2009 SWGTC Catalog Addendum

The following document represents additions, changes, and deletions to the 2008-2009 SWGTC Catalog and Student Handbook that was originally published October 2008. These changes should replace any information that appeared in the 2008-2009 SWGTC Catalog and Student Handbook that is addressed in this addendum.

The SWGTC Catalog and Student handbook is available in electronic format on the SWGTC website, www.southwestgatech.edu.

For additional information, please contact the SWGTC main campus at (229) 225-4096.
# Program Accreditation

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<tr>
<th>Program</th>
<th>Accrediting or Certifying Agency</th>
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<tr>
<td>Air Conditioning</td>
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<tr>
<td>Technology Main Campus</td>
<td>1701 Pennsylvania Ave NW</td>
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</tr>
<tr>
<td></td>
<td>Washington, DC 20006</td>
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</tr>
<tr>
<td></td>
<td>Tel: (800) 394-5268</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: (800) 546-3726</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hvacexcellence.org/">http://www.hvacexcellence.org/</a></td>
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<tr>
<td>Associate Degree</td>
<td>Georgia Board of Nursing</td>
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<tr>
<td>Nursing Main Campus</td>
<td>237 Coliseum Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Macon, Georgia 31217</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 478-207-1640</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website: sos.state.ga.us/plb/rn</td>
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<tr>
<td></td>
<td>National League for Nursing Accrediting Commission</td>
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</tr>
<tr>
<td></td>
<td>3343 Peachtree Road, NE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suite 500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Atlanta, Georgia, 30326</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 1-800-669-1656 Ext. 153</td>
<td></td>
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<tr>
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<td><a href="http://www.nlnac.org">http://www.nlnac.org</a></td>
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<tr>
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<tr>
<td>Main Campus</td>
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<td></td>
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<tr>
<td></td>
<td>Leesburg, VA 20175</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 703-669-6650</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: 703-669-6125</td>
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<td><a href="http://www.natef.org">http://www.natef.org</a></td>
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</table>
Certified Nursing Assistant

Southwest Georgia Technical College

Certified Nursing Assistant
1455 Lincoln Parkway
Suite 800
Atlanta, GA 30346
Phone: 800-982-0411
Fax: 678-527-3001
http://www.gmcf.org

Clinical Laboratory Technology Main Campus
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
8410 West Bryn Mawr Avenue, Suite 670
Chicago, Illinois 60631-3415
Phone: 773-714-8880 Ext. 4181
Fax: 773-714-8886
http://www.naacls.org

Medical Assisting Main Campus
SWGTC’s Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
http://www.caahep.org

Paramedic Technology Main Campus
Georgia Department of Human Resources
Office of Emergency Medical Services
2600 Skyland Drive - Lower Level
Atlanta, Georgia 30319
Phone: 404-679-0547
http://ems.ga.gov

Approved
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<th>Program</th>
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<tr>
<td>Pharmacy Technology Main Campus</td>
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<td>American Society of Health-System Pharmacists</td>
<td>7272 Wisconsin Avenue, Bethesda, Maryland 20814</td>
<td>301-657-3000</td>
<td>301-652-8278</td>
<td><a href="http://www.ashp.org">http://www.ashp.org</a></td>
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<tr>
<td>Practical Nursing Main Campus</td>
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<td>Georgia Board of Examiners of Licensed Practical Nursing</td>
<td>237 Coliseum Drive, Macon, Georgia 31217-3858</td>
<td>478-207-2440</td>
<td><a href="http://sos.state.ga.us/plb/lpn">http://sos.state.ga.us/plb/lpn</a></td>
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<tr>
<td>Respiratory Care Technology Main Campus and Albany Technical College Site</td>
<td>Accredited</td>
<td>Committee on Accreditation for Respiratory Care (CoARC)</td>
<td>1248 Harwood Road, Bedford, Texas 76021-4244</td>
<td>817-283-2835</td>
<td><a href="http://www.coarc.org">http://www.coarc.org</a></td>
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Surgical Technology
Main Campus

Accreditation Review Committee on Education in Surgical Technology
6 West Dry Creek Circle,
Suite 210
Littleton, Colorado 80120-8031
Phone: 303-694-9262
Fax: 303-741-3655
http://www.arcst.org

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
http://www.caahep.org

Accredited
Student Affairs

Admissions Procedures

3. Applicants who have not taken an admissions placement exam (APE) within the last five (5) years will be required to take an entrance exam. Acceptable SAT, ACT, ASSET, or COMPASS scores may be substituted if taken within the last five (5) years.

Note: Students or applicants who have successfully completed with a “C” or better transferable English and math courses from a regional or national accredited college or university recognized by the U.S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses.

4. Students preparing to enter (taking courses) for a diploma or associate degree Allied Health program must complete all AHS and prerequisite courses within five (5) years and two attempts.

5. Official notification of acceptance is given to the applicant upon completion of all the above items and at a time that is appropriate for college use.


7. Competitive Admissions: Admissions to many medical programs are based on competitive admissions criteria. Contact the program advisor or admissions for details.

- Some programs have requirements or prerequisite courses which should be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with their students. Decisions on acceptance are made on case-by-case and program-by-program basis.
Tuition and Fees

Expenses

All fees are payable at registration for each quarter/term/course except as noted. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY QUARTER, TERM, OR COURSE.**

Effective April 1, 2008, in keeping with the new state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College implemented a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each quarter. Students have the first three days of each quarter to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a “W” grade in the class and not have any hours counted against your financial aid cap. If students drop any course(s) after the third instructional day of the quarter they will receive no refund, will earn a “W” grade and will have the credit hours count against their financial aid cap.

**AAS and Diploma Quarterly Tuition and Fee Schedule**

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Tuition</th>
<th>Fees</th>
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<td>432.00</td>
<td>46.00</td>
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</table>
A full time student is twelve credit hours or more; less than 12 credit hours is considered part-time.

*FEES: The fee column above represents a combination of registration, library, parking, accident insurance, transcript, and student activity fees.

## Technical Certificate of Credit Quarterly Tuition and Fee Schedule

<table>
<thead>
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## OTHER CERTIFICATE TUITION CHARGES:

- **Patient Care Assisting**: $48 per credit hour
- **Emergency Medical Technician Basic**: $43 per credit hour
- **Emergency Medical Technician Intermediate**: $43 per credit hour
- **Computer Repair Technician**: $36 per credit hour
- **Shampoo Technician**: $36 per credit hour
- **Biomedical Electronics Technician**: $36 per credit hour
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<th>Course</th>
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<td>CAD Operator</td>
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<td>Network Technician</td>
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<td>Qualified Medication Aide</td>
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<tr>
<td>General Maintenance Technician</td>
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<td>Agricultural Technician</td>
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</tr>
<tr>
<td>Network Administrator</td>
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**Additional Fees**

Allied Health Education Liability Insurance ** $14.50

Some programs have additional expenses that may vary by program and quarter. Books, tools, uniforms, or special equipment are extra and not included in the fees listed above. Contact your advisor for more information.

**Required for all Early Childhood Education, Cosmetology, and Health Occupations students, except EMT and Paramedic Technology students per year.

Out-of-State students will pay tuition twice the rate of Georgia residents. Florida residents living in Leon, Jefferson, and Gadsden counties are not subject to out-of-state tuition. Due to a reciprocal agreement Alabama residents are not subject to out-of-state tuition. Southwest Georgia Technical College is not approved to serve international students needing an I-20.

**Academic Information**

**Student Access to Part-Time Faculty**

All students are afforded access to part-time faculty before or after class, by appointment, or through email. Faculty will provide contact information on syllabus.
Library

The library is located in the Paul G. Sewell Building. Library materials include books in hardcopy and online, periodicals, computers, newspapers, audiovisuals and equipment, computer software, and typewriters. Services include library orientations, a computer lab with scanners and a color printer, ADA equipment with software, instructions in computer use, computer research, transmitting and receiving documents via FAX machine 229.225.3939, text telephone for the hearing impaired 229.227.2655, e-mail (library@southwestgatech.edu), and interlibrary loan. Students obtain their SWGTC photo ID from the library. Further information may be obtained from the library staff at 229.225.3958. Learning resource centers at the Grady (229.378.2901) and Mitchell (229.522.3640) Instructional Sites permit students access to the library’s collection, resources, and services. Library hours are announced quarterly.

Course Numbering

Learning Support courses are numbered 0096 through 0099. General Education courses numbered 1000 through 1099 are Certificate and Diploma Courses. General Education courses numbered 1100 and above are Associate Degree Courses. Note: General Education courses found in certificate and diploma programs numbered 1000 through 1099 are not transferable as Associate Degree Courses.

Adult Education & General Education Development (GED) Diploma

Frequently Asked Questions Concerning the Adult Education Program

What can adult education classes offer?

- Basic instruction in reading, writing and math skills;
- Preparation for the General Education Development (GED) test;
- Individualized programs of study to meet your learning needs;
Small classes; and
Free classes and instructional materials.
Carer transition assistance into credit enrollment for GED graduates
GENERAL EDUCATION

The purpose of General Education at Southwest Georgia Technical College is to provide high quality educational courses in humanities/fine arts, social/behavioral sciences, and natural science/mathematics through both distance and traditional delivery methods to help students develop individual skills and abilities that will enable them to 1) think critically; 2) communicate clearly and effectively in oral form; and to 3) communicate clearly and effectively in written form; 4) apply the use of mathematics to solve common problems.

SWGTC students graduating with associate degrees and diplomas are required to demonstrate to what extent he/she has mastered appropriate General Education competencies.

The College requires a minimum of 25 quarter hours of General Education core courses for the associate degree, with at least one course from the following areas: 1) communications, 2) humanities/fine arts, 3) natural science/mathematics, 4) social/behavioral sciences, natural sciences/mathematics, and communications areas. As a minimum, all Associate Degree students are required to complete a common core of General Education courses consisting of ENG 1101, SPC 1101, a Humanities, MAT 1111 or MAT 1100, and PSY 1101 prior to graduation.

**Communications**

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<td>SPC 1101</td>
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**Humanities/Fine Arts**

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<td>ENG 1102</td>
<td>Literature and Composition</td>
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<tr>
<td>MUS 1101</td>
<td>Music Appreciation</td>
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**Natural Sciences/Mathematics**

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<td>AHS 1127</td>
<td>Health Science Chemistry</td>
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<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology</td>
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</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2117</td>
<td>Introductory Microbiology</td>
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<tr>
<td>CHM 1111</td>
<td>Chemistry I</td>
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<tr>
<td>CHM 1112</td>
<td>Chemistry II</td>
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Diploma programs offered through the College also include a required component of 15 quarter hours of General Education Core courses providing background in communications, natural science / mathematics, and social/behavioral sciences. As a minimum, all Diploma students are required to complete a common core of General Education courses consisting of ENG 1010, MAT 1012 or MAT 1013, and EMP 1000 or PSY 1010 prior to graduation. *

* The Paramedic Technology – Diploma program does not include EMP 1000 or PSY 1010.
Allied Health Program Changes

TECHNICAL STANDARDS FOR ALLIED HEALTH

*Item 6 is documented by satisfactory completion of SPC-1101 (Public Speaking), ENG 1101 (Composition & Rhetoric), ENG 1101 (Literature and Composition) for degree level students, and by satisfactory completion of ENG 1010 (Fundamentals of English I) for diploma level students..
Associate Degree Nursing (ADN)

**Program Description:** The Associate Degree Nursing program supports Southwest Georgia Technical College’s commitment to serve the citizens of Grady, Mitchell, and Thomas counties, the state of Georgia, and the south east region. The ADN nursing program accepts the challenge to respond to societal health care needs by offering two options leading to the associate degree in nursing: the Generic Option and an LPN-ADN Bridge Option.

