dress, attendance, and professionalism.

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

See Tuition and Fees

Throughout The Program

- 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	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 9
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Healthcare Assistant Core		
ALHS 1011	Structure and Functioning of the Human Body	5
ALHS 1040	Introduction to Healthcare	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
		Subtotal: 10
Healthcare Associate Specialization		
BUSN 1015	Introduction to Healthcare Reimbursement	3
HIMT 1105	Essentials of Healthcare Access Services	3
HIMT 1151	Computer Applications in Healthcare	4
HIMT 1205	Review and Practice for the CHAA Exam	2
		Subtotal: 12

Students must pass all courses with grades of C or higher.
Subtotal: 34

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.

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

Tasks

- 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:

Admissions Fees

- Nonrefundable application fee ($25)

Outside Vendor Fees Prior to Beginning HIMT 2460

- 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)

Semester Fees

See Tuition and Fees

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 Requirements).
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- Proof of legal presence in the United States.

HEALTH INFORMATION CODING DIPLOMA (MAJOR CODE: HI12)

Credential: Diploma
Campus Locations: Athens and Walton

CURRICULUM OUTLINE

Academic Core		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 9
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Health Information Coding Major		
ALHS 1011	Structure and Functioning of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
HIMT 1100	Introduction to Health Information Management Technology	3
HIMT 1151	Computer Applications in Healthcare	4
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Record Content and Structure	2
HIMT 1360	Introduction to Pathopharmacotherapy	3
HIMT 1400	Coding and Classification—ICD Basic	4
HIMT 1410	Coding and Classification — ICD Advanced	3
HIMT 2400	Coding and Classification System — CPT/HCPCS	3
HIMT 2410	Revenue Cycle Management	3

HIMT 2500	Certification Seminar	4

Subtotal: 39

Students must pass all courses with grades of C or higher.
Subtotal: 51

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

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	2
BIOL 2100	Survey of the Human Body	5
MATH 1127	Introduction to Statistics	3

Subtotal: 10

Health Information Management Technology Major

HIMT 1100	Introduction to Health Information Management Technology	3
HIMT 1151	Computer Applications in Healthcare	4
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Record Content and Structure	2
HIMT 1360	Introduction to Pathopharmacotherapy	3
HIMT 1400	Coding and Classification—ICD Basic	4
HIMT 1410	Coding and Classification — ICD Advanced	3
HIMT 2150	Healthcare Statistics	3
HIMT 2200	Performance Improvement	3
HIMT 2300	Healthcare Management	3
HIMT 2400	Coding and Classification System — CPT/HCPCS	3
HIMT 2410	Revenue Cycle Management	3
HIMT 2460	Health Information Management Technology Practicum	3

Subtotal: 40

Students must pass all courses with grades of C or higher.
Subtotal: 65

Total Credit Hours: 65

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:

Admissions Fees

- Nonrefundable application fee ($25)

Semester Fees

See Tuition and Fees

Throughout the Program

- 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	3

Subtotal: 3

General Education

Area I: Language Arts and Communications

ENGL 1101	Composition and Rhetoric	3
	AND	
ENGL 1102	Literature and Composition	3
	OR	
ENGL 1105	Workplace and Technical Communications	3
	OR	
SPCH 1101	Public Speaking	3

Subtotal: 6

Area II: Social and Behavioral Sciences

Students must choose two of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

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	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

Subtotal: 3

Students must choose 3 or more hours from the Area III courses below:

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology II Lab	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry II Lab	1
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Subtotal: 3-4

Area IV: Humanities and Fine Arts

Students must choose from one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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.
Subtotal: 64-65

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). Athens Technical College provides NCCT tests through the Athens testing center at the college.

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)

Semester Fees

See Tuition and Fees

Throughout the Program

- 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

For admission into 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.
- 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.

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. 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)

CURRICULUM OUTLINE

Academic Core			
ENGL 1010	Fundamentals of English I	3	
MATH 1012	Foundations of Mathematics	3	
PSYC 1010	Basic Psychology	3	
			Subtotal: 9
College Requirement			
FSSE 1000	First Semester Seminar	3	
			Subtotal: 3
Medical Assisting Core			
ALHS 1011	Structure and Functioning of the Human Body	5	
ALHS 1090	Medical Terminology for Allied Health Sciences	2	
			Subtotal: 7
Medical Assisting Major			
MAST 1010	Legal and Ethical Concerns in the Medical Office	2	
MAST 1030	Pharmacology in the Medical Office	4	
MAST 1060	Medical Office Procedures	4	
MAST 1080	Medical Assisting Skills I	4	
MAST 1090	Medical Assisting Skills II	4	
MAST 1100	Medical Insurance Management	2	
MAST 1110	Administrative Practice Management	3	
MAST 1120	Human Diseases	3	
MAST 1170	Medical Assisting Externship	4	
MAST 1180	Medical Assisting Seminar	4	
			Subtotal: 34

Students must pass all courses with grades of C or higher.
Subtotal: 53
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 to prevent or 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 ro 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.

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:

- Students will display cultural competence when providing patient centered care in a variety of healthcare settings to a diverse patient population.
- Students will implement the National Patient Safety Goals, progressing from simple to complex care in all healthcare settings.
- Students will function within the legal, ethical, and professional frameworks of nursing practice.
- Communicate therapeutically with clients and interdisciplinary team in the practice of nursing.
- Demonstrate clinical reasoning skills in the provision of safe and competent care utilizing the nursing process in a variety of clinical situations.
- Utilize evidenced based healthcare information to provide nursing care.

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

See Tuition and Fees

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 ($45)
- 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 Interdisciplinary Studies 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.
- 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). 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 2114 (p. 467), BIOL 2114L (p. 467)), and 5) Introductory microbiology (BIOL 2117 and BIOL 2117L).**The minimum GPA from these courses is 2.75**

Applicants must complete (PSYC 1101 (p. 549) and PSYC 2103 (p. 549) **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.
- 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 ASN 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 Checks). Blank documents are available from the program chair.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission 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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- 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 2103) 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.
- 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 (p. 122)). Blank documents are available from the program chair.

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3

ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Nursing Core

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3

Subtotal: 15

Nursing Major

RNSG 1910	Foundations of Nursing	8
RNSG 1920	Adult Health Nursing I	7
RNSG 1930	Mental Health Nursing	3
RNSG 2910	Adult Health Nursing II	5
RNSG 2920	Maternal-Child Nursing	5
RNSG 2930	Adult Health Nursing III/Transition to Practice	7
RNSG 2940	Trends and Issues in Nursing and Healthcare	2

Subtotal: 37

Students must pass all courses with grades of C or higher.
Subtotal: 70

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 6

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Nursing Core

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3

Subtotal: 15

Nursing Major

RNSG 1925	Adult Health Nursing I	7
RNSG 1935	Mental Health Nursing	3
RNSG 2910	Adult Health Nursing II	5
RNSG 2920	Maternal-Child Nursing	5
RNSG 2930	Adult Health Nursing III/Transition to Practice	7
RNSG 2940	Trends and Issues in Nursing and Healthcare	2

Subtotal: 29

Students must pass all courses with grades of C or higher.
Subtotal: 62

Total Credit Hours: 62

PRE-NURSING TCC (MAJOR CODE: PR31)

Credential: Certificate
Campus Location: Exclusively for Athens College and Career Academy

CURRICULUM OUTLINE

Pre-Nursing

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
	Students must choose from one of the courses below	
HUMN 1101	Introduction to Humanities	3
MATH 1127	Introduction to Statistics	3
PSYC 2103	Human Development	3
SPCH 1101	Public Speaking	3

Subtotal: 16

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. 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

	2022	2021	2020	2019
Students Beginning the Program	11	19	8	20
Retention Rate	10(90.9%)	14(73.7%)	7(87.5%)	18(90%)
Successful Completion of NREMT Cognitive Exam (As of July 2022, all 2020 graduates passed)	10(100%)	14(100%)	6(85.7%)	18(100%)
Successful Completion of NREMT Psychomotor Exam	10(100%)	14(100%)	7(100%)	18(100%)

Positive Employment Placement	10(100%)	14(100%)	7(100%)	18(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

See Tuition and Fees

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 ($160)
- 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. 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.
- Proof of legal presence in the United States.
- Completed and signed Intent form. Blank forms are available on the college website.
- Proof of valid Georgia Emergency Medical Technician-Intermediate license or Advanced Emergency Medical Technician license.
    - Proof of completion of core classes (diploma: ALHS 1011, ENGL 1010, MATH 1012, PSYC 1010; degree: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, MATH 1101 or MATH 1111, PSYC 1101) 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).

- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become paramedics and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks).
- 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 Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Paramedicine program.

PARAMEDICINE DIPLOMA (MAJOR CODE: PT12)

Credential: Diploma
Campus Location: Athens

CURRICULUM OUTLINE

Academic Core

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

Subtotal: 9

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Paramedicine Core

ALHS 1011	Structure and Functioning of the Human Body	5

Subtotal: 5

Paramedicine Major

EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic – I	2
EMSP 2520	Clinical Applications for the Paramedic – II	2
EMSP 2530	Clinical Applications for the Paramedic – III	2
EMSP 2540	Clinical Applications for the Paramedic – IV	1
EMSP 2550	Clinical Applications for the Paramedic – V	1
EMSP 2560	Clinical Applications for the Paramedic – VI	1
EMSP 2570	Clinical Applications for the Paramedic – VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

Subtotal: 44

Students must pass all courses with grades of C or higher.
Subtotal: 61

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	3

		Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3
		Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
		Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3
		Subtotal: 3

General Education Electives

Students may choose a course from Area III, Area IV, or from the following list:

BIOL 1111	Biology I	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
MATH 1112	College Trigonometry	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1

POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
		Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3
		Subtotal: 3

Paramedicine Core

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
		Subtotal: 8

Paramedicine Major

EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic – I	2
EMSP 2520	Clinical Applications for the Paramedic – II	2
EMSP 2530	Clinical Applications for the Paramedic – III	2
EMSP 2540	Clinical Applications for the Paramedic – IV	1
EMSP 2550	Clinical Applications for the Paramedic – V	1
EMSP 2560	Clinical Applications for the Paramedic – VI	1
EMSP 2570	Clinical Applications for the Paramedic – VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3
		Subtotal: 44

Students must pass all courses with grades of C or higher.
Subtotal: 70-71
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),11020 Kina Street, Suite 400, Overland Park, KS 66210

MISSION STATEMENT

The mission of the Phlebotomy Technology Specialist program is to educate students to become qualified phlebotomy technology specialists 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:

- Student will exhibit professional demeanor with staff and patients through body language, verbal communications, and ethical conduct.
- Student will be able to work well under pressure.
- Student will become patient and sensitive.
- Student will demonstrate proficient and accurate collection techniques when performing venipuncture.
- Student will become confident.
- Student will be able to draw and process blood specimens.

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.

Examples

- See color, changes in color, shapes, and texture differences.
- Read color chemical reactions, identify organisms, and differentiate blood cells.
- Read small print on collection tubes and physician orders.

Essential Function: Communication

The ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, other students, patients, families, and other members of the healthcare team.

Examples

- Read medication labels, clinical documentation, physician orders, legal forms, and e-mail.
- Produce written communication with the healthcare team (may be done via charts, pre-hospital care forms, and/or narratives).
- Communicate verbally with healthcare team members, including physicians, supervisors, and patients.

Essential Function: Motor

Sufficient motor ability and dexterity to execute the movement and skills required for safe and effective care.

Examples

- Manipulate glass slides, tourniquets, needles, small tubes, and collection devices.
- Handle and manipulate safely and properly small phlebotomy devices.
- Stand, walk, and bend repeatedly throughout an eight-hour period.
- Travel quickly throughout an institution.
- Collect specimens at the bedside, chairside, and difficult-to-reach situations.

Essential Function: Intellectual

The ability to collect, interpret, and integrate information and make decisions.

Examples

- Recognize and adapt to changing patient conditions.
- Analyze procedural tasks.
- Solve problems and think critically in order to address patient needs.

Essential Function: Behavioral and Social Attributes

Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team; possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients; possess compassion, integrity, concern for others, and motivation; possess the ability to demonstrate professional behaviors and a strong work ethic.

Examples

- Maintain patient confidentiality and exercise ethical integrity, honesty, dependability, and accountability in the performance of laboratory responsibilities.

- Adapt to the changing environment and technology.
- Maintain composure and continue phlebotomy procedures when subjected to high stress levels).

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning PHLT Courses

- Hepatitis B Immunization ($200)
- Tuberculosis Skin Test ($25)
- Flu Vaccine ($25)
- Physical Examination (Approximately $300)
- Scrubs (Approximately $30 per set; color is determined by the clinical site)

Semester Fees

See Tuition and Fees

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Textbooks (Approximately $700)
- Supply Fee (Varies — See course descriptions for exact amount)

Outside Vendor Fees at Program Completion

- National Center for Competency Testing Examination ($119)
- 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 Technology Specialist 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 Technology Specialist 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.

- 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 1011 and 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 1050 (p. 542)-Clinical Practice, applicants must have the following current official documents on file with program faculty:

A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks).

Prior to beginning the clinical phase of the program (PHLT 1050), 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.
- 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). 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 1040 to be eligible for evaluation in the Program.

Program applicants will need to have completed ALHS 1090 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 Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Phlebotomy 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	5
ALHS 1040	Introduction to Healthcare	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4

Subtotal: 17

Effective Spring 2023
Subtotal: 17

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.

CAPTE considers complaints about programs that are accredited or seeking accreditation by CAPTE. The CAPTE complaint process may be accessed at capteonline.org/complaints.

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 EDUCATION

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

	Year 1	Year 2	Total
Annual Tuition Public Institution, In-districtor In-state Student:	**$4,400.00**	**$3,000.00**	**$7,400.00**
Annual Tuition Public Institution, Out-of-district or Out-of-state student: Annual Tuition Private Institution Student:	**$8,800.00**	**$6,000.00**	**$14,800.00**
Annual Tuition Private Institution Student:	**N/A**	**N/A**	**N/A**
Annual institutional fees for a full-time student in the technical phase of the program [Includes general institutional fees, i.e., health insurance, recreation, etc.]	**$993.00**	**$662.00**	**$1,655.00**
Total expected cost of other program-related expenses [Includes: required texts, laboratory fees, and other program costs for the entire technical program.]	**$1,115.00**	**$357.00**	**$1,472.00**
TotalCostoftheProgramforStudentsScheduledtoGraduatethis Calendar Year [Includes: tuition, fees, other program costs for the entire technical program	**$10,527.00**	**$17,927.00**	**N/A**

Public In-State Institution Public Institution Out-of-state Private Institution

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

See Tuition and Fees

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)

Outside Vendor Fees at Program Completion

- 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 Requirements).
- A minimum grade point average of 3.0 on a 4.0 scale is required on college work attempted in order to be eligible for consideration for admission to the program.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- 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. Students may take the TEAS only once every 90 days.
- 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).

All 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 through the American Heart Association.
- Verification of health and malpractice insurance.
- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health.
- Results of 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. QuantiFERON Gold or PPD skin 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); some clinical facilities may require to COVID 19 booster.

- 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, all steps detailed under Life Sciences Programs Readmission and PTA program re-entry addendum must be followed. In addition, students seeking readmission must 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.

COMPLAINTS

Signed complaints related to the PTA program that fall outside of established due process for students and employees of the college can be submitted in writing to the following address:

Athens Technical College

Attn: PTA Department

800 US Highway 29 North

Athens, GA 30601

The complaints must include the name of the individual filing the complaint, reason for the complaint, and contact information. Retaliation against a complainant is strictly prohibited. Anonymous complaints will not be considered.