The ADN program is designed to prepare students as entry-level practitioners to provide safe, effective nursing care and promote healthy transitions for culturally diverse clients in a variety of settings. This program develops critical thinking, integrates accumulated knowledge from nursing, the sciences and humanities, and emphasizes the values of caring, accountability, responsibility and professional ethics. The ADN program has been granted approval by the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission.

**Length of Program:**

- **Generic Option:** 1 quarter of prerequisite courses, 6 quarters of general education and technical courses.
- **LPN-ADN Bridge:** 3 quarters of prerequisite courses, 4 quarters of general education and technical courses.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to competitive program admission process.

- **Generic Option Admission:** Summer & Winter.
- **L.P.N. – A.D.N. Bridge Option Admission:** Winter.

All materials to be considered for the Summer Generic Option must be completed by the end of winter quarter. All materials to be considered for the Winter Generic Option must be completed by the end of summer quarter. All materials to be considered for the Winter L.P.N. – A.D.N. Bridge Option must be completed by the end of summer quarter.

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or the admissions office for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 3 years of successful completion of NUR 192.

**General Information:** Students who are unsuccessful in NUR 192 may apply for readmission to NUR 192 (limited to one readmission), but may not apply for
admission to NUR 196. Students who are unsuccessful in NUR 196 must apply for the Generic Option and are not eligible for the Bridge Option.

Students will not be eligible to apply for admission to the Generic ADN program if they have failed out of any ASN, ADN, or BSN program at another institution. Students will be considered for admission to the Generic ADN program five (5) years after the last nursing course failure. However, the student who completes a PN program does not have to wait five (5) years before applying for the LPN Bridge Option.

**Age:** 18 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis. All pre-requisite and co-requisite courses in math and science must have been taken within five (5) years of program start/re-entry date.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants for the LPN-ADN Bridge Option must hold an unencumbered Practical Nursing license in order to be considered for the Bridge Option. All students, both Generic and Bridge option, will be required to take and achieve minimum required scores on standardized and program-generated achievement tests. Physical Exam, dental exam, Immunization record, drug toxicology screening tests, and Criminal Background Check are required upon start of the program. The student must also hold a current American Heart Association BLS Healthcare provider CPR card upon entry into and throughout the program.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the ADN program. Successful completion of all program requirements does not guarantee student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.
# Curriculum Credits

## Generic Option

### 1. Prerequisites to Competitive Admission

<table>
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<td>Composition and Rhetoric</td>
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<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
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</table>

### 2. General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2117</td>
<td>Introductory Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature and Composition</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSY 2103</td>
<td>Human Development</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
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</table>

### 3. Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>NUR 191</td>
<td>Health Assessment Through the Lifespan</td>
<td>4</td>
</tr>
<tr>
<td>NUR 192</td>
<td>Theoretical and Technical Foundations for Nursing Practice</td>
<td>7</td>
</tr>
<tr>
<td>NUR 193</td>
<td>Introduction to Nursing Principles of Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>NUR 194</td>
<td>Life Transitions I: Promotion of Health in the Adult</td>
<td>7</td>
</tr>
<tr>
<td>NUR 195</td>
<td>Life Transitions II: Promotion of Mental Health Through the Lifespan</td>
<td>6</td>
</tr>
<tr>
<td>NUR 291</td>
<td>Life Transitions III: Promotion of Health and Care of Women and Newborns Within the Family</td>
<td>6</td>
</tr>
<tr>
<td>NUR 292</td>
<td>Life Transitions IV: Promotion of Health and Care of Children Within the Family</td>
<td>6</td>
</tr>
<tr>
<td>NUR 293</td>
<td>Life Transitions V: Promotion of Health in the Adult Advanced</td>
<td>8</td>
</tr>
<tr>
<td>NUR 294</td>
<td>Life Transitions VI: Clinical Decision Making for Nursing Practice (Virtual Hospital Experience)</td>
<td>9</td>
</tr>
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</table>

**Program Final Exit Point:** Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

**Credits Required for Graduation:** 108 minimum quarter hour credits required for graduation
LPN-ADN Bridge Option

1. **Prerequisites to Competitive Admission** ........................................ 38
   
   - BIO 2113 Anatomy & Physiology I ........................................... 5
   - BIO 2114 Anatomy & Physiology II .......................................... 5
   - BIO 2117 Introductory Microbiology ........................................ 5
   - ENG 1101 Composition and Rhetoric ........................................ 5
   - MAT 1111 College Algebra ..................................................... 5
   - PSY 1101 Introductory Psychology ........................................... 5
   - SCT 100 Intro to Microcomputers ............................................ 3
   - SPC 1101 Fundamentals of Speech ........................................... 5

2. **General Education Courses** ....................................................... 15
   
   - ENG 1102 Literature and Composition ....................................... 5
   - PSY 2103 Human Growth and Development ................................ 5
   - SOC 1101 Introduction to Sociology .......................................... 5

3. **Occupational Courses** ............................................................. 41
   
   - NUR 191 Health Assessment Through the Lifespan ..................... 4
   - NUR 193 Introduction to Nursing Principles of Pharmacology .......... 2
   - NUR 196 Transition to Associate Degree nursing (Bridge Option ..... 4
     Student only) .............................................................................
   - NUR 291 Life Transitions III: Promotion of Health and Care of Women
     and Newborns Within the Family ............................................... 6
   - NUR 292 Life Transitions IV: Promotion of Health and Care of Children
     Within the Family ................................................................... 6
   - NUR 293 Life Transitions V: Promotion of Health in the Adult .......
     Advanced ............................................................................... 8
   - NUR 294 Life Transitions VI: Clinical Decision Making for Nursing ...
     Practice (Virtual Hospital Experience) ....................................... 9

**Note:** Upon successful completion of NUR 196, 14 additional credit hours will be granted for NUR 192, NUR 194, and NUR 195.

**Program Final Exit Point:** Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

**Credits Required for Graduation:** 108 minimum quarter hour credits required for graduation
Clinical Laboratory Technology
Associate of Applied Science Degree

Program Description: Clinical Laboratory Technology is an 8 quarter associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take national certification exams which are necessary for clinical employment.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 8410 West Bryn Mawr Avenue, Suite 670; Chicago, IL 60631-3415; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: www.naacls.org

Length of Program: 2 years

Entrance Date: Students are able to be admitted at the beginning of any quarter. All CLT courses begin spring quarter based on competitive admissions.

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, Drug Toxicology, Eye Test for Color Blindness

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.
### Curriculum Credits

1. **General Education Courses**
   - CHM 1111 Chemistry I ................................................... 5
   - ENG 1101 Composition and Rhetoric ..................................... 5
   - ENG 1102 Literature and Composition ................................... 5
   - PSY 1101 Introductory Psychology ..................................... 5
   - SPC 1101 Public Speaking .................................................. 5
   - **and one of the following (5 hours)**
     - MAT 1111 College Algebra ............................................... 5
     - MAT 1100 Quantitative Skills and Reasoning ......................... (5)

2. **Fundamental Occupational Courses**
   - BIO 2113 Anatomy & Physiology I ....................................... 5
   - BIO 2114 Anatomy & Physiology II ....................................... 5
   - CHM 1112 Chemistry II ..................................................... 5
   - SCT 100 Intro to Microcomputers ........................................ 3
   - AHS 104 Introduction to Health Care ..................................... 3
   - CLT 101 Introduction to Clinical Lab Technology ..................... 5

3. **Specific Occupational Courses**
   - CLT 103 Urinalysis/Body Fluids ......................................... 3
   - CLT 104 Hematology/Coagulation ......................................... 8
   - CLT 105 Serology/Immunology ............................................. 3
   - CLT 106 Immunohematology ................................................. 7
   - CLT 107 Clinical Chemistry ................................................ 7
   - CLT 108 Microbiology ......................................................... 8
   - CLT 109 Clinical Phlebotomy, Urinalysis Serology Practicum ... 4
   - CLT 110 Clinical Immunohematology Practicum ....................... 6
   - CLT 111 Clinical Hematology/Coagulation Practicum ................. 6
   - CLT 112 Clinical Microbiology Practicum ................................ 6
   - CLT 113 Clinical Chemistry Practicum ................................... 6
   - CLT 118 CLT Licensure Review I ......................................... 1
   - CLT 119 CLT Licensure Review II ......................................... 1

   **NOTE:** All CLT courses have space limitations. Competitive admissions to CLT 101 may take place.

**Program Final Exit Point:** Clinical Laboratory Technology, AAS. Eligible to apply for the National Certification Agency for Clinical Laboratory personnel, or the American Society of Clinical Pathologists exams.
Credits Required for Graduation: 122 minimum quarter hour credits required for graduation

Clinic Assistant (Phlebotomy)  
*Technical Certificate of Credit*

Program Description: This certificate program provides entry level preparation for initial employment as a clinical assistant. This program provides training in the necessary skills and knowledge required to provide area health care facilities and mobile lab facilities with prospective employees. This certificate program focuses on the drawing of blood for laboratory testing.

Entrance Date: See admissions office for program start dates

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Curriculum Credits

1. Specific Occupational Courses 16
   - AHS 158 Laboratory Screening and Monitoring ......................... 4
   - PHL 103 Introduction to Venipuncture ................................. 4
   - PHL 105 Clinical Practice* ............................................ 8

   *Requires at least 100 successful venipunctures in at least 100 hours of clinical practice.

Program Final Exit Point: Clinical Assistant, TCC. Eligible to apply for the Phlebotomy Technician exam.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation
Emergency Medical Technician—Intermediate
Technical Certificate of Credit

Program Description: This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum and the 1995 Emergency Medical Technician - Basic Curriculum. The EMT-I Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification examination and receive Georgia certification. Upon completion of EMS 1115, students would be eligible to sit for the National Registry of EMT Basic Exam.

Entrance Date: Fall Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: A high school diploma or GED is desirable by not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.
Curriculum Credits

1. Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1101</td>
<td>Introduction to the EMT Profession</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1103</td>
<td>Patient Assessment for the EMT</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1105</td>
<td>Airway Management for the EMT</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1107</td>
<td>Medical and Behavioral Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1109</td>
<td>Assess and Mgmt Across Lifespan</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1111</td>
<td>Trauma Emergencies and WMD Resp</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1113</td>
<td>Clinical Applications for the EMT Basic</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1115</td>
<td>Practical Applications for the EMT Basic</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1201</td>
<td>Pharmacology and Shock/Trauma EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1203</td>
<td>Clinical Applications for EMT Inter I</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1205</td>
<td>Clinical Applications for EMT Inter II</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1207</td>
<td>Practical Applications for EMT Intermediate</td>
<td>2</td>
</tr>
</tbody>
</table>

*Pre-Requisite: Applicants already possessing the EMT Basic Certification will be allowed to enroll in the EMS 110 course with an exemption for the EMS 100, 103, 105, and 108 courses being provided upon the successful completion of the EMC 110 course.

Program Final Exit Point: Emergency Medical Technician - Intermediate, TCC. Eligible to apply for the National Registry EMT Intermediate State Boards.

Credits Required for Graduation: 27 Minimum quarter hour credits required.
Emergency Medical Technician—
Basic
Technical Certificate of Credit

Program Description: The Emergency Medical Technology (Basic) Certificate Program is intended to provide the entry-level component of training for students in the Emergency Medical Technician Basic Certification in the state of Georgia. This program is based on the United States Department of Transportation (DOT) National Standard Curriculum for Emergency Medical Technician-Basic.

Entrance Date: Fall Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: A high school diploma or GED is desirable by not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1. Occupational Courses......................................................... 20

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1101</td>
<td>Intro to the EMT Profession</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1103</td>
<td>Patient Assessment for the EMT</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1105</td>
<td>Airway Management for the EMT</td>
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<tr>
<td>EMS 1107</td>
<td>Medical and Behavioral Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1109</td>
<td>Assess and Mgmt Across Lifespace</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1111</td>
<td>Trauma Emergencies and WMD Resp</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1113</td>
<td>Clinical Applications for the EMT Basic</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1115</td>
<td>Practical Applications for the EMT Basic</td>
<td>2</td>
</tr>
</tbody>
</table>

Program Final Exit Point: Emergency Medical Technician - Basic, TCC. Eligible to apply for the National Registry EMT Basic State Boards. The state of Georgia recognizes EMT Basic as entry level.
Credits Required for Graduation: 20 Minimum quarter hour credits required.

Gerontology
Associate of Applied Science

Program Description: The Gerontology Associate Degree Program provides instruction that prepares students for careers in the health service occupations. The program provides leadership, management, and social services skills associated with work environments of the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in nursing homes, assisted living, Alzheimer’s units, and community centers allow students to gain the hands-on experience needed to deal with the aging populations.

Upon successful completion of GRN 110 and by meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

Length of Program: Varies

Entrance Dates: Program Admission: Fall and Summer. Upon entering GRN courses, courses are required sequentially. GRN 110 must be completed prior to practicum courses.

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

Additional Requirements: Health Care Provide CPR Certification, First Aid, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check must still be valid upon graduating from Gerontology Diploma.

NOTE: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. Failure to meet clinical requirements will result in being withdrawn from the course.
## Curriculum Credits

**1. General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>MUS 1101</td>
<td>Music Appreciation</td>
<td>5</td>
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*and one of the following (5 hours)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>MUS 1101</td>
<td>Music Appreciation</td>
<td>5</td>
</tr>
</tbody>
</table>

**2. Fundamental Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

*and one of the following (3 hours)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 109</td>
<td>Medical Terminology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**3. Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN 100*</td>
<td>Understanding the Client</td>
<td>3</td>
</tr>
<tr>
<td>GRN 101</td>
<td>Aging Services Environment</td>
<td>3</td>
</tr>
<tr>
<td>GRN 102</td>
<td>Behavioral Health Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 103</td>
<td>Geriatric Nursing</td>
<td>2</td>
</tr>
<tr>
<td>GRN 104</td>
<td>Healthy Aging</td>
<td>3</td>
</tr>
<tr>
<td>GRN 105</td>
<td>Principles of Home Health Care</td>
<td>5</td>
</tr>
<tr>
<td>GRN 106</td>
<td>Alzheimer's Disease and Dementia</td>
<td>5</td>
</tr>
<tr>
<td>GRN 107</td>
<td>Legal Aspects of Aging (Ethics)</td>
<td>5</td>
</tr>
<tr>
<td>GRN 108</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>GRN 110**</td>
<td>C.N.A. Fundamentals (C.N.A. 100)</td>
<td>8</td>
</tr>
<tr>
<td>GRN 200</td>
<td>Practicum I</td>
<td>6</td>
</tr>
<tr>
<td>GRN 201</td>
<td>Practicum II</td>
<td>6</td>
</tr>
</tbody>
</table>

*Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.

**Program Final Exit Point:** Gerontology, AAS
**Credits Required for Graduation:** 96 Minimum quarter hours credits required for graduation.

**Gerontology**  
*Diploma Program*

**Program Description:** The Gerontology Diploma Program, five (5) quarters in length, provides instruction that prepares the students for careers in the health service occupations. The program provides students with the basic knowledge and skills needed to obtain employment as entry level health care workers in work environments associated with the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in various nursing homes, assisted living, Alzheimer’s Units, and community centers will allow the student to gain the hands on experience needed to deal with the aging populations.

Upon successful completion of GRN 110 and by meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

**Length of Program:** 5 quarters

**Entrance Date:** Program Admission: Fall and Summer. Upon entering GRN courses, courses are required sequentially. GRN 110 must be completed prior to practicum courses.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent of (GED).

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

**Additional Requirements:** Health Care Provider CPR and First Aid Certification, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check.

**NOTE:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. This could result in being withdrawn from the program.
Curriculum Credits

1. General Education Courses  
   ENG 1010 Fundamentals of English I ........................................... 5
   MAT 1012 Foundations of Mathematics ........................................... 5
   PSY 1010 Basic Psychology .......................................................... 5

2. Fundamental Occupational Courses  
   AHS 1011 Anatomy and Physiology .................................................. 5
   AHS 104 Introduction to Health Care ................................................. 3
   SCT 100 Intro to Microcomputers ...................................................... 3 
   and one of the following (3 hours)
   AHS 109 Medical Terminology for Allied Health ................................. 3
   BUS 2300 Medical Terminology ....................................................... (3)

3. Specific Occupational Courses  
   GRN 100* Understanding the Client .................................................. 3
   GRN 101 Aging Services Environment ............................................... 3
   GRN 102 Behavioral Health Aspects of Aging ...................................... 3
   GRN 103 Geriatric Nursing .............................................................. 2
   GRN 104 Healthy Aging ................................................................. 3
   GRN 105 Principles of Home Health Care .......................................... 5
   GRN 106 Alzheimer’s Disease and Dementia ....................................... 5
   GRN 107 Legal Aspects of Aging (Ethics) .......................................... 5
   GRN 108 Death and Dying ............................................................... 3
   GRN 110** C.N.A. Fundamentals (C.N.A. 100) ................................... 8
   GRN 200 Practicum I ........................................................................ 6
   GRN 201 Practicum II ....................................................................... 6

*Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.

Program Final Exit Point: Gerontology, Diploma

Credits Required for Graduation: 81 minimum quarter hour credits required for graduation

Graduates are eligible for certification by the National Association of Geriatric Nursing Assistant (NAGNA).
Healthcare Assistant  
*Technical Certificate of Credit*

**Program Description:** Healthcare Assistant is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College’s health care programs and prepares students for employment in various health care settings. The Healthcare Assistant certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

Upon successful completion of NSG 110 in the Practical Nursing track and by meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

**Length of Program:** 3-5 quarters

**Entrance Dates:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Students will be expected to attain a Health Care Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Health Care Assistant Concentration Courses or before completing the competitive admissions process for other allied health programs of study.
## Curriculum Credits

### 1. General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Basic Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

*and one of the following (5 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebraic Concepts</td>
<td>5</td>
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</table>

*and one of the following (3 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS 109</td>
<td>Medical Terminology for AHS</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
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</table>

### 2. Fundamental Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
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### 3. Concentration Specific Courses

*Select one track*

**Pharmacy Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AHS 1015</td>
<td>Basic Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHR 100</td>
<td>Pharmaceutical Calculations</td>
<td>5</td>
</tr>
<tr>
<td>PHR 101</td>
<td>Pharmacy Technology Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>PHR 102</td>
<td>Principles of Dispensing Medications</td>
<td>6</td>
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</table>

**Practical Nursing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Drug Calculation / Administration</td>
<td>3</td>
</tr>
<tr>
<td>AHS 103</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>2</td>
</tr>
<tr>
<td>NSG 110</td>
<td>Nursing Fundamentals</td>
<td>10</td>
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</table>

**Surgical Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>SUR 101</td>
<td>Intro to Surgical Technology</td>
<td>6</td>
</tr>
<tr>
<td>SUR 108</td>
<td>Surgical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 109</td>
<td>Surgical Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>SUR 110</td>
<td>Surgical Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Healthcare Assistant, TCC.

**Credits Required for Graduation:** 44-46 minimum quarter hour credits required for graduation.
Healthcare Science

Technical Certificate of Credit

**Program Description:** Healthcare Science is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College’s health care programs and prepares students for employment in various health care settings. The Healthcare Science certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

**Length of Program:** 3-5 quarters

**Entrance Dates:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Students will be expected to attain a Health Care Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.
### Curriculum Credits

1. **General Education Courses**
   - ENG 1101 Composition & Rhetoric ................................................................. 5
   - PSY 1101 Introductory Psychology ................................................................. 5
   - and one of the following (5 hours)
     - ENG 1102 Literature & Composition ............................................................. 5
     - HUM 1101 Introduction to Humanities ........................................................... 5
   - and one of the following (5 hours)
     - MAT 1100 Quantitative Skills and Reasoning .................................................... 5
     - MAT 1111 College Algebra .................................................................................. (5)
   - and one of the following (5 hours)
     - SPC 1101 Public Speaking ................................................................................... 5
     - ENG 1105 Technical Communications ............................................................... (5)

2. **Fundamental Occupational Courses**
   - SCT 100 Intro to Microcomputers ........................................................................ 3

3. **Concentration Specific Courses**
   - (Select one track)
   
   **a. Associate Degree Nursing (Generic)** .............................................................. 26
   - BIO 2113 Anatomy and Physiology I ................................................................. 5
   - BIO 2114 Anatomy and Physiology II ............................................................... 5
   - BIO 2117 Introductory Microbiology ................................................................. 5
   - NUR 191 Health Assessment Through the Life ..................................................... 4
   - NUR 192 Theoretical and Technical Foundations ............................................... 7

   **b. Associate Degree Nursing (Bridge)** .............................................................. 25
   - BIO 2113 Anatomy and Physiology I ................................................................. 5
   - BIO 2114 Anatomy and Physiology II ............................................................... 5
   - BIO 2117 Introductory Microbiology ................................................................. 5
   - NUR 191 Health Assessment Through the Life ..................................................... 4
   - NUR 196 Transition to Associate Degree Nursing .............................................. 6

   **c. Pharmacy Technology** .................................................................................. 25
   - AHS 1015 Basic Inorganic Chemistry ............................................................... 4
   - BIO 2113 Anatomy and Physiology I ................................................................. 5
   - BIO 2114 Anatomy and Physiology II ............................................................... 5
   - PHR 100 Pharmaceutical Calculations ............................................................... 5
   - PHR 101 Pharmacy Technology Fundamentals ................................................. 5
   - and one of the following (3 hours)
     - AHS 109 Medical Terminology for AHS .......................................................... 3
     - BUS 2300 Medical Terminology ....................................................................... (3)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>d. Radiologic Technology ........................................</td>
<td>26</td>
<td></td>
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<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
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</tr>
<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology I.</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 1110</td>
<td>Introductory Physics</td>
<td>5</td>
</tr>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
<td>5</td>
</tr>
<tr>
<td>RAD 103</td>
<td>Body Truck and Upper Extremities</td>
<td>3</td>
</tr>
<tr>
<td>e. Surgical Technology ........................................</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology I.</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2117</td>
<td>Introductory Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>SUR 101</td>
<td>Intro to Surgical Technology</td>
<td>6</td>
</tr>
<tr>
<td>SUR 109</td>
<td>Surgical Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>f. Respiratory Care Technology .............................</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology I.</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>RTT 112</td>
<td>Introduction to Respiratory Therapy</td>
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</tr>
<tr>
<td>RTT 113</td>
<td>Respiratory Therapy Lab I</td>
<td>5</td>
</tr>
<tr>
<td>and one of the following (5 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 1110</td>
<td>Introductory Physics</td>
<td>5</td>
</tr>
<tr>
<td>AHS 1126</td>
<td>Health Science Physics</td>
<td>(5)</td>
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<tr>
<td>and one of the following (5 hours)</td>
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<td></td>
</tr>
<tr>
<td>CHM 1111</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>AHS 1127</td>
<td>Health Sciences Chemistry</td>
<td>(5)</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Healthcare Science, TCC.