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Subtotal: 3

Area III: Mathematics and Natural Science

PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Subtotal: 4

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Physical Therapist Assistant Core

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
PSYC 2103	Human Development	3

Subtotal: 11

Physical Therapist Assistant Major

PHTA 1110	Introduction to Physical Therapy	2
PHTA 1120	Patient Care Skills	3
PHTA 1130	Functional Anatomy and Kinesiology I	3
PHTA 1140	Physical Therapy Procedures I	3
PHTA 2110	Pathology I	4
PHTA 2120	Rehabilitation I	4
PHTA 2130	Physical Therapy Procedures II	3
PHTA 2140	Clinical Education I	4
PHTA 2150	Pathology II	4
PHTA 2160	Rehabilitation II	4
PHTA 2170	Kinesiology II	3
PHTA 2180	Clinical Education II	4
PHTA 2190	Clinical Education III	7
PHTA 2200	Physical Therapist Assistant Seminar	1

Subtotal: 49

Students must pass all courses with grades of C or higher.
Subtotal: 79
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 (LPN's) roles are similar to that of the registered nurse i that they give care to the sick, injured, convalescing, and disabled clients under the direct instruction and/or supervision of the physician and registered nurses.

Basic bedside care for the LPN has evolved into a more technical realm over the last several years. Besides the giving of medicines (oral, IM, and IV), they are responsible for many tasks inclusive of client care. They must be proficient in assessment and clinical skills. Some of those skills involve monitoring the client for changes in vital signs and the significance of those changes, monitoring laboratory values and their significance, helping the client with necessary activities of daily living, and education for the client and families of clients o specific matters from medication administration and adverse effects to the importance of adherence to the physician's advice for optimal outcomes.

Continual assessment of the client, safety issues regarding the client, cultural considerations, and sound clinical judgment are skills that today's LPN must possess. Knowledge of the use of new technology and treatment within evidence-based practice is essential. Continuing education credits must be done within each cycle of license renewal, kept current, and reported to the Board of Nursing.

LPNs must be aware of costs to their clients and facilities and must also be advocates for the clients for which they care. LPNs serve a larger and more crucial role than ever before in client care in order to try to help restore the client to their optimal function.

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.

Examples

- Establishing rapport with patients, families, and colleagues.
- Negotiating interpersonal conflict.
- Respecting cultural diversity.

Essential Function: Communication

Communication abilities sufficient to interact with others.

Examples

- Explaining treatment procedures.
- Initiating health teaching.
- Documenting and interpreting nursing actions and patient responses.
- Preparing written reports and oral reports for other healthcare professionals.

Essential Function: Mobility

Physical abilities sufficient for movement from room to room and in small spaces.

Examples

- Moving around a patient's room, work spaces, and treatment areas.
- Administering cardiopulmonary procedures such as resuscitation.
- Sitting or standing and maintaining balance for long periods.
- Twisting, bending, and stooping throughout the day.
- Moving quickly in response to possible emergencies.
- Pushing, pulling, lifting, or supporting a dependent adult patient.
- Squeezing with hands and fingers.
- Performing repetitive movements.

Essential Function: Motor Skills

Gross and fine motor abilities sufficient for providing safe, effective nursing care.

Examples

- Calibrating and using equipment.

- Positioning dependent adult patients.
- Grasping and manipulating small objects and instruments.
- Using a computer keyboard.
- Writing with a pen.

Essential Function: Hearing

Auditory ability sufficient for monitoring and assessing health needs.

Examples

- Hearing monitor and pump alarms, emergency signals, fire alarms, auscultatory sounds, and cries for help.

Essential Function: Visual

Visual ability sufficient for observation and assessment necessary in nursing care.

Examples

- Observing patient responses such as respiratory rate and depth, skin color, and other physical signs.
- Seeing and reading monitors, watches with second hands, medication labels and vials, and increments on a medication syringe.
- Seeing objects from 20 inches to 20 feet away.
- Using depth perception and peripheral vision.
- Distinguishing colors.
- Reading written documents.

Essential Function: Tactile

Tactile ability sufficient for physical assessment.

Examples

- Performing palpation, functions of physical examinations (such as the discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as the insertion of a catheter).

Essential Function: Emotional

Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.

Examples

- Establishing therapeutic interpersonal boundaries.
- Providing patients with emotional support.
- Adapting to changing conditions in the work environment and stress level.
- Dealing with unexpected or unpredictable events.
- Maintaining focus on task.
- Performing multiple tasks concurrently.
- Being able to handle strong emotions.

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning PSNG Courses

- Basic Cardiac Life Support Certification ($40)
- Hepatitis B Immunization ($200)
- Tuberculosis Skin Test ($25)
- Flu Vaccine ($25)
- Physical Examination (Approximately $300)
- Uniforms (Approximately $175)

Semester Fees

See Tuition and Fees

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Supply Fee (Varies — See course descriptions for exact amount)
- ATI Student Fees $1,977 (3 semesters total) Day Program; $2,000 (5 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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- 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.
- Completed and signed Intent Form.

Applicants must complete English (ENGL 1010), medical terminology (ALHS 1090), 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.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Practical Nursing program.

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.

- Completed and signed application for admission and a $25 nonrefundable application fee.
- Proof of legal presence in the United States.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age.
- Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past.
- NLN Pre-admission PN Examination scores of no less than the 65th percentile that are less than five years old on the application deadline.
- Completed intent form. Blank forms are available on the college website.

Applicants must complete English (ENGL 1010), medical terminology (ALHS 1090) mathematics (MATH 1012), psychology (PSYC 1010), and anatomy and physiology (ALHS 1101), 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. Applicants selected to the program should complete all general and health core courses prior to enrolling in PNSG 2030.

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 April to receive consideration in the selection process.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Practical Nursing program.

PRACTICAL NURSING DIPLOMA (MAJOR CODE: PN12)

Credential: Diploma
Campus Location: Elbert

CURRICULUM OUTLINE

Academic Core		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 11
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Practical Nursing Core		
ALHS 1011	Structure and Functioning of the Human Body	5
		Subtotal: 5
Practical Nursing Major		
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical Surgical Nursing I	4
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2230	Medical Surgical Nursing III	4
PNSG 2240	Medical Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinic	1
PNSG 2310	Medical Surgical Nursing Clinic I	2
PNSG 2320	Medical Surgical Nursing Clinic III	2
PNSG 2330	Medical Surgical Nursing Clinic III	2
PNSG 2340	Medical Surgical Nursing Clinic IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinic	2
		Subtotal: 41

Students must pass all ALHS, FSSE, and PSNG courses with grades of C or higher.

Subtotal: 60

Total Credit Hours: 60

PRACTICAL NURSING EVENING PROGRAM (MAJOR CODE: PN12)

Credential: Diploma
Campus Location: Elbert

CURRICULUM OUTLINE

Academic Core		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
		Subtotal: 11
College Requirement		
FSSE 1000	First Semester Seminar	3
		Subtotal: 3
Practical Nursing Core		
ALHS 1011	Structure and Functioning of the Human Body	5
		Subtotal: 5
Practical Nursing Major		
		Subtotal: 41
Fall (A)		
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
		Subtotal: 10
Spring (A)		
PNSG 2210	Medical Surgical Nursing I	4
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2310	Medical Surgical Nursing Clinic I	2
		Subtotal: 10
Summer		
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinic	1
PNSG 2320	Medical Surgical Nursing Clinic III	2
		Subtotal: 6
Fall (B)		
PNSG 2230	Medical Surgical Nursing III	4
PNSG 2330	Medical Surgical Nursing Clinic III	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinic	2
		Subtotal: 9
Spring (B)		
PNSG 2240	Medical Surgical Nursing IV	4
PNSG 2340	Medical Surgical Nursing Clinic IV	2
		Subtotal: 6

Subtotal: 60

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 evaluate image quality.

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://forms.athenstech.edu/forms/documents/programs/radiography/Program_Effectiveness_Data_RAD_2022.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

See Tuition and Fees

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)

Outside Vendor Fees at Program Completion

- Certification Examination ($225)

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

Student Laptop Requirement

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. *

WINDOWS:

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. 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.
- Proof of legal presence in the United States.
- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS).
- Documentation showing the completion of mathematical modeling (MATH 1101), College Algebra (MATH 1111), or Precalculus (MATH 1113), in addition to medical terminology (ALHS 1090) and anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L) 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. Coursework must be completed within the last 5 years as of the application deadline for selection consideration. If a course has been repeated only an average of the first two attempts will be considered for admission.
- 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.

- 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.

Students will be required to complete drug testing and background checks at their own expense prior to participating in internships, practicums, or clinical activities (see Drug Testing/Background Checks). Directions for contacting approved providers will be given to the student after acceptance to the program.

Computed Tomography (CT) Specialist Certificate Admissions

The **Computed Tomography (CT) Specialist Certificate program** uses a competitive admission process to select students. Program faculty and the Admissions Office staff designed the process to ensure maximum opportunity for student success in the program. The **Computed Tomography (CT) Specialist Certificate** program admits students once per year at the beginning of fall semester.

Applicants must submit all required documentation to the Admissions Office by July 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the

Computed Tomography (CT) Specialist Certificate program.

Applicants must submit the following items to the Admissions Office by July 1 of the year they seek admission to the program:

- Completed and signed application for admission and a $25 nonrefundable application fee.
- Official high school or GED transcripts and/or official college transcripts of all colleges attended in the past (see General Admission Requirements). Applicants must have earned a minimum grade point average of 2.0 on a 4.0 scale on all college work attempted. 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.
- Proof of legal presence in the United States.
- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS).
- 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.
- Proof of legal presence in the United States.
- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS).
- 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 (p. 538) MRI Clinical Education I and **MRIM 2360** (p. 538) 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 Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Radiography program.

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
- 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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

PSYC 1101	Introductory Psychology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

Subtotal: 3

General Education Electives

Students may choose a course from Area IV or from the following list:

BIOL 1111	Biology I	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1

COMM 1500	Introduction to Interpersonal Communication	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3

Subtotal: 3

Radiologic Core

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1

Subtotal: 10

Radiologic Major

RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3
RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1085	Radiologic Equipment	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography IV	7
RADT 2090	Radiographic Procedures III	2
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6
RADT 2360	Clinical Radiography II	9

Subtotal: 52

Students must pass all College courses with grades of C or higher.
Subtotal: 80-81

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	2
RADT 2210	Computed Tomography Physics and Instrumentation	5
RADT 2220	Computed Tomography Procedures I	3
RADT 2230	Computed Tomography Procedures II	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2265	Computed Tomography Clinical II	4

Subtotal: 21

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

Subtotal: 21

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	3
MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3
MRIM 2330	MRI Physics and Instrumentation	3
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370	MRI Review	3

Subtotal: 24

Students must pass all classes with grades of C or higher.
Subtotal: 24

Total Credit Hours: 24

Surgical Technology

ACCREDITATION

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org), 9355 - 113th Street North # 7709 Seminole, Fl 33775, 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 19751 East Main Street, Suite 339, Parker CO 80138, (303)-694-9262.

MISSION STATEMENT

The mission of the Surgical Technology program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomote (skills), and affective (behavior)learning domains to enter the profession.

NATURE OF THE WORK

Surgical technologists assist in surgical operations under the supervision of a surgeon. 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 program 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 technologist 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

CST Exam Pass Rate	83% (5/6)
Graduate Placement Rate	100% (6/6)

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)

- Program Placement Examination ($75)

Outside Vendor Fees Prior to Beginning SURG Courses

- Hepatitis B Immunization ($265)
- T-Dap Immunization ($50)
- MMR ($80)
- Varicella ($120)
- Physical Examination (Approximately $200)
- Uniforms (Approximately $250)
- ACEMAPP ($50)
- Doismeter ($35 per semester)
- Flu/COVID Immunization ($50)
- CPR Fee ($45)
- QuantiFERON TB Gold ($150)
- Clinical Records System ($150)

Semester Fees

See Tuition and Fees

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per required check/screening)
- Malpractice Insurance ($11 per year)
- Textbooks (Approximately $1,500 for the associate degree program)
- Supply Fee (Approximately $35)

Outside Vendor Fees at Program Completion

- Certification Examination ($250)
- Graduate Application Fee ($40)
- Cap and Gown ($81)

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.
- Valid ACCUPLACER, COMPASS, ASSET, SAT, or ACT test scores.
- Proof of legal presence in the United States.
- Scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS).
- 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 1101 (or higher).

Students must have the following documents on file in the Surgical Technology Office prior to entering SURG 2110:

- Basic cardiac life support certification.
- Verification of accident and malpractice insurance.
- Record of physical exam with a physician's statement that the student is in satisfactory health. QuantiFERON TB Gold and/or chest x-ray results, hepatitis screen results, and documentation of immunity to rubella, measles, varicella, influenza, and COVID 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).

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. In addition, students seeking readmission will abide by all policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Surgical Technology program.

SURGICAL TECHNOLOGY 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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3
HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Subtotal: 3

Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3

Subtotal: 3

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3

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	3
	AND	
BIOL 1111L	Biology I Lab	1
BIOL 1112	Biology II	3
	AND	
BIOL 1112L	Biology II Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry I Lab	1
CHEM 1212	Chemistry II	3
	AND	
CHEM 1212L	Chemistry II Lab	1
COMM 1500	Introduction to Interpersonal Communication	3
ENGL 1102	Literature and Composition	3
PHYS 1110	Conceptual Physics	3

	AND	
PHYS 1110L	Conceptual Physics Lab	1
		Subtotal: 3-4

College Requirement

FSSE 1000	First Semester Seminar	3
		Subtotal: 3

Health Core

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
		Subtotal: 14

Surgical Technology Major

SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2110	Surgical Technology Clinical I	3
SURG 2120	Surgical Technology Clinical II	3
SURG 2130	Surgical Technology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2
		Subtotal: 41

Students must pass all courses with grades of C or higher.
Subtotal: 73-74

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, all AVMA-CVTEA accredited educational programs have 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. Based on those requirements, the following list of essential functions and technical skills were developed that students should be able to perform, with or without reasonable accommodation, at the time of admission to the Veterinary Technology program.

Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently:

- Be physically capable of handling equipment and animals that weigh up to 50 pounds.
- Move, reach, manipulate, and operate equipment and controls.
- Access supply and storage areas.
- Enter, maneuver in, and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling, and/or climbing).
- Move between animal holding facilities, treatment areas, and surgical suites without physical impairment.
- Spend prolonged periods of time walking, standing, sitting, crawling, and bending.
- Reach, push, or pull animals or equipment in confined areas.

Students must be able to demonstrate the following abilities:

- Normal natural or corrected visual and auditory acuity to allow for patient assessment at a distance.
- Tolerance of high-volume areas such as dog kennels and swine facilities.
- Recognition of signals, alarms, emergency signals, and voices while in animal care or treatment facilities and while wearing protective garb.
- Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.

Students must possess the following skills:

- Critical thinking and problem-solving skills to assess patient status and response to therapy.
- The ability to perform multiple tasks simultaneously.
- Reading and writing skills that enable them to assess medical records and treatment plans, make legally binding notes on patient status and care, and accurately complete logbooks.
- Computer skills that enable them to input, access, and assess client and patient information, as well as perform hospital management tasks.
- Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Personal initiative to work independently and with small groups of people.
- Stress management skills to handle stressful situations related to pain, injury, death, and dying.
- Initiative and self-motivation to continue life-long learning.

PROGRAM EXPENSES

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

Admissions Fees

- Nonrefundable application fee ($25)
- Program Placement Examination (ATI-TEAS: $70 ATC students and $95 non-students)

Outside Vendor Fees Prior to Beginning VETT Courses

- Rabies Vaccine Series (Approximately $900 - $1000)
- Tetanus Toxoid Vaccine (Approximately $75)
- Physical Examination (Approximately $150)
- Uniforms and Related Supplies (Approximately $300)
- Laptop Computer (Approximately $250 - $500)

Semester Fees

See Tuition and Fees

Throughout the Program

- Background Checks and Drug Screenings (Approximately $100 per check/screening, if required by clinical sites)
- Malpractice Insurance ($11 per year)
- Dosimetry Badge Fee ($60 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)

Outside Vendor Fees at Program Completion

- Certification Examination Veterinary Technician National Examination ($325)
- State of Georgia Veterinary Technician Licensure Application Fee ($60)

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 under the supervision of a licensed 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 for possible entry into the Veterinary Technology program must gain general admission to the college, and this may occur during any academic term to complete learning support and required 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 May 15 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. 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.
- 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.
- 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/universities 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, applicants 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 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 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.
- Proof of immunization records for Rabies and Tetanus Vaccines.