**Credits Required for Graduation:** 53-58 minimum quarter hour credits required for graduation.
Medical Assisting
Associate of Applied Science Degree

**Program Description:** Medical Assisting is a six (6) quarter degree program that trains the student for administrative and clinical duties, primarily in physicians’ offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

**Length of Program:** 2-3 quarters of prerequisite courses and 4 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to program admission.

**Program Admission:** Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** Applicants must be 18 years of age or older prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, First Aid Certification, Physical Exam, Drug Toxicology and Criminal Background Check.

**Note:** As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.

Medical Assistants seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification. Graduates of the degree program are awarded the diploma which makes them eligible to sit for the national certification exam to become a Certified Medical Assistant - CMA(AAMA).
## Curriculum Credits

### 1. General Education Courses ................................. 38

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
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<tr>
<td>ENG 1102</td>
<td>Literature and Composition</td>
<td>5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>AHS 1101</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
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*and one of the following (3 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 109</td>
<td>Medical Terminology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### 2. Fundamental Occupational Courses 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
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<tr>
<td>MAS 101</td>
<td>Legal Aspects of the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
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</table>

### 3. Specific Occupational Courses ......................... 46

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MAS 103</td>
<td>Pharmacology</td>
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<tr>
<td>MAS 106</td>
<td>Medical Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>MAS 108</td>
<td>Medical Assisting Skills I</td>
<td>6</td>
</tr>
<tr>
<td>MAS 109</td>
<td>Medical Assisting Skills II</td>
<td>6</td>
</tr>
<tr>
<td>MAS 110</td>
<td>Medical Insurance Management</td>
<td>3</td>
</tr>
<tr>
<td>MAS 111</td>
<td>Administrative Practice Management</td>
<td>4</td>
</tr>
<tr>
<td>MAS 112</td>
<td>Human Diseases</td>
<td>5</td>
</tr>
<tr>
<td>MAS 117</td>
<td>Medical Assisting Externship</td>
<td>8</td>
</tr>
<tr>
<td>MAS 118</td>
<td>Medical Assisting Seminar</td>
<td>4</td>
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</table>

**Program Final Exit Point:** Medical Assisting, AAS.

**Credits Required for Graduation:** 99 minimum quarter hour credits required for graduation
Medical Assisting
*Diploma Program*

**Program Description:** Medical Assisting is a five (5) quarter diploma program that trains the student for administrative and clinical duties, primarily in physicians’ offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician.

Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Curriculum Review Board of American Association of Medical Assistants Endowment (AAMAE).

**Length of Program:** 1-2 quarters of prerequisite courses and 4 quarters of technical courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to program admission.

**Program Admission:** Summer

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age prior to first clinical course.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Criminal Background Check.

**Note:** As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.
# Curriculum Credits

## 1. General Education Courses  23

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENG</td>
<td>1010</td>
<td>Fundamentals of English I</td>
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</tr>
<tr>
<td>PSY</td>
<td>1010</td>
<td>Basic Psychology</td>
<td>5</td>
</tr>
<tr>
<td>AHS</td>
<td>1011</td>
<td>Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>MAT</td>
<td>1012</td>
<td>Foundations of Mathematics</td>
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*and one of the following (3 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS</td>
<td>109</td>
<td>Medical Terminology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>2300</td>
<td>Medical Terminology</td>
<td>(3)</td>
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## 2. Fundamental Occupational Courses  15

<table>
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<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS</td>
<td>104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>MAS</td>
<td>101</td>
<td>Legal Aspects of the Medical Office</td>
<td>3</td>
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<tr>
<td>SCT</td>
<td>100</td>
<td>Intro to Microcomputers</td>
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## 3. Specific Occupational Courses  46

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAS</td>
<td>103</td>
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<td>MAS</td>
<td>106</td>
<td>Medical Office Procedures</td>
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<tr>
<td>MAS</td>
<td>108</td>
<td>Medical Assisting Skills I</td>
<td>6</td>
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<tr>
<td>MAS</td>
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<td>Medical Assisting Skills II</td>
<td>6</td>
</tr>
<tr>
<td>MAS</td>
<td>110</td>
<td>Medical Insurance Management</td>
<td>3</td>
</tr>
<tr>
<td>MAS</td>
<td>111</td>
<td>Administrative Practice Management</td>
<td>4</td>
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<td>MAS</td>
<td>112</td>
<td>Human Diseases</td>
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<td>MAS</td>
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</tr>
<tr>
<td>MAS</td>
<td>118</td>
<td>Medical Assisting Seminar</td>
<td>4</td>
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</tbody>
</table>

**Program Final Exit Point:** Medical Assisting, Diploma. Eligible to apply for national certification exam to become a Certified Medical Assistant (CMA).

**Credits Required for Graduation:** 84 minimum quarter hour credits required for graduation

The Southwest Georgia Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants’ Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: www.caahep.org.

**Note:** Credits from this program may be applied to a degree program.
Paramedic Technology
Associate of Applied Science

Program Description: Paramedic Technology is a six (6) quarter associate degree program that provides instruction that prepares the EMT for employment as a Paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at the affiliated hospital and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic. This curriculum follows the D.O.T. National Standards and is approved by the Georgia Department of Human Resources.

Length of Program: Six (6) Quarters

Entrance Date: Prerequisite Courses open; however, all prerequisite/competitive admission courses must be successfully completed prior to competitive program admission process.

Program Admission: Winter

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the Paramedic Program MUST have completed an approved EMT program and possess a valid state license as an EMT-B or EMT-Intermediate by Georgia, another state, or the NREMT. Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.
### Curriculum Credits

1. **Prerequisites to Competitive Admission**
   - BIO 2113 Anatomy & Physiology I ........................................... 5
   - BIO 2114 Anatomy & Physiology II ........................................... 5
   - MAT 1111 College Algebra .......................................................... 5

2. **General Education Courses**
   - ENG 1101 Composition and Rhetoric ........................................... 5
   - ENG 1102 Literature and Composition ........................................... 5
   - PSY 1101 Introductory Psychology ............................................... 5
   - SOC 1101 Introduction to Sociology .............................................. 5
   - SPC 1101 Public Speaking ......................................................... 5

3. **Fundamental Occupational Courses**
   - SCT 100 Intro to Microcomputers ............................................... 3

4. **Specific Occupational Courses**
   - EMS 126 Intro to Paramedic Profession ........................................ 3
   - EMS 127 Patient Assessment ..................................................... 4
   - EMS 128 Applied Physiology & Pathophysiology ............................. 3
   - EMS 129 Pharmacology ............................................................. 4
   - EMS 130 Respiratory Function and Management ............................... 5
   - EMS 131 Trauma .......................................................................... 5
   - EMS 132 Cardiology I .................................................................. 5
   - EMS 133 Cardiology II ................................................................. 4
   - EMS 134 Medical Emergencies ..................................................... 5
   - EMS 135 Maternal/Pediatric Emergencies ...................................... 5
   - EMS 136 Special Patients ............................................................. 2
   - EMS 200 Clinical Application of Adv Emer Care ............................... 11
   - EMS 201 Summative Evaluations ................................................. 5

**Program Final Exit Point:** Paramedic Technology, Degree. Eligible to sit for the National Registry of Paramedics State Board. The State of Georgia recognizes the National Registry.

**Credits Required for Graduation:** 104 minimum quarter hour credits required for graduation.
Paramedic Technology

*Diploma Program*

**Program Description:** The Paramedic Program, five (5) quarters in length, provides instruction that prepares the EMT for employment as a Paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at the affiliated hospital and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic. This curriculum follows the D.O.T. National Standards and is approved by the Georgia Department of Human Resources.

**Length of Program:** Five (5) Quarters

**Entrance Date:** Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants for the Paramedic Program MUST have completed an approved EMT program and possess a valid state license as an EMT-B or EMT-Intermediate by Georgia, another state, or the NREMT. Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.
Curriculum Credits

1. Prerequisites to Competitive Admission .................................................. 10
   AHS 1011 Anatomy and Physiology .................................................. 5
   MAT 1012 Foundations of Mathematics .............................................. 5

2. General Education Courses ....................................................................... 5
   ENG 1010 Fundamentals of English I ..................................................... 5

3. Fundamental Occupational Courses ......................................................... 3
   SCT 100 Intro to Microcomputers ........................................................... 3

4. Specific Occupational Courses ................................................................. 61
   EMS 126 Intro. To Paramedic Profession .................................................. 3
   EMS 127 Patient Assessment .................................................................. 4
   EMS 128 Applied Physiology & Pathophysiology .................................... 3
   EMS 129 Pharmacology ......................................................................... 4
   EMS 130 Respiratory Function and Management ..................................... 5
   EMS 131 Trauma .................................................................................... 5
   EMS 132 Cardiology I ............................................................................ 5
   EMS 133 Cardiology II .......................................................................... 4
   EMS 134 Medical Emergencies ............................................................... 5
   EMS 135 Maternal/Pediatric Emergencies .............................................. 5
   EMS 136 Special Patients ....................................................................... 2
   EMS 200 Clinical Application of Adv Emer Care ................................... 11
   EMS 201 Summative Evaluations ............................................................ 5

Program Final Exit Point: Paramedic Technology, Diploma. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

Credits Required for Graduation: 79 minimum quarter hour credits required for graduation.
Patient Care Assisting
(Also referred to as CNA)

Technical Certificate of Credit

**Program Description:** This Patient Care Assisting certificate program is designed to provide students the nursing skills and nutritional knowledge necessary to provide basic nursing care in home or health-care provider settings. Upon successful completion of CNA 100 and by meeting all state guidelines, participants’ names are added to the State Registry of Patient Care Assistants. The certificate program is composed of 16 credit hours.

**Entrance Date:** Beginning of any quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 17 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR and First Aid Certification, Physical Exam, Dental Exam, Drug Toxicology, and Criminal Background Check.
## Curriculum Credits

1. **Occupational Courses**

   - AHS 103 Nutrition & Diet Therapy ........................................ 2
   - CNA 100 Patient Care Fundamentals ...................................... 8
   - EMP 1000 Interpersonal Relations & Prof Dev.......................... 3
     and one of the following (3 hours)
     - AHS 109 Medical Terminology for Allied Health .................. 3
     - BUS 2300 Medical Terminology........................................ (3)

### Program Final Exit Point:
Patient Care Assistant, TCC. Application is made for placement on the Georgia State registry.

### Credits Required for Graduation:
16 minimum quarter hour credits required for graduation

### Note:
Some credits from this program may be applied to a diploma program.
Pharmacy Technology
Associate of Applied Science Degree

Program Description: Pharmacy Technology is a seven (7) quarter associate of applied science degree program designed to prepare students for employment as Pharmacy Technicians. Training provides classroom and clinical instruction in many subjects including: anatomy, drug calculation, chemistry, microcomputers, sterile techniques, and medication dispensing. Students practice all aspects of Pharmacy Technology using modern technology in hospital and retail pharmacies.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC; four quarters of technical courses.

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Winter

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student’s expense)

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the licensing examination.
## Curriculum Credits

1. **Prerequisites to Competitive Admission**
   - MAT 1111 College Algebra...

2. **General Education Courses**
   - BIO 2113 Anatomy and Physiology I...
   - BIO 2114 Anatomy and Physiology II...
   - ECO 2105 Principles of Macroeconomics...
   - ENG 1101 Composition and Rhetoric...
   - PSY 1101 Introductory Psychology...
   - SPC 1101 Public Speaking...
   - and one of the following (3 hours):
     - ENG 1102 Literature and Composition...
     - ART 1101 Art Appreciation...
     - MUS 1101 Music Appreciation...
     - HUM 1101 Introduction to the Humanities...