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. Failure to submit official immunization records from a healthcare provider by August 31 will result in dismissal from the program.

Readmission Policy

- If students withdraw from the program for any reason, they must follow the steps detailed under Life Sciences Programs Readmission. Students seeking re-entry into Veterinary Technology will be required to complete all conditions of a program-specific individualized program of study plan. In addition, students seeking readmission will abide by all college and program-based policies and procedures in place at the time of their request for readmission.

Residency Policy

- Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Veterinary Technology program.

VETERINARY 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, 2020to June 30, 2023
Total number of graduates taking exam for the first-time(total for three years for the timeframe indicated)	21
Three-Year VTNE Pass Percentage %	95.24%

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	3

Subtotal: 3

Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I to 1500	3
HIST 1112	World History II Since 1500	3
HIST 2111	U.S. History I to 1877	3

HIST 2112	U.S. History II Since 1865	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
		Subtotal: 3

Area III: Mathematics and Natural Science

BIOL 1111	Biology I	3
BIOL 1111L	Biology I Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
MATH 1111	College Algebra	3
		Subtotal: 11

Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
MUSC 2040	History of Popular Music	3
THEA 1101	Theater Appreciation	3
		Subtotal: 3

College Requirement

FSSE 1000	First Semester Seminar	3
		Subtotal: 3

Veterinary Technology Major

VETT 1000	Veterinary Medical Terminology	2
VETT 1010	Introduction to Veterinary Technology	1
VETT 1020	Veterinary Clinical Pathology I	3
VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
VETT 1070	Veterinary Diagnostic Imaging	3
VETT 1110	Veterinary Pathology and Diseases	4
VETT 2120	Veterinary Clinical Pathology II	4
VETT 2130	Veterinary Clinical Procedures II	5
VETT 2160	Pharmacology for Veterinary Technicians	3
VETT 2210	Laboratory and Exotic Animals	4
VETT 2220	Veterinary Practice Management	3
VETT 2230	Veterinary Anesthesiology and Surgical Procedures	5
VETT 2300	Veterinary Technology Clinical Internship	12
		Subtotal: 57

Students must pass all BIOL, CHEM, ENGL, FSSE, MATH, and VETT courses with grades of C or higher.

Subtotal: 80
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	3
BIOL 1111L	Biology I Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry I Lab	1
FSSE 1000	First Semester Seminar	3
MATH 1111	College Algebra	3
VETT 1000	Veterinary Medical Terminology	2
VETT 1010	Introduction to Veterinary Technology	1
VETT 1020	Veterinary Clinical Pathology I	3
VETT 1030	Veterinary Clinical Procedures I	4
VETT 1060	Animal Anatomy and Physiology	4
VETT 1070	Veterinary Diagnostic Imaging	3

Subtotal: 31

Students must pass all courses with grades of C or higher.
Subtotal: 31

Total Credit Hours: 31

COURSES

ACCT - Accounting

ACCT 1100 - Financial Accounting I

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.

Prerequisite: Diploma-level program admission.

ACCT 1105 - Financial Accounting II

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.

Prerequisite: ACCT 1100. Crosslisted as: ACCT 1100.

ACCT 1110 - Managerial Accounting

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.

Prerequisite: ACCT 1100.

ACCT 1115 - Computerized Accounting

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.

Prerequisite: COMP 1000, ACCT 1100.

ACCT 1120 - Spreadsheet Applications

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.

Prerequisite: COMP 1000.

ACCT 1125 - Individual Tax Accounting

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.

Prerequisite: Provisional admission.

ACCT 1130 - Payroll Accounting

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.

Prerequisite: ACCT 1100.

ACCT 2000 - Managerial Accounting

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.

Prerequisite: ACCT 1105. Corequisite: None.

ACCT 2100 - Accounting Internship I

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.

Prerequisite: All non-elective courses required for program completion. Corequisite: None.

ACCT 2105 - Accounting Internship II

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.

Prerequisite: All non-elective courses required for program completion. Corequisite: None.

ACCT 2110 - Accounting Simulation

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.

Prerequisite: ACCT 1105, ACCT 1120. Corequisite: ACCT 1115.

ACCT 2140 - Legal Environment of Business

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.

Prerequisite: Associate degree-level program admission.

ACCT 2145 - Personal Finance

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.

Prerequisite: Provisional admission.

ACRP - Automotive Collision Repair

ACRP 1000 - Introduction to Auto Collision Repair

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

Prerequisite: Provisional admission.

ACRP 1005 - Automobile Component Repair and Replacement

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.

Prerequisite: Provisional admission. Corequisite: ACRP 1000.

ACRP 1010 - Foundations of Collision Repair

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.

Prerequisite: Provisional admission. Corequisite: ACRP 1000, ACRP 1005.

ACRP 1015 - Fundamentals of Automotive Welding

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.

Prerequisite: Program admission. Corequisite: ACRP 1000.

ACRP 1017 - Mechanical and Electrical Systems I

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.

Prerequisite: Program admission. Corequisite: ACRP 1000.

ACRP 1019 - Mechanical and Electrical Systems II

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.

Prerequisite: Program admission. Corequisite: ACRP 1000.

ACRP 2001 - Introduction to Auto Painting and Refinishing

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.

Prerequisite: Provisional admission. Corequisite: ACRP 1000, ACRP 1010.

ACRP 2002 - Painting and Refinishing Techniques

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.

Prerequisite: Provisional admission. Corequisite: ACRP 1000, ACRP 2001.

ACRP 2009 - Refinishing Internship

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2001, ACRP 2002.

ACRP 2010 - Major Collision Repair

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.

Prerequisite: ACRP 1000, ACRP 1005.

ACRP 2015 - Major Collision Replacements

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2010.

ACRP 2019 - Major Collision Repair Internship

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015.

ACRP 2108 - Refinishing Internship I

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2001, ACRP 2002.

ACRP 2109 - Refinishing Internship II

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.

Prerequisite: ACRP 2108.

ACRP 2118 - Major Collision Repair Internship I

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2010, ACRP 2015.

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.

Prerequisite: ACRP 2118.

AGRB -- Agricultural Business

AGRB 1110 - Agribusiness Management

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.

Prerequisite: Program admission.

AGRB 1120 - Leadership in Agribusiness

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.

AGRB 1150 - Agricultural Finance and Credit

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.

Prerequisite: Program admission.

AGRB 2200 - Principles of Agronomy

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.

Prerequisite: Program admission.

AGRB 2250 - Survey of the Animal Industry

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.

Prerequisite: Program admission.

AGRB 2300 - Precision Agricultural Systems

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.

Prerequisite: Program admission.

AGRB 2380 - Agricultural Mechanics

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.

Prerequisite: Program admission.

AGRB 2800 - Agribusiness Internship

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.

Prerequisite: Program admission.

AGSC -- Agricultural Science

AGSC 1001 - Introduction to Agriculture

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.

Prerequisite: Program admission.

AGSC 1210 - Introduction to Livestock Evaluation

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.

AGSC 1220 - Livestock Evaluation and Composition

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.

Prerequisite: AGSC 1210. Corequisite: None.

AGSC 1230 - Livestock Evaluation and Selection

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.

Prerequisite: AGSC 1220. Corequisite: None.

AGSC 1240 - Advanced Livestock Evaluation and Selection

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.

Prerequisite: AGSC 1230. Corequisite: None.

AGSC 2150 - Grasses and Forages in Agriculture

Students develop an understanding of breeding, feeding, and managing livestock.

Prerequisite: AGRB 2250.

AGSC 2220 - Introduction to Poultry Science

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.

AGSC 2330 - Agricultural Structures Design and Construction

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.

Prerequisite: Program admission.

AGSC 2260 - Poultry Production and Management

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.

Prerequisite: AGSC 2220.

AGSC 2270 - Livestock Production and Management

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.

Prerequisite: AGRB 2250.

AGSC 2350 - Heating and Ventilation of Agricultural Structures

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.

Prerequisite: None. Corequisite: None.

AGSC 2380 - Agricultural Mechanics

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 Ethic.

Prerequisite: Provisional admission.

AGSC 2520 - Food Safety and Health in Agriculture

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.

Prerequisite: BIOL 1111, BIOL 1111L.

AGSC 2530 - Poultry Processing and Products

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.

Prerequisite: AGSC 2220, BIOL 1111, and BIOL 1111L.

AIRC - Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals

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 air conditioning and refrigeration systems.

Prerequisite: None. Corequisite: None.

AIRC 1010 - Refrigeration Principles and Practices

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.

Corequisite: AIRC 1005.

AIRC 1020 - Refrigeration Systems Components

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.

Corequisite: AIRC 1010.

AIRC 1030 - HVACR Electrical Fundamentals

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 (p. 40).

Prerequisite: Provisional admission.

AIRC 1040 - HVACR Electrical Motors

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.

Corequisite: AIRC 1030.

AIRC 1050 - HVACR Electrical Components and Controls

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.

Prerequisite: AIRC 1030. Corequisite: AIRC 1030.

AIRC 1060 - Air Conditioning Systems Application and Installation

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.

Prerequisite: AIRC 1010, AIRC 1030.

AIRC 1070 - Gas Heat

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.

Prerequisite: None. Corequisite: AIRC 1030.

AIRC 1080 - Heat Pumps and Related Systems

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.

Prerequisite: None. Corequisite: AIRC 1010; AIRC 1030.

AIRC 1090 - Troubleshooting Air Conditioning Systems

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.

Prerequisite: AIRC 1010, AIRC 1050. Corequisite: None.

ALHS - Allied Health Science

ALHS 1011 - Structure and Functioning of the Human Body

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.

Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

ALHS 1040 - Introduction to Healthcare

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.

Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with a grade of C* or higher.

ALHS 1090 - Medical Terminology for Allied Health Sciences

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.

Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

AMCA - Advanced Machine Tool Technology

AMCA 2110 - CNC Fundamentals

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.

Prerequisite: MCHT 1012, MCHT 1013, MCHT 1011, MCHT 1120.

AMCA 2130 - CNC Mill Programming

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.

Corequisite: AMCA 2110.

AMCA 2150 - CNC Lathe Programming

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.

Corequisite: AMCA 2110.

AMCA 2170 - CNC Practical Applications

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.

Prerequisite: AMCA 2110, AMCA 2130, AMCA 2150.

AMCA 2190 - CAD/CAM Programming

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.

Corequisite: AMCA 2110.

ARTS - Art Appreciation

ARTS 1101 - Art Appreciation

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

AUMF - Automated Manufacturing Technology

AUMF 1580 - Automated Manufacturing Skills

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.

Prerequisite: Provisional admission.

AUMF 1660 - Representative Manufacturing Skills

This course introduces representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Prerequisite: Provisional admission.

AUMF 2155 - Quality Management Principles

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.

Prerequisite: Provisional admission.

AUMF 2500 - Manufacturing Operations Internship

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.

Prerequisite: Permission of Department.

AUTT - Automotive Technology

AUTT 1010 - Introduction to Automotive Technology

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.

Prerequisite: Provisional admission.

AUTT 1020 - Automotive Electrical Systems

This course introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

Corequisite: AUTT 1010.

AUTT 1021 - Automotive Electrical Systems I

This course introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Corequisite: AUTT 1010.

AUTT 1022 - Automotive Electrical Systems II

This course emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn wiper/washer, and accessories.

Prerequisite: AUTT 1010; AUTT 1021.

AUTT 1030 - Automotive Brake Systems

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.

Prerequisite: AUTT 1010; AUTT 1020 or AUTT 1021. Corequisite: AUTT 1020 or AUTT 1022.

AUTT 1040 - Automotive Engine Performance

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022.

AUTT 1050 - Automotive Suspension and Steering Systems

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022.

AUTT 1060 - Automotive Climate Control Systems

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.

Prerequisite: Prerequisites: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Corequisite: None.

AUTT 1070 - Automotive Technology Internship

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022; AUTT 1030.

AUTT 2010 - Automotive Engine Repair

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Corequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022.

AUTT 2020 - Automotive Manual Drivetrain and Axles

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022. Corequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022.

AUTT 2030 - Automatic Transmissions and Transaxles

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.

Prerequisite: AUTT 1010, AUTT 1020 or AUTT 1021 and AUTT 1022.

BARB - Barbering

BARB 1000 - Introduction to Barbering/Styling Implements

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.

Prerequisite: Program admission. Corequisite: None.

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

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.

Prerequisite: Program admission. Corequisite: BARB 1000.

BARB 1022 - Haircutting and Shampooing I

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements is 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.

Prerequisite: BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: None.

BARB 1024 - Haircutting and Shampooing II

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements is 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.

Prerequisite: BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: BARB 1022.

BARB 1030 - Haircutting/Basic Styling

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

Prerequisite: Program admission. Corequisite: BARB 1022; BARB 1024.

BARB 1040 - Shaving

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.

Prerequisite: Program admission. Corequisite: BARB 1000.

BARB 1050 - Science: Anatomy and Physiology

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.

Prerequisite: Program admission. Corequisite: None.

BARB 1060 - Introduction to Color Theory/Color Application

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.

Prerequisite: Program admission; BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: None.

BARB 1072 - Introduction to Chemical Restructing of Hair

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.

Prerequisite: BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: BARB 1074.

BARB 1074 - Advanced Chemical Restructuring of Hair

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.

Prerequisite: BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: BARB 1000.

BARB 1082 - Advanced Haircutting and Styling I

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.

Prerequisite: BARB 1030 with a grade of C or higher. Corequisite: BARB 1084.

BARB 1084 - Advanced Haircutting and Styling II

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.

Prerequisite: BARB 1030 with a grade of C or higher. Corequisite: BARB 1082.

BARB 1090 - Structures of Skin, Scalp, Hair, and Facial Treatments

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.

Prerequisite: BARB 1000 with a grade of C or higher; BARB 1010 with a grade of C or higher. Corequisite: None.

BARB 1100 - Barbering/Styling Practicum and Internship

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.

Prerequisite: BARB 1030 with a grade of C or higher. Corequisite: None.

BARB 1110 - Shop Management/Ownership

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.

Prerequisite: Program admission; BARB 1000 with a grade of C or higher. Corequisite: None.

BIOC - Biochemistry

BIOC 2100 - Biochemistry

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.

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 2100L.

BIOC 2100L - Biochemistry Lab

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.

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.

BIOC 2203 - Recombinant DNA Methods

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.

Prerequisite: BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher. Corequisite: BIOC 2203L.

BIOC 2203L - Recombinant DNA Methods Lab

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.

Prerequisite: BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher. Corequisite: BIOC 2203.

BIOL - Biology

BIOL 1111 - Biology I

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.

Prerequisite: Completion of ENGL 0089, MATH 0099, and READ 0098 with a grade of C or higher. Corequisite: BIOL 1111L.

BIOL 1111L - Biology I Lab

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.

Prerequisite: Completion of ENGL 0989, MATH 0099, and READ 0098 with a grade of C or higher. Corequisite: BIOL 1111.

BIOL 1112 - Biology II

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.

Prerequisite: BIOL 1111 with a grade of C or higher, BIOL 1111L with a grade of C or higher. Corequisite: BIOL 1112L.

BIOL 1112L - Biology II Lab

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.

Prerequisite: BIOL 1111 with a grade of C or higher, BIOL 1111L with a grade of C or higher. Corequisite: BIOL 1112.

BIOL 2100 - Survey of the Human Body

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.

Prerequisite: Program admission.

BIOL 2107 - Biological Principles I

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.

Prerequisite: Program admission. Corequisite: BIOL 2107L, ENGL 1101.

BIOL 2107L - Biological Principles I Lab

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.

Prerequisite: Program admission. Corequisite: BIOL 2107, ENGL 1101.

BIOL 2113 - Anatomy and Physiology I

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.

Prerequisite: Associate degree-level program admission. Corequisite: BIOL 2113L.

BIOL 2113L - Anatomy and Physiology I Lab

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.

Prerequisite: Associate degree-level program admission. Corequisite: BIOL 2113.

BIOL 2114 - Anatomy and Physiology II

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.

Prerequisite: BIOL 2113 with a grade of C or higher, BIOL 2113L with a grade of C or higher. Corequisite: BIOL 2114L.

BIOL 2114L - Anatomy and Physiology II Lab

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.

Prerequisite: BIOL 2113 with a grade of C or higher, BIOL 2113L with a grade of C or higher. Corequisite: BIOL 2114.

BIOL 2117 - Introductory Microbiology

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.

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.

BIOL 2117L - Introductory Microbiology Lab

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.

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.

BTEC - Biotechnology

BTEC 2130 - Basic Laboratory Calculations

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.

Prerequisite: Program-admission math competency.

BTEC 2191 - Fundamental Microbial Biotechnology

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.

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.

BTEC 2191L - Fundamental Microbial Biotechnology Lab

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.

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.

BTEC 2192 - Applied Biotechnology Methods

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.

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.

BTEC 2192L - Applied Biotechnology Methods Lab

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.

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.

BTEC 2211 - Industrial Cell Culture and Immunology

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.

Prerequisite: BTEC 2192 with a grade of C or higher, BTEC 2192L with a grade of C or higher. Corequisite: BTEC 2211L.

BTEC 2211L - Industrial Cell Culture and Immunology Lab

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.

Prerequisite: BTEC 2192 with a grade of C or higher, BTEC 2192L with a grade of C or higher. Corequisite: BTEC 2211.

BTEC 2221 - Regulatory Compliance in Biomanufacturing

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.

Prerequisite: Program admission.

BTEC 2222 - Quality Assurance and Validation for Biomanufacturing

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.

Prerequisite: Program admission.

BTEC 2223 - Patents and Technology Transfer

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.

Prerequisite: Program admission.

BTEC 2500 - Applied Biotechnology Internship

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.

Prerequisite: BTEC 2192 with a grade of C or higher; BTEC 2192L with a grade of C or higher.

BUSN - Business Technology

BUSN 1015 - Introduction to Healthcare Reimbursement

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.

Prerequisite: ALHS 1090 with a grade of C or higher. Crosslisted as: None.

BUSN 1100 - Introduction to Keyboarding

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.

Prerequisite: Provisional admission.

BUSN 1190 - Digital Technologies in Business

This course provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: COMP 1000.

BUSN 1240 - Office Procedures

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.

Prerequisite: COMP 1000.

BUSN 1400 - Word Processing Applications

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.

Prerequisite: COMP 1000.

BUSN 1410 - Spreadsheet Concepts and Applications

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.

Prerequisite: COMP 1000.

BUSN 1420 - Database Applications

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.

Prerequisite: COMP 1000.

BUSN 1430 - Desktop Publishing and Presentation Applications

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.

Prerequisite: COMP 1000.

BUSN 1440 - Document Production

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.

Prerequisite: BUSN 1100. Corequisite: COMP 1000.

BUSN 2160 - Electronic Mail Applications

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.

Prerequisite: Program admission, COMP 1000.

BUSN 2170 - Web Page Design

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.

Prerequisite: Program admission; COMP 1000. Corequisite: None.

BUSN 2190 - Business Document Proofreading and Editing

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.

Prerequisite: ENGL 1010 or ENGL 1101. Corequisite: BUSN 1440.

BUSN 2200 - Office Accounting

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.

Prerequisite: Program admission.

BUSN 2210 - Applied Office Procedures

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.

Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410 or BUSN 1440. Corequisite: BUSN 2200 or ACCT 1100 and BUSN 2190.

CETC - Civil Engineering Technology

CETC 1114 - Intermediate Computer Aided Design

Computer aided design with COGO overlay programs.

Prerequisite: DFTG 1101. Corequisite: None.

CETC 1121 - Hydraulics and Fluid Mechanics

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.

Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: None.

CETC 2000 - Engineering Economics and Management

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.

Prerequisite: Program admission.

CHEM - Chemistry

CHEM 1151 - Survey of Inorganic Chemistry

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.

Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151L.

CHEM 1151L - Survey of Inorganic Chemistry Lab

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.

Prerequisite: MATH 1101 or MATH 1111. Corequisite: CHEM 1151.

CHEM 1211 - Chemistry I

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.

Prerequisite: MATH 1101 or MATH 1111, with a grade of C or higher. Corequisite: CHEM 1211L.

CHEM 1211L - Chemistry I Lab

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.

Prerequisite: MATH 1101 or MATH 1111 with a grade of C or higher. Corequisite: CHEM 1211.

CHEM 1212 - Chemistry II

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.

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.

CHEM 1212L - Chemistry II Lab

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.

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.

CHEM 2211 - Organic Chemistry I

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.

Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 2211L.

CHEM 2211L - Organic Chemistry I Lab

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.

Prerequisite: CHEM 1211 with a grade of C or higher, CHEM 1211L with a grade of C or higher. Corequisite: CHEM 2211.

CHEM 2212 - Organic Chemistry II

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.

Prerequisite: CHEM 2211 with a grade of C or higher, CHEM 2211L with a grade of C or higher. Corequisite: CHEM 2212L.

CHEM 2212L - Organic Chemistry II Lab

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.

Prerequisite: CHEM 2211 with a grade of C or higher, CHEM 2211L with a grade of C or higher. Corequisite: CHEM 2212.

CHEM 2300 - Quantitative Analysis

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.

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.

CHEM 2300L - Quantitative Analysis Lab

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.

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.

CIST - Computer Information Systems

CIST 1001 - Computer Concepts

This course provides an overview of information systems, computers, and technology. Topics include information systems and technology terminology; computer history, data representation, data storage concepts, fundamentals of information processing, fundamentals of information security, information technology ethics, fundamentals of hardware operation, fundamentals of networking, fundamentals of the internet fundamentals of software design concepts, fundamentals of software (system and application), system development methodology, computer number systems conversion (binary and hexadecimal), and mobile computing.

Prerequisite: Program admission. Corequisite: None.

CIST 1122 - Hardware Installation and Maintenance

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.

Prerequisite: None. Corequisite: None.

CIST 1130 - Operating Systems Concepts

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.

Prerequisite: CIST 1001 with a grade of C or higher.

CIST 1200 - Database Management

This course provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, physical database, networking and databases, and database security.

CIST 1210 - Introduction to Oracle Databases

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

Prerequisite: CIST 1001.

CIST 1220 - Structured Query Language (SQL)

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.

Prerequisite: CIST 1001 with a grade of C or higher, CIST 1305 with a grade of C or higher.

CIST 1305 - Program Design and Development

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.

Prerequisite: None. Corequisite: None.

CIST 1401 - Computer Networking Fundamentals

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.

Prerequisite: CIST 1001 with a grade of C or higher.

CIST 1510 - Web Development I

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.

Prerequisite: CIST 1305 with a grade of C or higher.

CIST 1601 - Information Security Fundamentals

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.

Prerequisite: CIST 1401 with a grade of C or higher.

CIST 1602 - Security Policies and Procedures

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Prerequisite: Program admission.

CIST 2120 - Supporting Application Software

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.

Prerequisite: COMP 1000.

CIST 2127 - Comprehensive Word Processing Techniques

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.

Prerequisite: None. Corequisite: None.

CIST 2128 - Comprehensive Spreadsheet Techniques

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.

Prerequisite: None. Corequisite: None.

CIST 2129 - Computer Database Techniques

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.

Prerequisite: None. Corequisite: None.

CIST 2130 - Desktop Support Concepts

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.

Prerequisite: CIST 1001 with a grade of C or higher; CIST 1305; Diploma-level program admission.

CIST 2212 - Oracle Database Administration I

This course enables the database student to implement and administer Oracle databases. Topics include oracle logical architecture and administration tools. Oracle physical architecture and data dictionary views, performance monitoring, and database security.

Prerequisite: CIST 1220 with a grade of "C" or higher.

CIST 2214 - Oracle Database Administration II

This course introduces participants to the critical task of planning and implementing database backup and recovery strategies. Topic include Backup and Recovery, Resource Management and Performance tuning, Globalization Support and Diagnostic Tools.

Prerequisite: CIST 2212 with a grade of "C" or higher.

CIST 2216 - Oracle Advanced Topics

This course enables the database student to integrate database content and theory. The student will use Oracle application developmental tools and utilities to create and manage realistic database development projects. Topics include SQL and PL/SQL. Oracle Forms, Database Reports, and Integrated Database Applications.

Prerequisite: CIST 2214 with a grade of "C" or higher.

CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server

This course shows how to design and implement a database solution using Microsoft SQL Server. Topics include developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

Distribution: (2-4-4).

CIST 2311 - Visual Basic I

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed, created, and manipulated using Microsoft's visual studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists, and common dialog controls.

Prerequisite: CIST 1305 with a grade of C or higher; Diploma-level program admission.

CIST 2361 - C++ Programming I

This course provides students with opportunities to gain a working knowledge of C++ programming. Students will learn to create, edit, execute, and debug C++ programs of moderate difficulty. Topics include basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, data management, and program development.

Distribution: (2-5-4). Prerequisite: CIST 1305 with a grade of "C" or better. Offered: Offered: As needed.

2371 - Java Programming I

This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Distribution: (2-5-4). Prerequisite: CIST 1305.

CIST 2411 - Microsoft Client

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.

Prerequisite: Program admission. Corequisite: None.

CIST 2412 - Microsoft Server Installation and Maintenance

This course provides students with the knowledge and skills necessary to install, configure, manage, support, and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

Prerequisite: Program admission; CIST 2411 with a grade of C or higher. Corequisite: None.

CIST 2413 - Microsoft Server Networking

This course provides students with the knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Prerequisite: CIST 2411 with a grade of C or higher. Corequisite: None.

CIST 2414 - Windows Server Identity Services

This course provides students with the knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Prerequisite: Program admission; CIST 2411 with a grade of C or higher.

CIST 2431 - UNIX/Linux Introduction

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.

Prerequisite: CIST 1001 with a grade of C or higher.

CIST 2601 - Implementing Operating Systems Security

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

Distribution: (2-4-4). Prerequisite: CIST 1401 and CIST 1601. Offered: Offered:

CIST 2602 - Network Security

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.

Prerequisite: CIST 1401 and CIST 1601.

CIST 2611 - Implementing Internet/Intranet Firewalls

Students will learn how to plan, design, install, and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

Distribution: (2-4-4). Prerequisite: CIST 1401 and CIST 1601. Offered: Offered:

CIST 2612 - Computer Forensics

This course examines the use of computers in the commission of crimes, collection, analysis, and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Distribution: (2-4-4). Prerequisite: CIST 1122 with a grade of "C" or higher, CIST 1601 with a grade of "C" or higher. Offered: Offered:

CIST 2631 - Cyber Crime Technology

This course prepares the student to search and investigate web based criminal activity into a computer system or a network. Identify, separate, and investigate web files and data that are suspicious. Through utilization of forensic tools, track route of travel, sender, and destination of suspected files and data. Harvest data from web browsers and email clients. Harvest data from cell phones and PDAs. Prepare suspected files and data for presentation at a legal proceeding.

Distribution: (1-4-3). Prerequisite: CIST 1130 or CIST 2431 and CIST 1601. Offered: Offered:

CISC 2632 - Computer Forensics Project

This course provides a capstone course project providing a realistic experience for students working in an environment to locate evidence of a crime within a computer system and prepare it for presentation at a trial or legal proceeding. Topics include

search warrants and chain/control of evidence, operating system tools and techniques, data recovery and safeguard, and presentation for trial/legal proceeding.

Distribution: (1-4-3). Prerequisite: CIST 1180 with a grade of "C" or higher. Offered: Offered:

CIST 2751 - Game Development I

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.

Prerequisite: Program admission.

CIST 2752 - Game Development II

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.

Prerequisite: CIST 2751. Corequisite: None.

CIST 2921 - IT Analysis, Design, and Project Management

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.

Prerequisite: CIST 1220 with a grade of C or higher, COMP 1000. Crosslisted as: None.

COFC - Construction

COFC 1080 - Construction Trades Core

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.

Prerequisite: Provisional admission.

COMM - Communication

COMM 1500 - Introduction to Interpersonal Communication

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.

Prerequisite: Program admission or grade of C or higher in ENGL 0989.

COMP - Computer Literacy

COMP 1000 - Introduction to Computers

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Prerequisite: Provisional admission.

COSM - Cosmetology

COSM 1000 - Introduction to Cosmetology Theory

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.

Prerequisite: Program admission.

COSM 1010 - Chemical Texture Services

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.

Prerequisite: None. Corequisite: COSM 1000 with a grade of C or higher; COSM 1020 with a grade of C or higher.

COSM 1020 - Hair Care and Treatment

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.

Prerequisite: None. Corequisite: COSM 1000 with a grade of C or higher.

COSM 1030 - Haircutting

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.

Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: None.

COSM 1040 - Styling

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.

Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: None.

COSM 1050 - Hair Color

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.

Prerequisite: COSM 1000 with a grade of C or higher; COSM 1020 with a grade of C or higher. Corequisite: None.

COSM 1060 - Fundamentals of Skin Care

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.

Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: None.

COSM 1070 - Nail Care and Advanced Techniques

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).

Prerequisite: COSM 1000 with a grade of C or higher. Corequisite: None.

COSM 1080 - Physical Hair Services Practicum

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.

Prerequisite: COSM 1000 with a grade of C or higher; COSM 1020, COSM 1030, COSM 1040. Corequisite: None.

COSM 1090 - Hair Services Practicum I

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

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050 - All courses with a grade of C or higher. Corequisite: None.

COSM 1100 - Hair Services Practicum II

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

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050 - all courses with a grade of C or higher. Corequisite: None.

COSM 1110 - Hair Services Practicum III

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.

Prerequisite: COSM 1000; COSM 1010, COSM 1020. COSM 1030, COSM 1040, COSM 1050 - all with a grade of C or higher. Corequisite: None.

COSM 1115 - Hair Services Practicum IV

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. (Requires Permission of Department)

A work ethic grade is assigned for this course. For more information see Work Ethics.

Supply fee: $30

Prerequisite: Program admission. Corequisite: None.

COSM 1120 - Salon Management

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.

Prerequisite: Program admission. Corequisite: None.

COSM 1125 - Skin and Nail Care Practicum

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

Prerequisite: COSM 1000 with a grade of C or higher; COSM 1060 with a grade of C or higher; COSM 1070 with a grade of C or higher. Corequisite: None.

CRJU - Criminal Justice Technology

CRJU 1010 - Introduction to Criminal Justice

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.

Prerequisite: Provisional admission.

CRJU 1030 - Corrections

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.

Prerequisite: Provisional admission.

CRJU 1040 - Principles of Law Enforcement

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.

Prerequisite: Provisional admission.

CRJU 1043 - Probation and Parole

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.

Prerequisite: Program admission.

CRJU 1054 - Police Officer Survival

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.

Prerequisite: None. Corequisite: None.

CRJU 1062 - Methods of Criminal Investigations

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.

Prerequisite: Program admission.

CRJU 1063 - Crime Scene Processing

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.

Prerequisite: Program Admission. Corequisite: None.

CRJU 1068 - Criminal Law for Criminal Justice

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.

Prerequisite: Program admission.

CRJU 1075 - Report Writing

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.

Prerequisite: Program admission. Corequisite: None.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice

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.

Prerequisite: Program admission.

CRJU 2020 - Constitutional Law for Criminal Justice

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.

Prerequisite: Program admission.

CRJU 2050 - Criminal Procedure

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.

Prerequisite: Program admission.

CRJU 2060 - Criminology

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.

Prerequisite: Program admission.

CRJU 2070 - Juvenile Justice

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.

Prerequisite: Program admission.