3. **Fundamental Occupational Courses**
   - AHS 1015 Basic Inorganic Chemistry...
   - SCT 100 Intro to Microcomputers...
   - and one of the following (3 hours):
     - AHS 109 Medical Terminology for Allied Health...
     - BUS 2300 Medical Terminology...

4. **Specific Occupational Courses**
   - PHR 100 Pharmaceutical Calculations...
   - PHR 101 Pharmacy Technology Fundamentals...
   - PHR 102 Principles of Dispensing Medications...
   - PHR 103 Principles of Sterile Medication Prep...
   - PHR 104 Pharmacy Technology Pharmacology...
   - PHR 105 Pharmacy Technology Practicum...
   - PHR 106 Advanced Pharmacy Technology Prin...
   - PHR 107 Advanced Pharmacy Technology Prac...

**Program Final Exit Point:** Pharmacy Technology, Degree. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

**Credits Required for Graduation:** 96 minimum quarter hour credits required for graduation.

Southwest Georgia Technical College
Pharmacy Technology

*Diploma Program*

**Program Description:** Pharmacy Technology is a five (5) quarter diploma program designed to prepare students for employment as Pharmacy Technicians. Training provides classroom and clinical instruction in many subjects including: anatomy, drug calculation, chemistry, microcomputers, sterile techniques, and medication dispensing. Students practice all aspects of Pharmacy Technology using modern technology in hospital and retail pharmacies.

**Length of Program:** One quarter of prerequisite courses found in the Healthcare Assistant, TCC; four quarters of technical courses.

**Entrance Dates:** Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

**Program Admission:** Winter Quarter

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 18 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student’s expense)

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the licensing examination.
# Curriculum Credits

1. **Prerequisite to Competitive Admissions**
   - MAT 1012 Foundations of Mathematics .......................... 5

2. **General Education Courses**
   - ENG 1010 Fundamentals of English I ........................................ 5
   - AHS 1011 Anatomy and Physiology ........................................ 5
   - PSY 1010 Basic Psychology .................................................... 5

3. **Fundamental Occupational Courses**
   - AHS 1015 Basic Inorganic Chemistry ..................................... 4
   - SCT 100 Intro to Microcomputers ............................................. 3
   - AHS 109 Medical Terminology for Allied Health Sciences ............ 3
   - BUS 2300 Medical Terminology ............................................. (3)

4. **Specific Occupational Courses**
   - PHR 100 Pharmaceutical Calculations .................................. 5
   - PHR 101 Pharmacy Technology Fund. ..................................... 5
   - PHR 102 Principles of Dispensing Meds. ................................. 6
   - PHR 103 Principles of Sterile Medication Preparation ................. 6
   - PHR 104 Pharmacy Technology Pharmacology .......................... 5
   - PHR 105 Pharmacy Tech. Practicum .......................................... 7
   - PHR 106 Advanced Pharmacy Technology Principles ................. 5
   - PHR 107 Adv. Pharmacy Tech. Practicum .................................. 7

**Program Final Exit Point:** Pharmacy Technology, Diploma. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

**Credits Required for Graduation:** 76 minimum quarter hour credits required for graduation
Practical Nursing

Diploma Program

Southwest Georgia Technical College offers Practical Nursing programs at the main campus in Thomasville and at SWGTC of Grady County in Cairo. All programs are approved by the Georgia Board of Examiners of Licensed Practical Nurses.

Program Description: Practical Nursing is a six (6) quarter diploma program that trains students to care for sub acute, convalescent, and chronic patients under the direction of a physician or professional nurse. Basic theory is coordinated with clinical practice under the direction of Southwest Georgia Technical College's instructors and nursing staffs of cooperating hospitals and agencies. Students will give direct patient care and perform certain tasks, including assessment, administration of treatments and medications, maintenance of health and prevention of illness under the direction of a registered nurse or physician.

Upon successful completion of NSG 110 and by meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

Length of Program: 2 quarters prerequisites found in the Health Care Assistant, TCC, 4 quarters technical courses

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Fall (Main Campus); Spring (SWGTC of Grady County). All materials to be considered for main campus admission must be completed by the end of Spring quarter. All materials to be considered for Grady Campus admission must be completed by the end of Fall quarter.

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of NSG 110.

Age: 17 years of age or older. (Proof of age required)

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. THE NSG and NPT courses with the same digits are required simultaneous co-requisite courses. If a student is unsuccessful in one course, the student will be withdrawn with an “F” in both
courses. Health Care Provider CPR Certification, Physical Exam, Drug Toxicology, and Criminal Background Check are required.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

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**Curriculum Credits**

1. **Prerequisites to Competitive Admission**
   - AHS 1011 Anatomy and Physiology ........................................... 5
   - AHS 102 Drug Calculations/Administration .................................... 3
   - AHS 104 Introduction to Health Care ............................................ 3
   - ENG 1010 Fundamentals of English I ........................................... 5
   - MAT 1012 Foundations of Mathematics ........................................ 5
   - PSY 1010 Basic Psychology .......................................................... 5
   - SCT 100 Intro to Microcomputers .................................................. 3
   - and one of the following (3 hours)
     - AHS 109 Medical Terminology for Allied Health ............................ 3
     - BUS 2300 Medical Terminology ................................................... (3)

2. **Fundamental Occupational Courses**
   - AHS 103 Nutrition and Diet Therapy .............................................. 2

3. **Specific Occupational Courses**
   - NPT 112 Medical-Surgical Practicum I .......................................... 7
   - NPT 113 Medical-Surgical Practicum II .......................................... 7
   - NPT 212 Pediatric Nursing Practicum ............................................ 2
   - NPT 213 Obstetrical Nursing Practicum ......................................... 3
   - NPT 215 Nursing Leadership Practicum ......................................... 2
   - NSG 110 Nursing Fundamentals ..................................................... 10
   - NSG 112 Medical-Surgical Nursing I ............................................. 9
   - NSG 113 Medical-Surgical Nursing II ............................................ 9
   - NSG 212 Pediatric Nursing ............................................................. 5
   - NSG 213 Obstetrical Nursing .......................................................... 5
   - NSG 215 Nursing Leadership .......................................................... 2

* Prerequisite to admission to this program, most courses found in the Health Care Assistant, TCC.

**Program Final Exit Point:** Practical Nursing, diploma. Eligible to apply to take the NCLEX-PN exam.
Credits Required for Graduation: 95 minimum quarter hour credits required for graduation

Note: A bridge program to the Associate Degree in Nursing program exists.

Respiratory Care Technology
Associate of Applied Science Degree

Program Description: The Respiratory Care Technology program is an eight (8) quarter associate of applied science degree program designed to educate the student at the therapist level in the diagnosis, treatment, management, control, and preventive care of patients with cardiopulmonary problems. This is accomplished through intensive classroom training, integrated with clinical experience, under medical direction at cooperating hospitals. The students will have an opportunity to work with a diversity of patients, applying their newly acquired knowledge of respiratory care areas, including: pharmacology, medical gas and humidity therapy, mechanical ventilator support, cardiopulmonary resuscitation, airway management, pulmonary function testing, and arterial blood gas analysis.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 5 quarters of technical courses

Entrance Date: Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to competitive program admission process.

Program Admission: Fall

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.
**Note:** Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

**Note:** CRT to registry requires all sections 1 & 2 in curriculum and RTT#’s 193, 213, 214, 215, 216, 217, and 222.

### Curriculum Credits

1. **Prerequisites to Competitive Admission**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2113</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIO 2114</td>
<td>Anatomy &amp; Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
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<tr>
<td>MAT 1100</td>
<td>Quantitative Skills and Reasoning</td>
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2. **General Education Courses**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 2117</td>
<td>Introductory Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature and Composition</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
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</table>

3. **Fundamental Occupational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
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<tr>
<td>PHY 1110</td>
<td>Introductory Physics</td>
<td>5</td>
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<tr>
<td>AHS 1126</td>
<td>Health Science Physics</td>
<td>(5)</td>
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<tr>
<td>CHM 1111</td>
<td>Chemistry I</td>
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<tr>
<td>AHS 1127</td>
<td>Health Sciences Chemistry</td>
<td>(5)</td>
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</table>

4. **Specific Occupational Courses**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RTT 111</td>
<td>Pharmacology</td>
<td>5</td>
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<tr>
<td>RTT 112</td>
<td>Intro to Respiratory Therapy</td>
<td>5</td>
</tr>
<tr>
<td>RTT 113</td>
<td>Respiratory Therapy Lab I</td>
<td>5</td>
</tr>
<tr>
<td>RTT 193</td>
<td>Cardiopulmonary Anatomy and Phys</td>
<td>10</td>
</tr>
<tr>
<td>RTT 209</td>
<td>Clinical Practice I</td>
<td>2</td>
</tr>
<tr>
<td>RTT 210</td>
<td>Clinical Practice II</td>
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<tr>
<td>RTT 211</td>
<td>Pulmonary Disease</td>
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<tr>
<td>RTT 212</td>
<td>Critical Respiratory Care</td>
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<tr>
<td>RTT 213</td>
<td>Mech. Ventilation Equip. &amp; Airway Care</td>
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<td>RTT 214</td>
<td>Advanced Critical Care Monitoring</td>
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<td>RTT 215</td>
<td>Pulmonary Function Testing</td>
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<td>RTT 216</td>
<td>Pediatric and Neonatal Resp Care</td>
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<td>RTT 217</td>
<td>Advanced Respiratory Care Seminar</td>
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<tr>
<td>RTT 218</td>
<td>Clinical Practice III</td>
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<td>RTT 219</td>
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<td>Clinical Practice V</td>
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<td>RTT 222</td>
<td>Clinical Practice VI</td>
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<td>RTT 227</td>
<td>Rehabilitation and Home Care</td>
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*Prerequisite to admission to this program, courses found in the Healthcare Science, TCC.

**Program Final Exit Point:** Respiratory Care Technology, AAS. Eligible to apply for National Board for Respiratory Care certification and registry exams. Note: Hospitals may require RRT credential for employment.

**Credits Required for Graduation:** 128 minimum quarter hour credits required for graduation
Surgical Technology
Associate of Applied Science Degree

Program Description: This eight (8) quarter technical training program prepares students to assist surgeons, nurses, and anesthesiologists, before, during, and after surgery by providing best possible care for the surgical patient. Surgical Technology students combine classroom, lab, and clinical experiences to become proficient in operating rooms setup and joining the surgical team (passing instruments, sutures, and sponges).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 4 quarters of technical courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite must be successfully completed with a minimum grade of a “C”, prior to competitive program admission process.