CRJU 2090 - Criminal Justice Practicum

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.

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.

CRJU 2100 - Criminal Justice Externship

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.

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.

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.

Prerequisite: Program admission. Corequisite: None.

CRJU 2201 - Criminal Courts

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.

Prerequisite: Program admission.

CTDL - Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving

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.

An 80% or higher grade would need to be made in this course before proceeding to: CTDL 1021 and CTDL 1031.

Prerequisite: Program admission. Corequisite: CTDL 1021.

CTDL 1021 - Combination Vehicle Basic Operation and Range Work

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

Prerequisite: Program admission. Corequisite: CTDL 1010.

CTDL 1031 - Combination Vehicle Advanced Operations

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.

Prerequisite: Program admission. Corequisite: CTDL 1021.

CUUL - Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts

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)

Prerequisite: MATH 0097. Corequisite: None.

CUUL 1110 - Culinary Safety and Sanitation

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

Prerequisite: None. Corequisite: None.

CUUL 1122 - Foundations of Cooking Principles

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

Prerequisite: CUUL 1110. Corequisite: None.

CUUL 1124 - Foundations of Cooking Techniques

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

Prerequisite: CUUL 1110, CUUL 1122.

CUUL 1129 - Fundamentals of Restaurant Operations

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

Prerequisite: CUUL 1124.

CUUL 1170 - Introduction to Culinary Nutrition

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.

Prerequisite: Program admission.

CUUL 1220 - Baking Principles

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

Prerequisite: CUUL 1124. Corequisite: None.

CUUL 1320 - Garde Manger

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

Prerequisite: CUUL 1124.

CUUL 1370 - Culinary Nutrition and Menu Development

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

Prerequisite: CUUL 1124.

CUUL 2130 - Culinary Practicum

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

Prerequisite: CUUL 1220, CUUL 1320. Corequisite: None.

CUUL 2160 - Contemporary Cuisine

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

Prerequisite: CUUL 1220, CUUL 1320. Corequisite: None.

CUUL 2190 - Principles of Culinary Leadership

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

Prerequisite: None. Corequisite: None.

CUUL 2250 - Advanced Baking Principles

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.

Prerequisite: CUUL 1220.

DENA - Dental Assisting

DENA 1030 - Preventive Dentistry

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.

Prerequisite: DENA 1340 with a grade of C or higher.

DENA 1050 - Microbiology and Infection Control

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.

Prerequisite: Program admission.

DENA 1070 - Oral Pathology and Pharmacology

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).

Prerequisite: ALHS 1011 with a grade of C or higher, DENA 1080 with a grade of C or higher.

DENA 1080 - Dental Anatomy

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.

Prerequisite: Program admission.

DENA 1090 - Dental Assisting National Board Examination Preparation

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.

Prerequisite: Permission of department.

DENA 1340 - Dental Assisting I: General Chairside

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

Prerequisite: Program Admission. Corequisite: DENA 1050, DENA 1080.

DENA 1350 - Dental Assisting II: Dental Specialties and EDDA Skills

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.

Prerequisite: DENA 1340 with a grade of C or higher.

DENA 1390 - Dental Radiology

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

Prerequisite: DENA 1080 with a grade of C or higher.

DENA 1400 - Dental Practice Management

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.

Prerequisite: DENA 1340 with a grade of C or higher.

DENA 1460 - Dental Practicum I

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.

Prerequisite: DENA 1050 with a grade of C or higher, DENA 1340 with a grade of C or higher. Corequisite: DENA 1350.

DENA 1470 - Dental Practicum II

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.

Prerequisite: Prerequisite/Corequisite: DENA 1460 with a grade of C or higher.

DENA 1480 - Dental Practicum III

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

Prerequisite: Prerequisites/Corequisites: DENA 1460 with a grade of C or higher, DENA 1470 with a grade of C or higher.

DFTG - Drafting Technology

DFTG 1015 - Practical Mathematics for Drafting Technology

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.

Prerequisite: Diploma-level program admission in mathematics.

DFTG 1101 - CAD Fundamentals

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.

Prerequisite: Provisional admission.

DFTG 1103 - Multiview and Basic Dimensioning

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.

Prerequisite: Provisional admission.

DFTG 1105 - 3-D Mechanical Modeling

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.

Prerequisite: Provisional admission.

DFTG 1107 - Advanced Dimensioning and Sectional Views

This course continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Prerequisite: DFTG 1103.

DFTG 1109 - Auxiliary Views and Surface Development

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.

Prerequisite: Provisional admission.

DFTG 1111 - Fasteners

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.

Prerequisite: Provisional admission.

DFTG 1113 - Assembly Drawings

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.

DFTG 1125 - Architectural Fundamentals

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.

DFTG 1127 - Architectural 3-D Modeling

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.

DFTG 1129 - Residential Drawing I

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.

DFTG 1131 - Residential Drawing II

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.

Prerequisite: Provisional admission.

DFTG 1133 - Commercial Drawing I

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.

Prerequisite: Provisional admission.

DFTG 2010 - Engineering Graphics

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.

Prerequisite: Provisional admission.

DFTG 2020 - Visualization and Graphics

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.

Prerequisite: Provisional admission.

DFTG 2030 - Advanced 3-D Modeling Architectural

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.

Corequisite: DFTG 1127.

DFTG 2040 - Advanced 3-D Modeling

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.

Corequisite: DFTG 1105.

DFTG 2110 - Print Reading I

This course introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include the interpretation of blueprints and sketching.

Prerequisite: Provisional admission.

DFTG 2120 - Blueprint Reading for Architecture

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.

Prerequisite: Provisional admission.

DFTG 2210 - Print Reading II

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.

Prerequisite: Provisional admission.

DFTG 2300 - Drafting Technology Practicum/Internship III

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.

Prerequisite: Permission of department.

DFTG 2400 - Drafting Technology Practicum/Internship IV

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.

Prerequisite: Permission of department.

DFTG 2500 - Drafting Technology Exit Review

Instructors place emphasis on students' production of portfolio-quality pieces. This course focuses on the preparation for entry into the job market.

Prerequisite: Permission of department.

DFTG 2600 - Drafting Technology Practicum/Internship VI

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.

Prerequisite: Permission of department.

DHYG - Dental Hygiene

DHYG 1000 - Tooth Anatomy and Root Morphology

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.

Prerequisite: Program admission.

DHYG 1010 - Oral Embryology and Histology

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.

Prerequisite: Program admission.

DHYG 1020 - Head and Neck Anatomy

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.

Prerequisite: Program admission.

DHYG 1030 - Dental Materials

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.

Prerequisite: Program admission.

DHYG 1040 - Preclinical Dental Hygiene Lecture

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.

Prerequisite: Program admission. Corequisite: DHYG 1050.

DHYG 1050 - Preclinical Dental Hygiene Lab

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.

Prerequisite: Program admission. Corequisite: DHYG 1040.

DHYG 1070 - Radiology Lecture

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.

Corequisite: DHYG 1090.

DHYG 1090 - Radiology Lab

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

Prerequisite: DHYG 1020 with a grade of C or higher. Corequisite: DHYG 1070.

DHYG 1110 - Clinical Dental Hygiene I

This course continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, and treatment planning.

Prerequisite: DHYG 1040 with a grade of C or higher, DHYG 1050 with a grade of C or higher. Corequisite: DHYG 1111.

DHYG 1111 - Clinical Dental Hygiene I Lab

This course continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Prerequisite: DHYG 1050 with a grade of C or higher. Corequisite: DHYG 1110.

DHYG 1206 - Pharmacology and Pain Control

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.

Prerequisite: Program admission.

DHYG 2010 - Clinical Dental Hygiene II

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.

Prerequisite: DHYG 1070 with a grade of C or higher, DHYG 1110 with a grade of C or higher. Corequisite: DHYG 2020.

DHYG 2020 - Clinical Dental Hygiene II Lab

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

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.

DHYG 2050 - General and Oral Pathology/Pathophysiology

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.

Prerequisite: DHYG 1010 with a grade of C or higher, DHYG 1020 with a grade of C or higher.

DHYG 2070 - Community Dental Health

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.

Prerequisite: DHYG 1110 with a grade of C or higher.

DHYG 2080 - Clinical Dental Hygiene III

This course continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include treatment of patients with special needs.

Prerequisite: DHYG 2010 with a grade of C or higher, DHYG 2020 with a grade of C or higher. Corequisite: DHYG 2090.

DHYG 2090 - Clinical Dental Hygiene III Lab

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

Prerequisite: DHYG 2010 with a grade of C or higher, DHYG 2020 with a grade of C or higher. Corequisite: DHYG 2080.

DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist

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.

Prerequisite: Program admission.

DHYG 2130 - Clinical Dental Hygiene IV

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.

Prerequisite: DHYG 2080 with a grade of C or higher, DHYG 2090 with a grade of C or higher. Corequisite: DHYG 2140.

DHYG 2140 - Clinical Dental Hygiene IV Lab

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

Prerequisite: DHYG 2080 with a grade of C or higher, DHYG 2090 with a grade of C or higher. Corequisite: DHYG 2130.

DHYG 2200 - Periodontology

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.

Prerequisite: DHYG 1010 with a grade of C or higher.

DIET - Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

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.

Prerequisite: Provisional admission.

DIET 1010 - Diesel Electrical and Electronic Systems

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.

Prerequisite: Prerequisite/Corequisite: DIET 1000.

DIET 1020 - Preventive Maintenance

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.

Prerequisite: Prerequisite/Corequisite: DIET 1010.

DIET 1030 - Diesel Engines

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.

Prerequisite: Prerequisite/Corequisite: DIET 1010.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems

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.

Prerequisite: Prerequisite/Corequisite: DIET 1010.

DIET 1050 - Diesel Equipment Technology Internship

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.

Prerequisite: DIET 1000, DIET 1010, DIET 1030. Corequisite: DIET 2000, DIET 2010, DIET 2020.

DIET 2000 - Truck Steering and Suspension Systems

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.

Prerequisite: Prerequisite/Corequisite: DIET 1000.

DIET 2001 - Heavy Equipment Hydraulics

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.

Prerequisite: DIET 1000.

DIET 2010 - Truck Brake Systems

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.

Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010.

DIET 2011 - Off-road Drivelines

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.

Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010.

DIET 2020 - Truck Drive Trains

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.

Prerequisite: Prerequisites/Corequisites: DIET 1000, DIET 1010.

ECCE - Early Childhood Care and Education

ECCE 1101 - Introduction to Early Childhood Care and Education

Introduces concepts related 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.

Prerequisite: Provisional admission.

ECCE 1103 - Child Growth and Development

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.

Prerequisite: Provisional admission.

ECCE 1105 - Health, Safety, and Nutrition

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.

Prerequisite: Provisional admission.

ECCE 1112 - Curriculum and Assessment

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.

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.

ECCE 1113 - Creative Activities for Children

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.

Prerequisite: Provisional admission.

ECCE 1121 - Early Childhood Care and Education Practicum

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.

Prerequisite: Permission of department.

ECCE 2115 - Language and Literacy

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.

Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher.

ECCE 2116 - Math and Science

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.

Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher.

ECCE 2201 - Exceptionalities

Provides for the development of knowledge and skills that will enable the student 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.

Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher or SOCW 2020.

ECCE 2202 - Social Issues and Family Involvement

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.

Prerequisite: Provisional admission.

ECCE 2203 - Guidance and Classroom Management

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.

Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher or SOCW 2020.

ECCE 2245 - Early Childhood Care and Education Internship I

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.

Students must pay an $11 malpractice fee and have a criminal record check completed when registering for this course.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Permission of department.

ECCE 2246 - Early Childhood Care and Education Internship II

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.

Students must pay an $11 malpractice fee and have a criminal record check completed when registering for this course.

Prerequisite: Permission of department.

ECCE 2310 - Paraprofessional Methods and Materials

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.

Prerequisite: Prerequisite/Corequisite: ECCE 1112 with a grade of C or higher.

ECCE 2312 - Paraprofessional Roles and Practices

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.

Prerequisite: Prerequisite/Corequisite: ECCE 1103 with a grade of C or higher.

ECCE 2360 - Classroom Strategies for Exceptional Children

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.

Prerequisite: Prerequisite/Corequisite: ECCE 2201 with a grad of C or higher.

ECCE 2362 - Exploring Your Role in the Exceptional Environment

This course prepares childcare 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 and have a criminal record check completed when registering for this course.

Prerequisite: Prerequisite/Corequisite: ECCE 2201 with a grade of C or higher.

ECET - Electrical Circuits

ECET 1101 - Circuit Analysis I

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.

Prerequisite: Program admission. Corequisite: MATH 1111.

ECET 1110 - Digital Systems I

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.

Prerequisite: ENGT 1000.

ECET 1191 - Computer Programming Fundamentals

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.

Prerequisite: Permission of department.

ECET 2101 - Circuit Analysis II

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.

Prerequisite: ECET 1101, MATH 1111.

ECET 2110 - Digital Systems II

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.

Prerequisite: ECET 1110.

ECET 2120 - Electronic Circuits I

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.

Prerequisite: ECET 2101.

ECET 2220 - Electronic Circuits II

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.

Prerequisite: ECET 2120.

ECON - Economics

ECON 2105 - Macroeconomics

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.

Prerequisite: Degree program admission.

ECON 2106 - Microeconomics

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; market structure modeling, including perfect competition, monopoly, oligopoly, and monopolistic competition; data analysis and comprehension.

Prerequisite: Degree program admission.

ELTR - Electrical Construction Systems Technology

ELTR 1040 - DC Theory

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.

Prerequisite: Provisional admission.

ELTR 1070 - AC Theory

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.

Prerequisite: Provisional admission; ELTR 1040.

ELTR 1100 - Residential Wiring Concepts I

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.

Prerequisite: Provisional admission.

ELTR 1105 - Residential Wiring Concepts II

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.

Prerequisite: Provisional admission; ELTR 1100.

ELTR 1115 - Prints, Plans, and Construction Basics

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.

Prerequisite: Provisional admission.

ELTR 1125 - Commercial and Industrial Wiring

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.

Prerequisite: Provisional admission.

ELTR 1135 - Electrical Conduit and Raceways

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.

Prerequisite: Provisional admission.

ELTR 1150 - Interpreting the National Electrical Code

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.

Prerequisite: Program admission.

ELTR 1220 - Industrial PLCs

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 setup, 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.

Prerequisite: Provisional admission.

ELTR 1225 - Industrial Controls I

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.

Prerequisite: Provisional admission.

ELTR 1235 - Industrial Controls II

This course offers continued instruction on automatic controls, control devices, and control circuits. Topics include motor load, torque, and power quality requirements; reduced voltage starting circuits; DC power sources; semiconductor input devices; semiconductor amplication and switching devices; photoelectric semiconductors, fiber optics, and light-based applications; solid-state relays and starters; motor drives; and preventative and predictive maintenance. Students will gain practical experience in designing and wiring various motor control circuits.

Prerequisite: None. Corequisite: None.

ELTR 1255 - Electric Motor Characteristics

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.

Prerequisite: Provisional admission. Corequisite: None.

ELTR 1525 - Photovoltaic Systems

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.

Prerequisite: Program admission.

EMET - Electromechanical Engineering Technology

EMET 2060 - Controls I

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.

Prerequisite: ECET 1101, ECET 2101.

EMET 2121 - Electromechanical Instrumentation and Sensors

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.

Prerequisite: Program admission, ECET 2120. Corequisite: None.

EMET 2140 - PLC Programming and Structure I

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.

Prerequisite: Program admission, ECET 1101. Corequisite: None.

EMET 2141 - PLC Programming and Structure II

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.

Prerequisite: Program admission, EMET 2140.

EMET 2160 - Manufacturing Systems and Design

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.

Prerequisite: Program admission, ECET 1101. Corequisite: None.

EMET 2170 - Quality Management for Manufacturing

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.

Prerequisite: Program admission.

EMPL - Employability Skills

EMPL 1000 - Interpersonal Relations and Professional Development

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, personal finance, problem solving, and diversity.