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.
Curriculum Credits

1. Prerequisites to Competitive Admission 31
   BIO 2113 Anatomy & Physiology I ........................................ 5
   BIO 2114 Anatomy & Physiology II ....................................... 5
   ENG 1101 Composition and Rhetoric ................................... 5
   MAT 1111 College Algebra ................................................. 5
   PSY 1101 Introductory Psychology ..................................... 5
   SCT 100 Intro to Microcomputers ....................................... 3
   and one of the following (3 hours)
   AHS 109 Medical Terminology for Allied Health .............. 3
   BUS 2300 Medical Terminology ....................................... (3)

2. General Education Courses 20
   ENG 1102 Literature and Composition ................................. 5
   SOC 1101 Introduction to Sociology .................................. 5
   SPC 1101 Public Speaking ................................................. 5
   BIO 2117 Introductory Microbiology ................................ 5

3. Fundamental Occupational Courses 3
   AHS 104 Introduction to Health Care ................................ 3

4. Specific Occupational Courses 55
   SUR 101 Intro to Surgical Technology .................................. 6
   SUR 102 Principles of Surgical Tech .................................... 5
   SUR 109 Surgical Patient Care .......................................... 3
   SUR 110 Surgical Pharmacology ....................................... 3
   SUR 112 Introductory Surgical Practicum ............................... 3
   SUR 203 Surgical Procedures I ........................................... 7
   SUR 204 Surgical Procedures II ......................................... 6
   SUR 213 Specialty Surgical Practicum .................................. 8
   SUR 214 Adv Specialty Surg Practicum ................................ 8
   SUR 224 Seminar in Surgical Technology .............................. 3

Program Final Exit Point: Surgical Technology, AAS. Eligible to apply for a national certification examination.

Credits Required for Graduation: 109 minimum quarter hour credits required for graduation
Surgical Technology
_Diploma Program_

**Program Description:** This five (5) quarter technical training program prepares students to assist surgeons, nurses, and anesthesiologists, before, during, and after surgery by providing best possible care for the surgical patient. Surgical Technology students combine classroom, lab and clinical experiences to become proficient in operating room setup and joining the surgical team (passing instruments, sutures, and sponges).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

**Length of Program:** 2-3 quarters of prerequisite courses found in the Healthcare Assistant, TCC, 4 quarters of technical courses.

**Entrance Dates:** Prerequisite Courses open; however, all prerequisite must be successfully completed with a minimum grade of a “C”, prior to competitive program admission process.

**Entrance Requirements:** Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

**Age:** 17 years of age or older. (Proof of age required)

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Health Care Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.
Curriculum Credits

1. Prerequisites to Competitive Admission 26
   
   AHS 1011 Anatomy and Physiology ........................................... 5
   ENG 1010 Fundamentals of English I ........................................ 5
   MAT 1012 Foundations of Mathematics ..................................... 5
   PSY 1010 Basic Psychology ..................................................... 5
   SCT 100 Intro to Microcomputers ............................................. 3
   
   and one of the following (3 hours)
   AHS 109 Medical Terminology for Allied Health ......................... 3
   BUS 2300 Medical Terminology ................................................. (3)

2. Fundamental Occupational Courses ................................. 3
   AHS 104 Introduction to Health Care ....................................... 3

3. Specific Occupational Courses ................................. 58
   SUR 101 Intro to Surgical Technology ..................................... 6
   SUR 102 Principles of Surgical Tech ..................................... 5
   SUR 108 Surgical Microbiology ............................................ 3
   SUR 109 Surgical Patient Care ............................................. 3
   SUR 110 Surgical Pharmacology ........................................... 3
   SUR 112 Introductory Surgical Practicum ................................ 7
   SUR 203 Surgical Procedures I .............................................. 6
   SUR 204 Surgical Procedures II ............................................. 6
   SUR 213 Specialty Surgical Practicum ................................... 8
   SUR 214 Adv Specialty Surg Practicum .................................... 8
   SUR 224 Seminar in Surgical Technology ................................ 3
   
   *Prerequisite to admission to this program, courses found in
   the Healthcare Assistant, TCC.

Program Final Exit Point: Surgical Technology, Diploma. Eligible to apply for
a national certification examination.

Credits Required for Graduation: 87 minimum quarter hour credits required
for graduation

Note: Credits from this program may be applied to a degree program.
Accounting
Associate of Applied Science Degree

Program Description: The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them to work in the accounting field.

Length of Program: Six (6) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

### 1. General Education Courses  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>ECO 2105</td>
<td>Principles of Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

### 2. Fundamental Occupational Courses  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1102</td>
<td>Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1103</td>
<td>Principles of Accounting III</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1104</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1106</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1151</td>
<td>Individual Tax Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACC 1152</td>
<td>Payroll Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

### 3. Accounting Electives (Select 10 hours of Electives)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2120</td>
<td>Principles of Auditing</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2154</td>
<td>Personal Finance</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2159</td>
<td>Accounting Simulation</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2160</td>
<td>Advanced Accounting Spreadsheet Applications</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2167</td>
<td>Accounting Internship I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 2168</td>
<td>Accounting Internship II</td>
<td>12</td>
</tr>
<tr>
<td>ACC 2207</td>
<td>Principles of Fraud Examination</td>
<td>5</td>
</tr>
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</table>

### 4. Occupational Electives (Select 15 hours of Electives)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2120</td>
<td>Principles of Auditing</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2154</td>
<td>Personal Finance</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2159</td>
<td>Accounting Simulation</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2160</td>
<td>Advanced Accounting Spreadsheet Applications</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2167</td>
<td>Accounting Internship I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 2168</td>
<td>Accounting Internship II</td>
<td>12</td>
</tr>
<tr>
<td>ACC 2207</td>
<td>Principles of Fraud Examination</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1140</td>
<td>Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1150</td>
<td>Database Applications</td>
<td>3</td>
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<tr>
<td>BUS 1240</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>
Program Final Exit Point: Accounting, AAS Degree.

Credits Required for Graduation: 98 minimum quarter hour credits required for graduation

Accounting
Diploma Program

Program Description: The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them as accounting technicians.

Length of Program: Four (4) quarters

Entrance Dates: Beginning of any quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
# Curriculum Credits

1. **General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
<td>3</td>
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</tbody>
</table>

2. **Fundamental Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1102</td>
<td>Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1103</td>
<td>Principles of Accounting III</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1104</td>
<td>Computerized Accounting</td>
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</tr>
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<td>ACC 1106</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1151</td>
<td>Individual Tax Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACC 1152</td>
<td>Payroll Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
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</table>

4. **Occupational Electives (Select 10 hours of Electives)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2120</td>
<td>Principles of Auditing</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2154</td>
<td>Personal Finance</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2159</td>
<td>Accounting Simulation</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2160</td>
<td>Advanced Spreadsheets</td>
<td>5</td>
</tr>
<tr>
<td>ACC 2167</td>
<td>Accounting Internship I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 2168</td>
<td>Accounting Internship II</td>
<td>12</td>
</tr>
<tr>
<td>ACC 2207</td>
<td>Principles of Fraud Examination</td>
<td>5</td>
</tr>
</tbody>
</table>

Program Final Exit Point: Accounting, Diploma.

**Credits Required for Graduation:** 71 minimum quarter hour credits required for graduation

**Note:** Credit for some classes from this program may be applied to a degree program.
Administrative Support Specialist

Technical Certificate of Credit

Program Description: Administrative Support Specialist is a three (3) quarter technical certificate of credit program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Administrative Support Specialist program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Length of Course: Three (3) quarters

Entrance Dates: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT</td>
<td>100</td>
<td>Computing Technology Fundamentals</td>
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</tr>
<tr>
<td>BUS</td>
<td>1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS</td>
<td>1240</td>
<td>Office Procedures</td>
<td>5</td>
</tr>
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<td>BUS</td>
<td>1140</td>
<td>Word Processing</td>
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<tr>
<td>BUS</td>
<td>XXX</td>
<td>Specific Occupational-Guided Electives</td>
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</table>

and one of the following (6 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>2200</td>
<td>Office Accounting</td>
<td>6</td>
</tr>
<tr>
<td>ACC</td>
<td>1101</td>
<td>Principles of Accounting I</td>
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</tr>
</tbody>
</table>

Program Final Exit Point: Administrative Support Specialist, TCC.

Credits Required for Graduation: 33 minimum quarter hour credits required for graduation
Basic NT Network Specialist
Technical Certificate of Credit

Program has been discontinued.

Business Administrative Technology
Associate of Applied Science Degree

Program Description: Business Administrative Technology is a six (6) quarter associate degree program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

Length of Program: Six (6) quarters

Entrance Date: Every Quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

### 1. General Education Courses  
**25-26**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
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</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
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_and one of the following (5-6 hours)_

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MAT 1100</td>
<td>Quantitative Skills and Reasoning</td>
<td>(6)</td>
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_and one of the following (5 hours)_

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENG 1102</td>
<td>Literature and Composition</td>
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<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities</td>
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### 2. Fundamental Occupational Courses  
**70**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1102</td>
<td>Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 1150</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1240</td>
<td>Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1140</td>
<td>Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2210</td>
<td>Applied Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1170</td>
<td>Electronic Communication Applications</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2110</td>
<td>Advanced Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2120</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2150</td>
<td>Presentation Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1120</td>
<td>Business Doc Proofreading and Editing</td>
<td>3</td>
</tr>
<tr>
<td>XXX XXX</td>
<td>Specific Occupational-Guided Electives</td>
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</tbody>
</table>

**Program Final Exit Point:** Business Administrative Technology, AAS

**Credits Required for Graduation:** 95-96 minimum quarter hour credits required for graduation
Business Administrative Technology

*Diploma*

**Program Description:** Business Administrative Technology is a five (5) quarter diploma program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the areas of business administration and business technology. Graduates of the program receive a Business Administrative Technology diploma with a specialty in either Business Administrative Assistant or Medical Administrative Assistant.

**Length of Program:** Five (5) quarters

**Entrance Date:** Every Quarter

**Entrance Requirements:** Refer to Admissions procedures. Contact the program advisor or admissions for details.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. General Education Courses  18
   ENG 1010 Fundamentals of English I .................................. 5
   ENG 1012 Fundamentals of English II ................................. 5
   MAT 1012 Foundations of Mathematics ............................... 5
   EMP 1000 Interpersonal Relations and Prof Dev .................... 3

2. Fundamental Occupational Courses ................................. 23
   SCT 100 Intro to Microcomputers .................................... 3
   BUS 1130 Document Processing ........................................ 6
   BUS 1120 Business Doc Proofreading and Editing ................... 3
   BUS 1140 Word Processing ............................................. 5
   and one of the following (6 hours)
   BUS 2200 Office Accounting ........................................... 6
   ACC 1101 Principles of Accounting ..................................(6)

2. Specific Occupational Courses ................................. 33-35
   (Completion of one specialization is required)
   Business Administrative Assistant .................................. 33
   BUS 1240 Office Procedures ............................................ 5
   BUS 2210 Applied Office Procedures ................................... 5
   BUS 1170 Electronic Communication Applications ................... 5
   BUS 2120 Spreadsheet Applications ................................... 3
   BUS 2150 Presentation Applications ................................... 3
   XXX XXX Specific Occupational-Guided Electives ................. 12

   Medical Administrative Assistant .................................. 35
   MAS 112 Human Diseases ................................................ 5
   BUS 2340 Medical Administrative Procedures ....................... 5
   BUS 2370 Medical Office Billing/Coding/Insurance ................... 5
   XXX XXX Specific Occupational-Guided Electives ................. 12
   and one of the following (5 hours)
   AHS 1011 Anatomy and Physiology .................................... 5
   BUS 2310 Anatomy and Terminology ..................................(5)
   and one of the following (3 hours)
   BUS 2300 Medical Terminology ......................................... 3
   AHS 109 Medical Terminology for Health ............................(3)

Program Final Exit Point: Business Administrative Technology, Diploma

Credits Required for Graduation: 74-76 minimum quarter hour credits required for graduation
Computer Information Systems—
Computer Support Specialist
Associate of Applied Science Degree

Program Description: The Computer Information Systems—Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems—Computer Support Specialist Associate Degree and are qualified for employment as computer support specialists.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

### 1. General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology</td>
<td>5</td>
</tr>
<tr>
<td>ECO 2105</td>
<td>Principles of Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
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</table>

### 2. Fundamental Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>An Operating System Course</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN or WAN</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>(6)</td>
</tr>
</tbody>
</table>

### 3. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Comprehensive Word Presentation Graphics</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2228</td>
<td>Comprehensive Spreadsheet Techniques</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2229</td>
<td>Comprehensive Database Techniques</td>
<td>6</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>Program Language Elective</td>
<td>7</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>Specific Occupational Electives</td>
<td>23</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** CIS, Computer Support Specialist, AAS Degree.

**Credits Required for Graduation:** 110 minimum quarter hour credits required for graduation
Computer Information Systems—
Computer Support Specialist

*Diploma Program*

**Program Description:** The Computer Information Systems—Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems—Computer Support Specialist Associate diploma and are qualified for employment as computer support specialists.

**Length of Program:** Five (5) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. **General Education Courses**  **18**
   - ENG 1010 Fundamentals of English I .................. 5
   - ENG 1012 Fundamentals of English II .................. 5
   - MAT 1013 Algebraic Concepts .......................... 5
   - EMP 1000 Interpersonal Relations & Professional Development ...... 3

2. **Fundamental Occupational Courses**  **25**
   - SCT 100 Intro to Microcomputers ...................... 3
   - CIS 105 Program Design and Development ............ 5
   - CIS 106 Computer Concepts ............................ 5
   - CIS XXXX An Operating Systems Course ............... 6
   - and one of the following (6 hours)
     - CIS 1140 Networking Fundamentals .................. 6
     - CIS 2321 Intro to LAN or WAN ...................... (6)

3. **Specific Occupational Courses**  **47**
   - CIS 122 Microcomputer Installation and Maintenance .... 7
   - CIS 127 Comprehensive Word Presentation Graphics .... 6
   - CIS 2228 Comprehensive Spreadsheet Techniques ........ 6
   - CIS 2229 Comprehensive Database Techniques .......... 6
   - CIS XXXX Program Language Elective .................. 7
   - CIS XXXX Specific Occupational Electives ............. 15

**Program Final Exit Point:** CIS, Computer Support Specialist, Diploma.

**Credits Required for Graduation:** 90 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.
Computer Information Systems—
Networking Specialist
Associate of Applied Science Degree

**Program Description:** The Computer Information Systems - Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information Systems - Networking Specialist Associate of Applied Science degree and are qualified for employment as networking specialists.

**Length of Program:** Six (6) quarters

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
# Curriculum Credits

## 1. General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>ECO 2105</td>
<td>Principles of Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

## 2. Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>An Operating Systems Course</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>Program Language Elective</td>
<td>7</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>Networking Electives</td>
<td>9</td>
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</table>

and one of the following (6 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN</td>
<td>6</td>
</tr>
</tbody>
</table>

Completion of one specialization is required (24 hours)

**Microsoft Windows Network Administrator Spec (24 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2149</td>
<td>Implementing Microsoft Windows Professional</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2150</td>
<td>Implementing Microsoft Windows Server</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2153</td>
<td>Implementing Microsoft Windows Networking Infra</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2154</td>
<td>Implementing Microsoft Windows Networking Directory</td>
<td>6</td>
</tr>
</tbody>
</table>

**CISCO Networking Specialist (24 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2322</td>
<td>Introduction to WANs and Routing</td>
<td>6</td>
</tr>
<tr>
<td>CIS 276</td>
<td>Advanced Routers and Switches</td>
<td>6</td>
</tr>
<tr>
<td>CIS 277</td>
<td>WAN Design</td>
<td>6</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** CIS, Networking Specialist, AAS Degree.

**Credits Required for Graduation:** 102 minimum quarter hour credits required for graduation
Computer Information Systems—
Networking Specialist
Diploma Program

Program Description: The Computer Information Systems - Networking Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems - Networking Specialist diploma and are qualified for employment as networking specialists.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. **General Education Courses**  
   ENG 1010 Fundamentals of English I ........................................... 5  
   ENG 1012 Fundamentals of English I ........................................... 5  
   EMP 1000 Interpersonal Relations & Professional Development ...... 3  
   *and one of the following (5 hours)*  
   MAT 1012 Foundations of Mathematics ................................. 5  
   MAT 1013 Algebraic Concepts .................................................. (5)

2. **Occupational Courses**  
   SCT 100 Intro to Microcomputers ............................................. 3  
   CIS 105 Program Design and Development ................................ 5  
   CIS 106 Computer Concepts ..................................................... 5  
   CIS XXXX An Operating Systems Course .................................... 5  
   CIS 122 Microcomputer Installation and Maintenance .................. 6  
   CIS XXXX Program Language Elective ....................................... 7  
   CIS XXXX Networking Electives .............................................. 9  
   *and one of the following (6 hours)*  
   CIS 1140 Networking Fundamentals ......................................... 6  
   CIS 2321 Intro to LAN or WAN ................................................. (6)

**Completion of one specialization is required**

**CISCO Networking Specialist (24 hours)**  
CIS 2321 Introduction to LAN and WAN ..................................... 6  
CIS 2322 Introduction to WANs and Routing ............................... 6  
CIS 276 Advanced Routers and Switches ................................. 6  
CIS 277 WAN Design ................................................................. 6  
*or*

**Microsoft Windows Network Administrator Spec (24 hours)**  
CIS 2149 Implementing Microsoft Windows Professional ................. 6  
CIS 2150 Implementing Microsoft Windows Server ....................... 6  
CIS 2153 Implementing Microsoft Windows Networking  
   Infrastructure ................................................................. 6  
CIS 2154 Implementing Microsoft Windows Networking Directory... 6

**Program Final Exit Point:** CIS, Networking Specialist, Diploma.

**Credits Required for Graduation:** 90 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree program.
Cisco Network Specialist

*Technical Certificate of Credit*

**Program Description:** The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

* Special Admission is not allowed.

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## Curriculum Credits

1. **Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2322</td>
<td>Introduction to WANs and Routing</td>
<td>6</td>
</tr>
<tr>
<td>CIS 276</td>
<td>Advanced Routers and Switches</td>
<td>6</td>
</tr>
<tr>
<td>CIS 277</td>
<td>WAN Design</td>
<td>6</td>
</tr>
</tbody>
</table>

**Prerequisites:** SCT100 and CIS1140

**Program Final Exit Point:** Cisco Network Specialist, TCC. eligible to apply to take the exam for national CCNA exam.

**Credits Required for Graduation:** 24 minimum quarter hour credits required for graduation plus prerequisites

**Note:** Credits from this program may be applied to a degree or a diploma program.
Medical Language Specialist
Technical Certificate of Credit

**Program Description:** The Medical Language Specialist includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

**Entrance Date:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

## Curriculum Credits

1. **Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2320</td>
<td>Medical Document Processing/Trans</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2330</td>
<td>Advanced Medical Document Process</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAS 112</td>
<td>Human Diseases</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>BUS XXXX</td>
<td>Occupational Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

*and one of the following (5 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2310</td>
<td>Anatomy and Terminology</td>
<td>5</td>
</tr>
</tbody>
</table>

*and one of the following (3 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 109</td>
<td>Medical Terminology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Medical Language Specialist TCC.

**Credits Required for Graduation:** 43 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a degree or a diploma program.
Medical Records Coding

Technical Certificate of Credit

Program Description: This certificate program provides entry-level training in medical records coding skills that can be utilized in multiple types of health care facilities. The program also provides training in basic keyboarding and computer skills.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2320</td>
<td>Medical Document Processing/Trans</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2370</td>
<td>Medical Office Billing/Coding/Insurance</td>
<td>5</td>
</tr>
</tbody>
</table>

Program Final Exit Point: Medical Records Coding, TCC.

Credits Required for Graduation: 19 minimum quarter hour credits required plus prerequisites for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.
Network Administrator

*Technical Certificate of Credit*

**Program Description:** This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

**Entrance Date:** Beginning of Each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** Applicant must be 16 years of age or older.

**Education:** A high school diploma or its equivalent (GED) is desirable, but not required for program admission or graduation.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

### Curriculum Credits

1. **Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 173</td>
<td>PC Operating System Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2149</td>
<td>Implementing MS Windows Professional</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2150</td>
<td>Implementing MS Windows Server</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIS XXXX</td>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

   *and one of the following (6 hours)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Intro to LAN and WAN</td>
<td>(6)</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Network Administrator, TCC. Eligible to apply to take the exam for national certification.

**Credits Required for Graduation:** 45 minimum quarter hour credits required for graduation.

**Note:** Credits from this program may be applied to a degree or a diploma program.
Network Technician

Technical Certificate of Credit

Program Description: This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to maintain networks using Windows networking software.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses 20
   CIS 106  Computer Concepts................................. 5
   CIS 173  PC Operating System Concepts...................... 6
   SCT 100  Intro to Microcomputers .......................... 3
   and one of the following (6 hours)
   CIS 1140  Networking Fundamentals......................... 6
   CIS 2321  Intro to LAN and WAN............................ (6)

Program Final Exit Point: Network Technician, TCC. Eligible to apply to take the exam for national certification.

Credits Required for Graduation: 20 minimum quarter hour credits required.

Note: Credits from this program may be applied to a degree or a diploma program.
Payroll Accounting Specialist  
*Technical Certificate of Credit*

**Program Description:** The Payroll Accounting Specialist technical certificate of credit provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

**Length of Program:** Two (2) quarters

**Entrance Dates:** Beginning of each quarter

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

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**Curriculum Credits**

1. **Specific Occupational Courses**  
   ACC 1101  Principles of Accounting I ................................................. 6  
   ACC 1102  Principles of Accounting II ............................................ 6  
   ACC 1104  Computerized Accounting .................................................. 3  
   ACC 1152  Payroll Accounting ............................................................ 5  
   SCT 100  Intro to Microcomputers ..................................................... 3

**Program Final Exit Point:** Payroll Accounting Specialist, TCC.

**Credits Required for Graduation:** 23 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma or degree program.
Technical Communications

Technical Certificate of Credit

Program Description: The purpose of this certificate is to prepare students for positions in business that require written and oral communication skills along with the technical proficiency to translate technical information to various audiences and in various formats.

Length of Program: Three to five (3-5) quarters

Entrance Date: Every Quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

1. **General Education Courses**  \( \text{20-25} \)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>and one of the following (5 hours)</td>
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<td></td>
</tr>
<tr>
<td>MAT 1100</td>
<td>Quantitative Skills and Reasoning</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MAT 1112</td>
<td>College Trigonometry</td>
<td>(5)</td>
</tr>
<tr>
<td>and one of the following Social Sciences (5 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSY 2103</td>
<td>Human Development</td>
<td>(5)</td>
</tr>
<tr>
<td>ECO 2105</td>
<td>Principles of Macroeconomics</td>
<td>(5)</td>
</tr>
<tr>
<td>HIS 1111</td>
<td>World History I</td>
<td>(5)</td>
</tr>
<tr>
<td>HIS 1112</td>
<td>World History II</td>
<td>(5)</td>
</tr>
<tr>
<td>HIS 2111</td>
<td>U.S. History I</td>
<td>(5)</td>
</tr>
<tr>
<td>HIS 2112</td>
<td>Survey of U.S. History II</td>
<td>(5)</td>
</tr>
<tr>
<td>and one of the following Humanities (5 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature and Composition</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature</td>
<td>(5)</td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>MUS 1101</td>
<td>Music Appreciation</td>
<td>(5)</td>
</tr>
<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>(5)</td>
</tr>
</tbody>
</table>

Optionally, one of the above Social Sciences or Humanities \( \text{(5)} \)

2. **Occupational Courses**  \( \text{33} \)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX XXXX</td>
<td>Approved General Core Electives</td>
<td>10</td>
</tr>
<tr>
<td>XXX XXXX</td>
<td>Approved Occupational Courses</td>
<td>10</td>
</tr>
<tr>
<td>XXX XXXX</td>
<td>Optional - Approved Courses from General Core or Occupational</td>
<td>10</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Technical Communications, TCC

**Credits Required for Graduation:** 43-58 minimum quarter hour credits required for graduation
Unit Secretary
Technical Certificate of Credit

Program Description: The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2380</td>
<td>Medical Administrative Assistant Internship I</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2320</td>
<td>Medical Document Processing/Trans</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2340</td>
<td>Medical Administrative Procedures</td>
<td>5</td>
</tr>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Final Exit Point: Unit Secretary, TCC.