Prerequisite: Provisional admission. Corequisite: None.

EMSP - Emergency Medical Technician and Paramedicine

EMSP 1010 - Emergency Medical Responder

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.

EMSP 1110 - Introduction to the EMT Profession

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.

Prerequisite: Program admission.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology

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.

Prerequisite: Program admission.

EMSP 1130 - Medical Emergencies for the EMT

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.

Prerequisite: Program admission.

EMSP 1140 - Special Patient Populations

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.

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.

EMSP 1150 - Shock and Trauma for the EMT

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.

Prerequisite: Program admission.

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.

Prerequisite: Program admission.

EMSP 1510 - Advanced Concepts for the AEMT

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.

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.

EMSP 1520 - Advanced Patient Care for the AEMT

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.

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.

EMSP 1530 - Clinical Applications for the AEMT

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.

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.

EMSP 1540 - Clinical and Practical Applications for the AEMT

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.

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.

EMSP 2110 - Foundations of Paramedicine

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.

Prerequisite: Program admission. Corequisite: None.

EMSP 2120 - Applications of Pathophysiology for Paramedics

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.

Prerequisite: Program admission. Corequisite: None.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics

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.

Prerequisite: Program admission. Corequisite: None.

EMSP 2140 - Advanced Cardiovascular Concepts

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.

Prerequisite: Program admission. Corequisite: None.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care

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.

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.

EMSP 2320 - Therapeutic Modalities of Medical Care

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.

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.

EMSP 2330 - Therapeutic Modalities of Trauma Care

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.

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.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations

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.

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.

EMSP 2510 - Clinical Applications for the Paramedic – I

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).

Prerequisite: Program admission. Corequisite: None.

EMSP 2520 - Clinical Applications for the Paramedic – II

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).

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.

EMSP 2530 - Clinical Applications for the Paramedic – III

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).

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.

EMSP 2540 - Clinical Applications for the Paramedic – IV

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).

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.

EMSP 2550 - Clinical Applications for the Paramedic – V

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).

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.

EMSP 2560 - Clinical Applications for the Paramedic – VI

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).

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.

EMSP 2570 - Clinical Applications for the Paramedic – VII

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).

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.

EMSP 2710 - Field Internship for the Paramedic

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.

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.

EMSP 2720 - Practical Applications for the Paramedic

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.

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.

EMTX Emerging Technologies

EMTX 1000 - Tech-Driven Problem Solving

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.

Prerequisite: Program admission.

EMTX 1101 - Microprocessors, Programming, and Mobile Units

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.

Prerequisite: Provisional admission; EMTX 1000. Corequisite: None.

EMTX 1201 - Introduction to Personal Robotics

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 (p. 40).

Prerequisite: EMTX 1000. Corequisite: None.

EMTX 2010 - Introduction to Wearable Computing and Augmented Reality

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.

Prerequisite: EMTX 1000. Corequisite: None.

EMTX 2020 - UAV in Sports and Security Photography

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.

Prerequisite: EMTX 1000; EMTX 1101; EMTX 1201. Corequisite: None.

EMTX 2030 - Ethics in the Application of Emerging Technologies

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.

Prerequisite: EMTX 1000. Corequisite: None.

EMTX 2101 - Advanced Programming and Mobile Units

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.

Prerequisite: EMTX 1000; EMTX 1101.

EMTX 2201 - Advanced Personal Robotics

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.

Prerequisite: EMTX 1000 with a grade of C or higher, EMTX 1201 with a grade of C or higher.

EMTX 2500 - Internship/Capstone Course

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.

Prerequisite: Permission of department.

EMYT - Emergency Management Technology

EMYT 1124 - Principles of Emergency Management

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.

Prerequisite: Program admission.

EMYT 1125 - Exercise Design and Evaluation

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.

Prerequisite: Program admission.

EMYT 1127 - Emergency Planning

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.

Prerequisite: Program admission.

EMYT 1137 - Facility Security

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.

Prerequisite: Program admission.

EMYT 1138 - Effective Communications for Emergency Management

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.

Prerequisite: Program admission.

ENGL - English

ENGL 0099 - Accelerated Learning Program (ALP) English

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.

Prerequisite: Placement by diagnostic testing or ENGL 0977 with a grade of C or higher. Corequisite: ENGL 1101.

ENGL 0977 - Foundations of Reading and Writing

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.

Prerequisite: Placement by diagnostic testing.

ENGL 0989 - Academic Writing in the Digital Age

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.

Prerequisite: Placement by diagnostic testing or ENGL 0977 with a grade of C or higher.

ENGL 1005 - Applied Technical Communication

This course emphasizes the practical knowledge of professional writing. Topics include appropriate professional writing techniques and formats; appropriate methods of communication with internal and external customers, clients, colleagues, and supervisors in writing, in person, and electronically; and verbal and nonverbal communication.

Prerequisite: Appropriate ENGL/READ Placement Score. Corequisite: None.

ENGL 1010 - Fundamentals of English I

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.

Prerequisite: Appropriate placement test score or successful completion of ENGL 0977 with a grade of C or higher. Corequisite: None.

ENGL 1101 - Composition and Rhetoric

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

ENGL 1102 - Literature and Composition

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.

Prerequisite: ENGL 1101 with a grade of C or higher.

ENGL 1105 - Workplace and Technical Communications

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.

Prerequisite: ENGL 1101 with a grade of C or higher.

ENGL 2110 - World Literature

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.

Prerequisite: ENGL 1101 with a grade of C or higher. Corequisite: None.

ENGL 2130 - American Literature

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.

Prerequisite: ENGL 1101 with a grade of C or higher.

ENGL 2310 - English Literature from the Beginnings to 1700

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.

Prerequisite: ENGL 1101 with a grade of C or higher.

ENGT - Engineering Technology

ENGT 1000 - Introduction to Engineering Technology

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.

Prerequisite: Provisional admission.

ENGT 1100 - Engineering Biology

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.

Prerequisite: Provisional admission, BIOL 1111, BIOL 1111L. Corequisite: None.

ENGT 1250 - Physical Metrology

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.

Prerequisite: PHYS 1111, PHYS 1111L.

ENGT 2500 - Engineering Internship

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.

Prerequisite: Permission of Department.

ESCI - Environmental Science

ESCI 1050 - Environmental Engineering I

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.

Prerequisite: None. Corequisite: CHEM 1211, CHEM 1211L.

ESCI 1060 - Survey of Environmental Law

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.

Prerequisite: Program admission.

ESCI 1100 - Introduction to Environmental Engineering and Science

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.

Prerequisite: Program admission.

ESCI 1110 - Soil Mechanics

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.

Prerequisite: Program admission.

ESCI 1150 - Water Treatment Processes and Distribution Systems

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.

Prerequisite: Program admission.

ESCI 1160 - Introduction to Wastewater Treatment

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.

Prerequisite: Program admission.

ESCI 1180 - Applied Surveying

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.

Prerequisite: Program Admission.

ESCI 1200 - Fundamentals of Ecology

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. Students will also identify and study regionally important ecosystems and state threatened and endangered species.

Prerequisite: Program admission.

ESCI 2000 - Watershed Hydrology

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.

Prerequisite: Program admission.

ESCI 2040 - Environmental Engineering II

This course will build on ESCI 1050—*Environmental Engineering I* to further discuss 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.

Prerequisite: ESCI 1050.

ESCI 2050 - Construction Plans, Estimates, and Records

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.

Prerequisite: DFTG 1101, DFTG 2010.

ESCI 2140 - Environmental Impact Analysis

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.

Prerequisite: MATH 1113. Corequisite: GIFS 1101.

ESCI 2150 - Stormwater and Erosion Control

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.

Prerequisite: ESCI 2000.

ESTH - Esthetician

ESTH 1000 - Introduction to Esthetics

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.

Prerequisite: Program admission. Corequisite: ESTH 1010, ESTH 1020, ESTH 1050.

ESTH 1010 - Anatomy and Physiology of the Skin

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).

Prerequisite: Program admission. Corequisite: ESTH 1000.

ESTH 1020 - Skin Care Procedures

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.

Prerequisite: Program admission. Corequisite: ESTH 1000, ESTH 1010.

ESTH 1030 - Electricity and Facial Treatments with Machines

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.

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: None.

ESTH 1040 - Advanced Skin Care

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

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.

ESTH 1050 - Color Theory and Makeup

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.

Prerequisite: None. Corequisite: ESTH 1000.

ESTH 1060 - Esthetics Practicum I

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.

Prerequisite: ESTH 1000 with a grade of C or higher, ESTH 1010 with a grade of C or higher, ESTH 1020 with a grade of C or higher. Corequisite: ESTH 1040.

ESTH 1070 - Esthetics Practicum II

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.

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.

FSSE - First Semester Seminar

FSSE 1000 - First Semester Seminar

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 15 semester hours of transfer credit from another institution upon admission to Athens Technical College.
2. The student has previously earned a college credential.
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.

Prerequisite: None. Corequisite: None.

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.

Prerequisite: None. Corequisite: None.

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.

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.

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 mammal species, waterfowl and upland game birds and demonstrate knowledge of their understanding of wildlife biology, ecology, and management.

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.

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.

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.

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.

GIFS - Geographic Information Systems

GIFS 1101 - Introduction to Geographic Information Systems

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. Emphasis is placed on the interdisciplinary nature of GIS and its relevance to industry and society. Students will also acquire skills in introduction to terminology, hardware, and technology used in GPS.

Prerequisite: Program admission.

HACE - Housing and Consumer Economics

HACE 2000 - Introduction to Family and Consumer Sciences

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 is 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

This course explores the family as a producing and consuming unit, including the decision-making processes involved and the special role of housing. Its emphasis is placed on interrelationships among decisions and links between economic and social issues.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Distribution: (3-0-3). Prerequisite: Program admission. Offered: Offered as needed.

HIMT - Health Information Management Technology

HIMT 1100 - Introduction to Health Information Management Technology

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.

Prerequisite: Program admission. Corequisite: None.

HIMT 1105 - Essentials of Healthcare Access Services

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.

Prerequisite: ALHS 1090 with a grade of C or higher. Corequisite: None.

HIMT 1151 - Computer Applications in Healthcare

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.

Prerequisite: None. Corequisite: None.

HIMT 1200 - Legal Aspects of Healthcare

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.

Prerequisite: Program admission. Corequisite: None.

HIMT 1205 - Review and Practice for the CHAA Exam

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.

Prerequisite: HIMT 1105 with a grade of C or higher.

HIMT 1250 - Health Record Content and Structure

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.

Prerequisite: None.

HIMT 1360 - Introduction to Pathopharmacotherapy

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.

Prerequisite: ALHS 1090 with a grade of C or higher. Corequisite: None.

HIMT 1400 - Coding and Classification—ICD Basic

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.

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.

HIMT 1410 - Coding and Classification — ICD Advanced

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.

Prerequisite: HIMT 1400 with a grade of C or higher. Corequisite: None.

HIMT 2150 - Healthcare Statistics

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.

Prerequisite: MATH 1127 with a grade of C or higher. Corequisite: HIMT 2200.

HIMT 2200 - Performance Improvement

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.

Prerequisite: Program admission.

HIMT 2300 - Healthcare Management

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.

Prerequisite: Program admission.

HIMT 2400 - Coding and Classification System — CPT/HCPCS

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.

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.

HIMT 2410 - Revenue Cycle Management

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.

Prerequisite: HIMT 1400 with a grade of C or higher.

HIMT 2460 - Health Information Management Technology Practicum

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.

Prerequisite: HIMT 1200 with a grade of C or higher, HIMT 1250 with a grade of C or higher. Corequisite: HIMT 2400.

HIMT 2500 - Certification Seminar

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.

Prerequisite: HIMT 1410 with a grade of C or higher, HIMT 2400 with a grade of C or higher. Corequisite: HIMT 2410.

HIST - History

HIST 1111 - World History I to 1500

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

HIST 1112 - World History II Since 1500

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

HIST 2111 - U.S. History I to 1877

This course emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic, and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

HIST 2112 - U.S. History II Since 1865

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

HORT - Horticultural

HORT 1010 - Woody Plant Identification I

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.

Prerequisite: Program admission.

HORT 1020 - Herbaceous Plant Identification

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.

Prerequisite: Program admission.

HORT 1030 - Greenhouse Management

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.

Prerequisite: Program admission.

HORT 1050 - Nursery Production and Management

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.

Prerequisite: Program admission.

HORT 1100 - Introduction to Sustainable Agriculture

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.

Prerequisite: Provisional admission.

HORT 1110 - Small Scale Food Production

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.

Prerequisite: Program admission.

HORT 1250 - Plant Production and Propagation

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.

HRTM-Hotel, Restaurant, and Tourism Management

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management

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.

Prerequisite: Provisional admission.

HRTM 1110 - Travel Industry and Travel Geography - Americas

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1120 - Tour and Cruise Management

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.

A work ethic grade is assigned for this course. For more information see Work Ethic.

Prerequisite: Provisional admission.

HRTM 1130 - Business Etiquette and Communication

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.

Prerequisite: Provisional admission.

HRTM 1140 - Hotel Operations Management

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1150 - Event Planning

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.

Prerequisite: Provisional admission.

HRTM 1160 - Food and Beverage Management

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1170 - Hospitality Industry Accounting and Financial Analysis

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1201 - Hospitality Marketing

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1210 - Hospitality Law

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.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HRTM 1220 - Supervision and Leadership in the Hospitality Industry

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.

Prerequisite: Provisional admission.

HRTM 1230 - Internship

This course introduces students to the application and reinforcement of hotel, restaurant, and tourism operational principles in an actual job placement or practicum experience. 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 and written performance. evaluations.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

HUMN - Humanities

HUMN 1101 - Introduction to Humanities

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.

Prerequisite: ENGL 1101 with a grade of C or higher.

IDFC - Industrial Fundamentals

IDFC 1007 - Industrial Safety Procedures

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.

Prerequisite: Provisional admission.

IDFC 1011 - Direct Current I

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.

Prerequisite: Provisional admission.

IDFC 1012 - Alternating Current I

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.

Prerequisite: Program admission.

IDSY - Industrial Systems Technology

IDSY 1005 - Introduction to Mechatronics

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.

Prerequisite: Program admission.

IDSY 1101 - DC Circuit Analysis

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.

Prerequisite: Program admission.

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.

Prerequisite: Program admission, IDSY 1101.

IDSY 1110 - Industrial Motor Controls I

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.

Prerequisite: Provisional admission.

IDSY 1120 - Basic Industrial PLCs

This course introduces the operational theory, systems terminology, installation, and programming procedures for programmable logic controllers. Instructors place emphasis on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

IDSY 1130 - Industrial Wiring

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.

Prerequisite: Provisional admission.

IDSY 1170 - Industrial Mechanics

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.

Prerequisite: Provisional admission.

IDSY 1190 - Fluid Power Systems

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.

Prerequisite: Provisional admission.

IDSY 1195 - Pumps and Piping Systems

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.

Prerequisite: Provisional admission.

IDSY 1210 - Industrial Motor Controls II

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.

Prerequisite: Provisional admission, IDSY 1110.

IDSY 1220 - Intermediate Industrial PLCs

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.

Prerequisite: Provisional admission, IDSY 1120.

IDSY 1230 - Industrial Instrumentation

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.

Prerequisite: Provisional admission.

INDS - Interior Design

INDS 1100 - Interior Design Fundamentals

This course emphasizes the fundamentals of interior design. Topics include the design process, interior space planning concepts, the principles and elements of design, furniture arrangements and traffic patterns, special needs, an introduction to green design, and career exploration.

A work ethic grade is assigned for this course. For more information see Work Ethics.

Prerequisite: Provisional admission.

INDS 1115 - Technical Drawing for Interior Designers

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.

Prerequisite: Provisional admission.

INDS 1120 - Codes and Building Systems for Interiors

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.

Prerequisite: Provisional admission.

INDS 1125 - Lighting Technologies for Interiors

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.

Prerequisite: INDS 1115.

INDS 1130 - Materials and Resources

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.

Prerequisite: Provisional admission; INDS 1100. Corequisite: None.

INDS 1135 - Textiles for Interiors

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.

Corequisite: INDS 1100.

INDS 1145 - CAD Fundamentals for Interior Design

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.

Prerequisite: INDS 1115.

INDS 1150 - History of Interiors and Architecture I

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.

Prerequisite: Provisional admission.

INDS 1155 - History of Interiors and Architecture II

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.

Prerequisite: Provisional admission.

INDS 1160 - Interiors Seminar

This course emphasizes professional development through career resources and artistic exploration. Topics include informational interviewing, networking, cultural development, and artistic exploration.

Prerequisite: Provisional admission; INDS 1100.

INDS 1170 - Interiors Internship

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.

Prerequisite: INDS 2215.

INDS 1175 - Kitchen and Bath Internship

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 are implemented through the use of an online orientation, written performance evaluations, and mentor/sponsor site activities.

Prerequisite: INDS 2505.

INDS 2210 - Design Studio I

This course introduces the current generation of technology used in design presentations. Topics include technological communications and their use within the design profession.

Prerequisite: INDS 1100, INDS 1115, INDS 1145, MATH xxxx.

INDS 2215 - Design Studio II

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.

Prerequisite: INDS 2210.

INDS 2230 - Design Studio III

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.

Prerequisite: INDS 2215.

INDS 2240 - Business Practices for Design Professionals

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.

Prerequisite: INDS 1130, INDS 2210. Corequisite: None.

INDS 2500 - Basic Residential Kitchen and Bath Design

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.

Prerequisite: Provisional admission.

INDS 2505 - Advanced Kitchen and Bath Design

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.

Prerequisite: INDS 1115, INDS 2500.

INDS 2510 - Kitchen and Bath Solutions through Technology

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.

Prerequisite: INDS 2505. Corequisite: INDS 1120.

INDS 2515 - Kitchen and Bath Studio

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.

Prerequisite: INDS 1130 and INDS 1145 OR INDS 2510. Corequisite: None.

MAST - Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office

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.

Prerequisite: Program admission.

MAST 1030 - Pharmacology in the Medical Office

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 introductory to pharmacology, dosage calculations, sources and forms of medications, medication classifications, and medication effects on the body systems.

Prerequisite: Program admission; MATH 1012. Corequisite: None.

MAST 1060 - Medical Office Procedures

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.

Prerequisite: Program admission. Corequisite: None.

MAST 1080 - Medical Assisting Skills I

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.

Prerequisite: Permission of department. Corequisite: None.

MAST 1090 - Medical Assisting Skills II

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.

Prerequisite: MAST 1030 with a grade of C or higher, MAST 1080 with a grade of C or higher, permission of department.

MAST 1100 - Medical Insurance Management

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.

Prerequisite: Program admission. Corequisite: None.

MAST 1110 - Administrative Practice Management

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.

Prerequisite: Program admission.

MAST 1120 - Human Diseases

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.

Prerequisite: ALHS 1011, ALHS 1090.

MAST 1170 - Medical Assisting Externship

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.

Prerequisite: Permission of department. Corequisite: MAST 1180.

MAST 1180 - Medical Assisting Seminar

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.

Prerequisite: Permission of department. Corequisite: MAST 1170.

MATH - Mathematics

MATH 0097 - Math I

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.

Prerequisite: Placement by diagnostic testing.

MATH 0999 - College Algebra Paired Support

This course provides just in time support for students requiring remediation in MATH, while they are concurrently enrolled in college algebra.

Prerequisite: MATH 0098 with a grade of C or higher or placement by diagnostic testing. Corequisite: MATH 1111.

MATH 0098 - Elementary Algebra

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.

Prerequisite: MATH 0097 with a grade of C* or higher or placement by diagnostic testing.

MATH 0099 - Intermediate Algebra

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.

Prerequisite: MATH 0098 with a grade of C* or higher or placement by diagnostic testing.

MATH 0997 - Paired Support for Quantitative Skills and Reasoning

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.

Prerequisite: MATH 0098 with a grade of C or higher or placement by diagnostic testing. Corequisite: MATH 1103.

MATH 1011 - Business Mathematics

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.

Prerequisite: Diploma program admission MATH competency or successful completion of MATH 0097 with a grade of C or higher.

MATH 1012 - Foundations of Mathematics

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.

Prerequisite: Diploma program admission MATH competency or successful completion of MATH 0097 with a grade of C or higher.

MATH 1013 - Algebraic Concepts

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.

Prerequisite: Diploma program admission MATH competency or successful completion of MATH 0098 with a grade of C or higher.

MATH 1015 - Geometry and Trigonometry

This course emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013 with a grade of C or higher.

MATH 1101 - Mathematical Modeling

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.

Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C* or higher.

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.

Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C or higher.

MATH 1111 - College Algebra

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.

Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C* or higher.

MATH 1112 - College Trigonometry

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.

Prerequisite: MATH 1111 with a grade of C or higher or by placement by diagnostic testing.

MATH 1113 - Precalculus

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.

Prerequisite: MATH 1111 with a grade of C or higher or placement by diagnostic testing.

MATH 1127 - Introduction to Statistics

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.

Prerequisite: Degree program admission math competency or successful completion of required math learning support courses with grades of C* or higher.

MATH 1131 - Calculus I

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.

Prerequisite: MATH 1113 with a grade of C or higher or placement by diagnostic testing.

MATH 1132 - Calculus II

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.

Prerequisite: MATH 1131 with a grade of C or higher or placement by diagnostic testing.

MCHT - Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool

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.

Prerequisite: Provisional admission. Corequisite: None.

MCHT 1012 - Blueprint Reading for Machine Tool

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.

Prerequisite: Provisional admission.

MCHT 1013 - Machine Tool Math

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.

Prerequisite: MATH 1012.

MCHT 1020 - Heat Treatment and Surface Grinding

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.

Prerequisite: Program admission. Corequisite: MCHT 1120.

MCHT 1119 - Lathe Operations I

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.

Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011.

MCHT 1120 - Mill Operations I

This course provides instruction in the setup and use of milling machines. Topics include safety, milling machines, milling machine setup, and milling machine operations.

Prerequisite: MATH 1012 or MATH 1111 or MCHT 1013, MCHT 1011.

MCHT 1219 - Lathe Operations II

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.

Prerequisite: MCHT 1119.

MCHT 1220 - Mill Operations II

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.

Prerequisite: MCHT 1120.

MCHT 1510 - Machine Tool Internship

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.

Prerequisite: Permission of department.

MCHT 1520 - Industrial Machine Application

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.

Prerequisite: MCHT 1119, MCHT 1120.

MEGT - Mechanical Engineering

MEGT 1010 - Manufacturing Processes

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.

Prerequisite: Program admission, ENGT 1000. Corequisite: None.

MEGT 1321 - Machining and Welding

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.

Prerequisite: Program admission. Corequisite: ENGT 1000, MEGT 1010.

MEGT 2020 - Engineering Materials

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).

Prerequisite: CHEM 1211, CHEM 1211L, MEGT 1010. Corequisite: None.

MEGT 2030 - Statics

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.

Prerequisite: ENGT 1000, MATH 1113.

MEGT 2080 - Strength of Materials

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.

Prerequisite: MEGT 2030.

MEGT 2090 - Machine Design

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.

Prerequisite: MEGT 2080.

MEGT 2260 - Fluid Power

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.

Prerequisite: MATH 1113, PHYS 1111, PHYS 111L. Corequisite: None.

METR - Metrology

METR 1101 - Introduction to Quality Standards and ISO 9000

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.

Prerequisite: Provisional admission.

METR 1111 - Introduction to Measurement Standards and Technology

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.

Prerequisite: Program admission.

MGMT - Management

MGMT 1100 - Principles of Management

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.

Prerequisite: Provisional admission.

MGMT 1105 - Organizational Behavior

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.

Prerequisite: Provisional admission.

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.

Prerequisite: None. Corequisite: None.

MGMT 1111 - Employee Compensation and Benefits

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.

Prerequisite: Program admission. Corequisite: MGMT 2115.

MGMT 1115 - Leadership

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.

Prerequisite: MGMT 1100.

MGMT 1120 - Introduction to Business

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.

Prerequisite: Provisional admission, MGMT 1100. Corequisite: None.

MGMT 1125 - Business Ethics

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.

Prerequisite: Provisional admission.

MGMT 2115 - Human Resources Management

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

Prerequisite: MGMT 1100.

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.

Prerequisite: None. Corequisite: None.

MGMT 2125 - Performance Management

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.

Prerequisite: Provisional admission.

MGMT 2130 - Employee Training and Development

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.

Prerequisite: MGMT 1100, MGMT 1105. Corequisite: None.

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.

Prerequisite: None. Corequisite: None.

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.

Prerequisite: None. Corequisite: None.

MGMT 2145 - Business Plan Development

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.

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.

Prerequisite: None. Corequisite: None.

MGMT 2210 - Project Management

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.

Prerequisite: Provisional admission.

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 techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

Prerequisite: Program admission. Corequisite: None.

MKTG - Marketing Management

MKTG 1100 - Principles of Marketing

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.

Prerequisite: Provisional admission.

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.

Prerequisite: Provisional admission.

MKTG 1160 - Professional Selling

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.

Prerequisite: Provisional admission.

MKTG 1190 - Integrated Marketing Communications

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.

Prerequisite: Program admission.

MKTG 1370 - Consumer Behavior

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.

Prerequisite: Provisional admission.

MKTG 2000 - Global Marketing

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.

Prerequisite: Program admission, MKTG 1100 with a grade of C or higher.

MKTG 2010 - Small Business Management

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.

Prerequisite: Program admission.

MKTG 2060 - Marketing Channels

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.

Prerequisite: Program admission.

MKTG 2070 - Buying and Merchandising

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.

Prerequisite: Program admission.

MKTG 2090 - Marketing Research

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.

Prerequisite: Program admission, MKTG 1100 with a grade of C or higher.

MKTG 2210 - Entrepreneurship

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.

Prerequisite: Program admission.

MKTG 2290 - Marketing Internship/Practicum

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

Prerequisite: Permission of department.

MKTG 2300 - Marketing Management

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.

Prerequisite: Program admission, MKTG 1100 with a grade of C or higher.

MKTG 2500 - Exploring Social Media

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.

Prerequisite: MKTG 1100 with a grade of C or higher. Corequisite: None.

MKTG 2550 - Analyzing Social Media

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.

Prerequisite: MKTG 1100 with a grade of C or higher; MKTG 2500. Corequisite: MKTG 2500 with a grade of C or higher.

MRIM - Magnetic Resonance Imaging

MRIM 2300 - Orientation and Introduction to Magnetic Resonance Imaging

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.

Prerequisite: Program admission.

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy

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.

Prerequisite: MRIM 2300 with a grade of C or higher. Corequisite: None.

MRIM 2330 - MRI Physics and Instrumentation

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.

Prerequisite: None. Corequisite: None.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I

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.

Prerequisite: None. Corequisite: MRIM 2330.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II

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.

Prerequisite: MRIM 2350 with a grade of C or higher. Corequisite: MRIM 2370.

MRIM 2370 - MRI Review

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.

Prerequisite: MRIM 2350. Corequisite: MRIM 2360.

MUSC - Music

MUSC 1101 - Music Appreciation

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

MUSC 2040 - History of Popular Music

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

NAST - Nurse Aide

NAST 1100 - Nurse Aide Fundamentals

This course introduces students to the role and responsibilities of nurse aides. Instructors place emphasis on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes. Topics include responding to and reporting changes in the condition of residents/patients; vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting, and documenting changes in the condition of residents/patients; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long-term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills; and skills competency based on federal guidelines. Specific topics include roles and responsibilities of the nurse aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Distribution: (4-5-6). Prerequisite: Program admission, ALHS 1040 with a grade of C or higher, ALHS 1060 with a grade of C or higher, ALHS 1090 with a grade of C or higher. Offered: Offered every semester.

PARA - Paralegal Studies

PARA 1100 - Introduction to Law and Ethics

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.

Prerequisite: Provisional admission.

PARA 1105 - Legal Research and Legal Writing I

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

Prerequisite: ENGL 1101, PARA 1100. Corequisite: None.

PARA 1110 - Legal Research and Legal Writing II

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. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research, and develop a case from intake to trial.

Program Fee: $25

Prerequisite: ENGL 1101, PARA 1100, PARA 1105.

PARA 1115 - Family Law

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

Prerequisite: None. Corequisite: PARA 1100.

PARA 1120 - Real Estate Law

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

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1125 - Criminal Law and Criminal Procedure

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

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1130 - Civil Litigation

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

Prerequisite: None. Corequisite: None.

PARA 1135 - Wills, Trusts, Probate, and Administration

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

Prerequisite: PARA 1100.

PARA 1140 - Tort Law

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

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1145 - Law Office Management

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

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1150 - Contracts, Commercial Law, and Business Organizations

This course introduces students to the basic concepts of legal rules commonly applicable in commercial settings; to the basic concepts of substantive contract law; and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations, and tax implications of different organizations.

Program Fee: $25

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1200 - Bankruptcy/Debtor-Creditor Relations

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

Prerequisite: PARA 1100. Corequisite: None.

PARA 1205 - Constitutional Law

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

Prerequisite: PARA 1100.

PARA 1210 - Legal and Policy Issues in Healthcare

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

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1215 - Administrative Law

This course introduces students to the basic concepts of administrative law, including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rulemaking, investigation, information collection, informal proceeding, hearings, and judicial review.

Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), students are introduced to the various aspects of such representation.

Program Fee: $25

Prerequisite: PARA 1100. Corequisite: PARA 1100.

PARA 1220 - Intellectual Property

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 takes a practice-oriented approach to the subject of intellectual property.

Program Fee: $25

Prerequisite: PARA 1100. Corequisite: None.

PARA 2200 - Paralegal Practicum

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.

Prerequisite: Permission of department; PARA 1100. Corequisite: None.

PARA 2210 - Paralegal Internship I

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

Prerequisite: Permission of department; ENGL 1101, PARA 1100; PARA 1105, PARA 1110. Corequisite: None.

PARA 2215 - Paralegal Internship II

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

Prerequisite: Must be in last semester. With advisor approval, may take concurrently with last semester courses. Corequisite: None.

PHLT - Phlebotomy Technology

PHLT 1030 - Introduction to Venipuncture

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.

Prerequisite: Program admission, ALHS 1011 with a grade of C or higher, ALHS 1040 with a grade of C or higher.

PHLT 1050 - Clinical Practice

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.

Prerequisite: PHLT 1030 with a grade of C or higher.

PHTA - Physical Therapist Assistant

PHTA 1110 - Introduction to Physical Therapy

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.

Prerequisite: Program admission.

PHTA 1120 - Patient Care Skills

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.

Prerequisite: PHTA 1110 with a grade of C or higher, PHTA 1130 with a grade of C or higher.

PHTA 1130 - Functional Anatomy and Kinesiology I

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

Prerequisite: Program admission.

PHTA 1140 - Physical Therapy Procedures I

This course introduces the principles and application techniques for various physical therapy interventions. Topics include superficial and deep thermal physical agents; a thermal agents and electromagnetic radiation; therapeutic massage techniques; wound care and personal protection; and instruction in assessment techniques for sensory response.

Prerequisite: PHTA 1110 with a grade of C or higher, PHTA 1130 with a grade of C or higher.

PHTA 2110 - Pathology I

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.

Prerequisite: PHTA 1110 with a grade of C or higher, PHTA 1130 with a grade of C or higher.

PHTA 2120 - Rehabilitation I

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. Course content will be presented through lectures, discussions, audio-visual materials, case studies, class and/or laboratory projects, small group study activities, interactive labs, library assignments, field trips, guest speakers, and tests. This course is web- enhanced utilizing the Blackboard learning platform.

Program Fee: $85

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.

PHTA 2130 - Physical Therapy Procedures II

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.

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.

PHTA 2140 - Clinical Education I

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.

Prerequisite: PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher.

PHTA 2150 - Pathology II

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.

Prerequisite: PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher.

PHTA 2160 - Rehabilitation II

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. Course content will be presented through lectures, discussions, audio-visual materials, case studies, class and/or laboratory projects, small group study activities, interactive labs, library assignments, field trips, guest speakers, and tests. This course is web-enhanced utilizing the Blackboard learning platform.

Prerequisite: PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher.

PHTA 2170 - Kinesiology II

Continued study of the phenomenon of human motion as initiated in PHTA 1130, Functional Anatomy and Kinesiology I. Topics include: review of muscle attachments actions and innervations; specific manual muscle testing techniques; posture and equilibrium; normal and abnormal gait; and advanced gait training skills and techniques.

Prerequisite: PHTA 2120 with a grade of C or higher, PHTA 2130 with a grade of C or higher.

PHTA 2180 - Clinical Education II

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 barrier; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

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.

PHTA 2190 - Clinical Education III

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.

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.

PHTA 2200 - Physical Therapist Assistant Seminar

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

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.

PHYS - Physics

PHYS 1110 - Conceptual Physics

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.

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.

PHYS 1110L - Conceptual Physics Lab

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.

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.

PHYS 1111 - Introductory Physics I

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.

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.

PHYS 1111L - Introductory Physics I Lab

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.

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 1111.

PHYS 1112 - Introductory Physics II

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).

Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112L.

PHYS 1112L - Introductory Physics II Lab

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.

Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112.

PNSG - Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations

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.

Prerequisite: Program Admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2030, PNSG 2035, PNSG 2210.

PNSG 2030 - Nursing Fundamentals

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: $667

Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2035, PNSG 2210.

PNSG 2035 - Nursing Fundamentals Clinical

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.

Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2030, PNSG 2210.

PNSG 2210 - Medical Surgical Nursing I

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.

Prerequisite: Program admission, ALHS 1011 with a grade of C or higher. Corequisite: PNSG 2010, PNSG 2030, PNSG 2035.

PNSG 2220 - Medical Surgical Nursing II

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: $667

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.

PNSG 2230 - Medical Surgical Nursing III

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.

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.

PNSG 2240 - Medical Surgical Nursing IV

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.

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.

PNSG 2250 - Maternity Nursing

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.

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.

PNSG 2255 - Maternity Nursing Clinic

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.

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.

PNSG 2310 - Medical Surgical Nursing Clinic I

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.

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.

PNSG 2320 - Medical Surgical Nursing Clinic III

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.

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.

PNSG 2330 - Medical Surgical Nursing Clinic III

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.

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.

PNSG 2340 - Medical Surgical Nursing Clinic IV

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.

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.

PNSG 2410 - Nursing Leadership

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: $667

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.

PNSG 2415 - Nursing Leadership Clinic

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.

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.

POLS - Political Science

POLS 1101 - American Government

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

PSYC - Psychology

PSYC 1010 - Basic Psychology

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.

Prerequisite: Diploma program admission language competency or successful completion of required English and reading learning support courses with grades of C or higher.

PSYC 1101 - Introductory Psychology

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C or higher.

PSYC 2103 - Human Development

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.

Prerequisite: PSYC 1101 with a grade of C or higher.

PSYC 2250 - Abnormal Psychology

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.

Prerequisite: PSYC 1101 with a grade of C or higher.

RADT - Radiography

RADT 1010 - Introduction to Radiology

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.

Prerequisite: Program admission. Corequisite: RADT 1030, RADT 1060, RADT 1065.

RADT 1030 - Radiographic Procedures I

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

Prerequisite: Program admission. Corequisite: RADT 1010, RADT 1060, RADT 1065.

RADT 1060 - Radiographic Procedures II

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.

Prerequisite: Program Admissions. Corequisite: RADT 1010, RADT 1030, RADT 1065.

RADT 1065 - Radiologic Science

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.

Prerequisite: Program admission. Corequisite: RADT 1010, RADT 1030, RADT 1060.

RADT 1070 - Principles of Imaging I

The content of this course is designed to establish a basic knowledge of atomic structure and terminology. Also presented in this course are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter. It also covers factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Topics include a discussion on the importance of minimum imaging standards, a discussion of problem-solving techniques for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis.

Prerequisite: ALHS 1090 with a grade of C or higher, RADT 1010 with a grade of C or higher, RADT 1030 with a grade of C or higher, RADT 1320 with a grade of C or higher.

RADT 1075 - Radiographic Imaging

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.

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.

RADT 1085 - Radiologic Equipment

This course establishes a knowledge base 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.

Prerequisite: RADT 2360 with a grade of C or higher. Corequisite: RADT 2340.

RADT 1160 - Principles of Imaging II

The content of this course is designed to impart an understanding of the components, principles, and operations of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. This course provides students with a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance. The content of this course is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment and material, and procedures. Topics include imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.

Prerequisite: RADT 1200 with a grade of C or higher, RADT 2090 with a grade of C or higher, RADT 2340 with a grade of C or higher.

RADT 1200 - Principles of Radiation Biology and Protection

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.

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.

RADT 1320 - Clinical Radiography I

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

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.

RADT 1330 - Clinical Radiography IV

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

Prerequisite: RADT 1085 with a grade of C or higher, RADT 2340 with a grade of C or higher. Corequisite: RADT 2260.

RADT 2090 - Radiographic Procedures III

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.

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.

RADT 2190 - Radiographic Pathology

The content of this course is designed to introduce students to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed. Instructors will place emphasis on the radiographic appearance of disease and the impact on exposure factor selection. Topics include fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

Prerequisite: RADT 1160 with a grade of C or higher, RADT 2350 with a grade of C or higher.

RADT 2201 - Introduction to Computed Tomography

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.

Prerequisite: Program admission. Corequisite: None.

RADT 2210 - Computed Tomography Physics and Instrumentation

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.

Prerequisite: Program admission, RADT 2201. Corequisite: RADT 2220.

RADT 2220 - Computed Tomography Procedures I

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.

Prerequisite: RADT 2201 with a grade of C or higher, RADT 2210 with a grade of C or higher. Corequisite: Permission of Department.

RADT 2230 - Computed Tomography Procedures II

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.

Prerequisite: RADT 2220 with a grade of C or higher. Corequisite: RADT 2250, RADT 2265.

RADT 2250 - Computed Tomography Clinical I

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

Prerequisite: Permission of Department, RADT 2230 with a grade of C or higher. Corequisite: RADT 2265.

RADT 2260 - Radiologic Technology Review

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.

Prerequisite: RADT 1085 with a grade of C or higher, RADT 2340 with a grade of C or higher. Corequisite: RADT 1330.

RADT 2265 - Computed Tomography Clinical II

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.

Prerequisite: Permission of Department; RADT 2250. Corequisite: RADT 2250.

RADT 2340 - Clinical Radiography III

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

Prerequisite: RADT 2360 with a grade of C or higher. Corequisite: RADT 1085.

RADT 2350 - Clinical Radiography IV

This course provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include sterile techniques, participation in and/or observation of minor special procedures, special equipment use, genitourinary system procedures, participation in and/or observation of cranial and facial radiography, and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: RADT 1200 with a grade of C or higher, RADT 2090 with a grade of C or higher, RADT 2340 with a grade of C or higher.

RADT 2360 - Clinical Radiography II

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

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.

READ - Reading

READ 0098 - Reading III

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.

Prerequisite: Placement by diagnostic testing or successful completion of ENGL 0977 with a grade of C or higher.

READ 0099 - Accelerated Learning Program (ALP) Reading

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.

Prerequisite: Placement by diagnostic testing or successful completion of ENGL 0977 with a grade of C or higher. Corequisite: ARTS 1101.

RNSG - Nursing

RNSG 1910 - Foundations of Nursing

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

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, PSYC 1101 with a grade of C or higher. Corequisite: None.

RNSG 1920 - Adult Health Nursing I

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.

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: RNSG 1930.

RNSG 1925 - Adult Health Nursing I

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: $587.50

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.

RNSG 1930 - Mental Health Nursing

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: $756.25

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.

RNSG 1935 - Mental Health Nursing

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.

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.

RNSG 2910 - Adult Health Nursing II

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: $756.25

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.

RNSG 2920 - Maternal-Child Nursing

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.

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.

RNSG 2930 - Adult Health Nursing III/Transition to Practice

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: $756.25

A work ethic grade is assigned for this course. For more information see Work Ethics.

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.

RNSG 2940 - Trends and Issues in Nursing and Healthcare

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.

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.

SCMA - Supply Chain Management

SCMA 1001 - Inventory Control Procedures

This course provides students with the knowledge and skills necessary for successful control of a company's inventory. Emphasizes will be placed on 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.

Prerequisite: Provisional admission.

SCMA 1002 - Purchasing

This course provides a study of the fundamental aspects of industrial and government purchasing. Emphasizes is placed on 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.

Prerequisite: Provisional admission.

SCMA 2800 - Supply Chain Management Principles I

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.

SCMA 2810 - Supply Chain Management Principles II

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.

SOCI - Sociology

SOCI 1101 - Introduction to Sociology

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

SOCW - Social Work Assistant

SOCW 2000 - Introduction to Social Work

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.

Prerequisite: Provisional admission.

SOCW 2010 - Introduction to Case Management

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, and will also cover legal and ethical issues in human services.

Prerequisite: Provisional admission.

SOCW 2020 - Human Behavior and the Social Environment

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.

Prerequisite: Provisional admission.

SOCW 2030 - Interviewing Techniques with Individuals

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.

Prerequisite: Provisional admission; SOCW 2000 with a grade of C or higher, SOCW 2010 with a grade of C or higher.

SOCW 2040 - Behavioral Health

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.

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; PSYC 1101 for Associate Degree; PSYC 1010 for Diploma.

SOCW 2050 - Group Work Intervention

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.

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. Corequisite: None.

SOCW 2060 - Child and Adolescent Behaviors and Interventions

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.

Prerequisite: Provisional admission.

SOCW 2070 - Social Policies and Programs for the Aging

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.

Prerequisite: Provisional admission.

SOCW 2080 - Social Work Field Practicum I

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.

Prerequisite: Permission of department. Corequisite: Permission of department.

SOCW 2090 - Social Work Field Practicum II

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.

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.

SOCW 2120 - Multicultural Issues

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.

Prerequisite: Provisional admission.

SOCW 2130 - Social Welfare, Ethics, and Community Service

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.

Prerequisite: Provisional admission.

SOCW 2140 - Addictions, Theories, and Treatment

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.

Prerequisite: Program admission.

SPCH - Speech

SPCH 1101 - Public Speaking

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.

Prerequisite: Degree program admission language competency or successful completion of required English and reading learning support courses with grades of C* or higher.

SURG - Surgical Technology

SURG 1010 - Introduction to Surgical Technology

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.

Prerequisite: Program admission, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2217, BIOL 2117L, FSSE 1000, MATH 1101 (or higher). All courses listed with a grade of C or higher. Corequisite: SURG 1020, SURG 1080, SURG 1100.

SURG 1020 - Principles of Surgical Technology

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.

Prerequisite: Program admission, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, FSSE 1000, MATH 1101 (or higher). All courses listed with a grade of C or higher. Corequisite: SURG 1010, SURG 1080, SURG 1100.

SURG 1080 - Surgical Microbiology

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.

Prerequisite: Program admission, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, FSSE 1000. MATH 1101 (or higher). All courses listed with a grade of C or higher. Corequisite: SURG 1010, SURG 1020, SURG 1100.

SURG 1100 - Surgical Pharmacology

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.

Prerequisite: Program admission, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, FSSE 1000, MATH 1101 (or higher). All coursed listed with a grade of C or higher. Corequisite: SURG 1010, SURG 1020, SURG 1080.

SURG 2030 - Surgical Procedures I

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.

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.

SURG 2040 - Surgical Procedures II

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.

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.

SURG 2110 - Surgical Technology Clinical I

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 distributed amongst a minimum of four (4) surgical specialties. 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.

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.

SURG 2120 - Surgical Technology Clinical II

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 distributed amongst a minimum of four (4) surgical specialties. 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.

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.

SURG 2130 - Surgical Technology Clinical III

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 distributed amongst a minimum of four (4) surgical specialties. 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.

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.

SURG 2140 - Surgical Technology Clinical IV

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 distributed amongst a minimum of four (4) surgical specialties. 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.

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.

SURG 2240 - Seminar in Surgical Technology

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.

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.

THEA - Theater Appreciation

THEA 1101 - Theater Appreciation

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores. Corequisite: None.

VETT - Veterinary Technology

VETT 1000 - Veterinary Medical Terminology

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.

Prerequisite: Program admission. Corequisite: VETT 1010, VETT 1030, VETT 1060.

VETT 1010 - Introduction to Veterinary Technology

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.

Prerequisite: Program admission. Corequisite: VETT 1000, VETT 1030, VETT 1060.

VETT 1020 - Veterinary Clinical Pathology I

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.

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.

VETT 1030 - Veterinary Clinical Procedures I

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.

Prerequisite: Program admission. Corequisite: VETT 1000, VETT 1010, VETT 1060.

VETT 1060 - Animal Anatomy and Physiology

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.

Prerequisite: Program admission. Corequisite: VETT 1000, VETT 1010, VETT 1030.

VETT 1070 - Veterinary Diagnostic Imaging

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 $60 radiation badge fee when registering for this course.

Program Fee: $60

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.

VETT 1110 - Veterinary Pathology and Diseases

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.

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.

VETT 2120 - Veterinary Clinical Pathology II

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.

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.

VETT 2130 - Veterinary Clinical Procedures II

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.

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.

VETT 2160 - Pharmacology for Veterinary Technicians

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.

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.

VETT 2210 - Laboratory and Exotic Animals

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.

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.

VETT 2220 - Veterinary Practice Management

This course provides an introduction to veterinary facility management. Instructors place emphasis on office management and client relations.

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.

VETT 2230 - Veterinary Anesthesiology and Surgical Procedures

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.

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.

VETT 2300 - Veterinary Technology Clinical Internship

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 $60 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

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.

WELD - Welding Technology

WELD 1005 - Welding and Cutting Fundamentals

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.

Prerequisite: Provisional admission. Corequisite: COFC 1080.

WELD 1015 - Shielded Metal Arc Welding I

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.

Prerequisite: Provisional admission; COFC 1080; WELD 1005. Corequisite: COFC 1080; WELD 1005.

WELD 1025 - Shielded Metal Arc Welding II

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.

Prerequisite: Provisional admission; WELD 1005; WELD 1015. Corequisite: None.

WELD 1035 - Gas Metal and Flux-Cored Arc Welding

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.

Prerequisite: Provisional admission; COFC 1080; WELD 1005. Corequisite: COFC 1080; WELD 1005.

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.

Prerequisite: Provisional admission; COFC 1080; WELD 1005. Corequisite: COFC 1080; WELD 1005.

WELD 1055 - Shielded Metal Arc Welding Pipe Welds

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.

Prerequisite: Provisional admission; WELD 1025 with a grade of C or higher. Corequisite: None.

WELD 1065 - Gas Metal Arc Welding and Flux Cored Arc Welding Pipe Welds

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.

Prerequisite: Provisional admission; WELD 1035 with a grade of C or higher. Corequisite: None.

WELD 1075 - Gas Tungsten Arc Welding Pipe Welding

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.

Prerequisite: Provisional admission; WELD 1045 with a grade of C or higher. Corequisite: None.

WELD 1085 - Shielded Metal Arc Welding Stainless Steel Groove Welds

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.

Prerequisite: Provisional admission; WELD 1025. Corequisite: None.

WELD 1105 - Gas Metal Arc Welding - Aluminum

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.

Prerequisite: Program admission; WELD 1035. Corequisite: None.

WELD 1115 - Gas Tungsten Arc Welding - Aluminum

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.

Prerequisite: Program admission; WELD 1045. Corequisite: None.

LEADERSHIP

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