Credits Required for Graduation: 28 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.
Management and Supervisory Development
Associate of Applied Science Degree

Program Description: The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action.

Length of Program: Seven (7) Quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

1. **General Education Courses**
   - ENG 1101 Composition & Rhetoric ........................................ 5
   - ENG 1102 Literature & Composition ...................................... 5
   - ECO 2105 Principles of Macroeconomics .................................. 5
   - MAT 1111 College Algebra ................................................... 5
   - PSY 1101 Introductory Psychology ......................................... 5
   - SPC 1101 Public Speaking .................................................... 5

2. **Specific Occupational Courses**
   - SCT 100 Intro to Microcomputers ......................................... 3
   - MSD 101 Organizational Behavior .......................................... 5
   - MSD 102 Employment Law .................................................... 5
   - MSD 104 Human Resources Management .................................. 5
   - MSD 106 Performance Management ........................................ 5
   - MSD 113 Business Ethics .................................................... 5
   - MSD 114 Management Communications Technologies ............... 5
   - MSD 210 Team Project .......................................................... 5
   - MSD 220 Management and Supervision OBI .............................. 3
   - MSD XXX M&SD Electives ..................................................... 15
   - XXX XXX Electives .............................................................. 5
   
   *and one of the following (5 hours)*

   - MKT 101 Principles of Management ....................................... 5
   - MSD 100 Management Principles ........................................... 5

   *and one of the following (5 hours)*

   - MKT 103 Business Law ....................................................... 5
   - MSD 103 Leadership ............................................................ 5

   *and one of the following (5 hours)*

   - ACC 1101 Principles of Accounting ....................................... 5
   - MSD 109 Managerial Accounting & Finance ............................. 5

---

**Program Final Exit Point:** Management & Supervisory Development, Associate of Applied Science.

**Credits Required for Graduation:** 106 minimum quarter hour credits required for graduation.

**Program Final Exit Point:** Management & Supervisory Development, AAS

**Credits Required for Graduation:** 106 minimum quarter hour credits required for graduation.
Management and Supervisory Development

Diploma

Program Description: The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a management and supervisory development diploma.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

### 1. General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
</tbody>
</table>

### 2. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>MSD 101</td>
<td>Organizational Behavior</td>
<td>5</td>
</tr>
<tr>
<td>MSD 102</td>
<td>Employment Law</td>
<td>5</td>
</tr>
<tr>
<td>MSD 104</td>
<td>Human Resources Management</td>
<td>5</td>
</tr>
<tr>
<td>MSD 106</td>
<td>Performance Management</td>
<td>5</td>
</tr>
<tr>
<td>MSD 112</td>
<td>Introduction to Business &amp; Economics</td>
<td>5</td>
</tr>
<tr>
<td>MSD 113</td>
<td>Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MSD 114</td>
<td>Management Communications Technologies</td>
<td>5</td>
</tr>
<tr>
<td>MSD 210</td>
<td>Team Project</td>
<td>5</td>
</tr>
<tr>
<td>MSD 220</td>
<td>Management and Supervision OBI</td>
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</tr>
<tr>
<td>MSD XXX</td>
<td>M&amp;SD Electives</td>
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And one of the following (5 hours):

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 101</td>
<td>Principles of Management</td>
<td>5</td>
</tr>
<tr>
<td>MSD 100</td>
<td>Management Principles</td>
<td>(5)</td>
</tr>
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</table>

And one of the following (5 hours):

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 103</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>MSD 103</td>
<td>Leadership</td>
<td>(5)</td>
</tr>
</tbody>
</table>

And one of the following (5 hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting</td>
<td>5</td>
</tr>
<tr>
<td>MSD 109</td>
<td>Managerial Accounting &amp; Finance</td>
<td>(5)</td>
</tr>
</tbody>
</table>

Program Final Exit Point: Management & Supervisory Development, Diploma

**Credits Required for Graduation:** 89 minimum quarter hour credits required for graduation.
Child Development Specialist  
*Technical Certificate of Credit*

**Program Description:** The program is designed to meet the training needs of child development centers. The program offers formal training in childcare and education competencies, knowledge, skills and techniques.

**Entrance Date:** Students may be admitted each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Curriculum Credits**

1. **Program Courses**  
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Intro to Early Childhood Care &amp; Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1012</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Program Exit Point:** Child Development Specialist, TCC.

**Credits Required for Graduation:** 21 minimum quarter hours credits required for graduation

**Note:** Credits from this program may be applied to the diploma or degree program.
Cosmetic Esthetician  
(Skin Care Therapy)  
*Technical Certificate of Credit*

**Program has been discontinued.**

Cosmetology  
*Diploma Program*

**Program Description:** This five (5) quarter program is a sequence of courses designed to prepare students for successful careers in Cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety and sanitation; state laws, rules, and regulations; chemistry, anatomy and physiology; skin, hair, and nail diseases and disorders; hair treatments and manipulations; hair shaping, hair styling, artificial hair, braiding/intertwining hair, and chemical reformation and application; skin and nail care; hair coloring and hair lightening; reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are qualified to take the Georgia State Board of Cosmetology License Examination. Successful completion of the examination results in licensure as a Master Cosmetologist, employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

**Length of Program:** One (1) Quarter prerequisites; Four (4) Quarters fundamental and specific occupational courses.

**Entrance Date:** Each quarter

**Entrance Requirements:** Refer to Admissions procedures. Contact the program advisor or admissions for details.

**Age:** Students applying for this course must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. General Education Courses  13
   *ENG 1010  Fundamentals of English I  .........................  5
   MAT 1012  Foundations of Mathematics  .........................  5
   EMP 1000  Interpersonal Relations & Professional Development  3

2. Occupational Courses  69
   SCT 100  Intro to Microcomputers  3
   COS 100  Intro to Cosmetology Theory  5
   COS 101  Intro to Perm. Waving & Relaxing  4
   COS 103  Basic Creative Treatment of Hair, Scalp and Skin  3
   COS 105  Intro to Shampooing and Styling  4
   COS 106  Intro to Haircutting  3
   COS 107  Advanced Haircutting  2
   COS 108  Permanent Waving and Relaxing  3
   COS 109  Hair Color  6
   COS 110  Skin, Scalp, and Hair  3
   COS 111  Styling  3
   COS 112  Manicuring and Pedicuring  3
   COS 113  Cosmetology Practicum I  5
   COS 114  Cosmetology Practicum II  8
   COS 115  Cosmetology Practicum III  5
   COS 116  Cosmetology Practicum IV  5
   COS 117  Salon Management  4

*Prerequisites to COS 100

Program Final Exit Point: Cosmetologist, diploma. Eligible to sit for state license exam.

Credits Required for Graduation: 82 minimum quarter hour credits required for graduation

Southwest Georgia Technical College
Criminal Justice Technology
Associate of Applied Science Degree

Program Description: The Criminal Justice associate of applied science degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice associate of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Five (5) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.” This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.
**Additional Requirements**: A Criminal background check and drug toxicology is required. Results will affect employment options and will need to be discussed with advisor.

### Curriculum Credits

1. **General Education Courses**
   - ECO 2105 Principles of Macroeconomics ........................................... 5
   - ENG 1111 Composition and Rhetoric .................................................. 5
   - ENG 1102 Literature & Composition ..................................................... 5
   - PSY 1101 Introductory Psychology ....................................................... 5
   - SPC 1101 Public Speaking ....................................................................... 5
   - **and one of the following (5 hours)**
     - MAT 1111 College Algebra .................................................................. 5
     - MAT 1100 Quantitative Skills and Reasoning .................................. (5)

2. **Fundamental Occupational Courses**
   - CRJ 101 Introduction to Criminal Justice ............................................ 5
   - CRJ 105 Criminal Procedure ................................................................. 5
   - CRJ 202 Constitutional Law .................................................................. 5
   - CRJ 207 Juvenile Justice ....................................................................... 5
   - SCT 100 Intro to Microcomputers ......................................................... 3

3. **Specific Occupational Courses**
   - CRJ 103 Corrections ............................................................................ 5
   - CRJ 104 Principles of Law Enforcement ............................................... 5
   - CRJ 168 Criminal Law ........................................................................... 5
   - CRJ 209 Criminal Justice Practicum/Internship .................................... 5
   - CRJ 212 Ethics in Criminal Justice ......................................................... 5
   - XXX xxx Occupationally Related Electives ......................................... 20

**Program Final Exit Point**: Criminal Justice Technology, AAS.

**Credits Required for Graduation**: 98 minimum quarter hour credits required for graduation
Criminal Justice Technology

Diploma Program

Program Description: The Criminal Justice diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Four (4) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant “shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.“ This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology is required. Results will affect employment options and will need to be discussed with advisor.
Curriculum Credits

1. General Education Courses  15
   ENG 1010 Fundamentals of English I ........................................ 5
   MAT 1012 Foundations of Mathematics ...................................... 5
   PSY 1010 Basic Psychology ...................................................... 5

2. Fundamental Occupational Courses  23
   CRJ 101 Introduction to Criminal Justice .................................... 5
   CRJ 105 Criminal Procedure ..................................................... 5
   CRJ 202 Constitutional Law ...................................................... 5
   CRJ 207 Juvenile Justice ............................................................ 5
   SCT 100 Intro to Microcomputers ............................................. 3

3. Specific Occupational Courses  35
   CRJ 103 Corrections ................................................................. 5
   CRJ 104 Principles of Law Enforcement ..................................... 5
   CRJ 168 Criminal Law ............................................................. 5
   CRJ 209 Criminal Justice Practicum/Internship ............................ 5
   CRJ 212 Ethics in Criminal Justice .......................................... 5
   XXX xxx Occupationally Related Electives ................................ 10

Program Final Exit Point: Criminal Justice Technology, Diploma

Credits Required for Graduation: 73 minimum quarter hour credits required for graduation

Students with a current Basic Peace Officer Certification may be eligible to receive 20 credit hours corresponding to the following courses: CRJ 101 Introduction to Criminal Justice, CRJ 104 Principles of Law Enforcement, CRJ 150 Police Patrol Operations, and CRJ 162 Methods of Criminal Investigations. These credit hours may be applied to either the Diploma or the Associate Degree.

Students with a current Basic Corrections Officers Certification may be eligible to receive 10 credit hours corresponding to the following courses: CRJ 103 Corrections and one five credit hour occupational elective. These credit hours may be applied to either the Diploma or the Associate Degree.
Early Childhood Care and Education
Associate of Applied Science Degree

Program Description: The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care, elementary education, education theory, and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory criminal record background check is required at the student’s expense prior to participation in practicum or internship.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with Child Development Associate (CDA) credential, current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 1010, ECE 1030, and ECE 1050.

Criminal Background Check: The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other “covered crime” will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.
### Curriculum Credits

1. **General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>Literature &amp; Composition</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introductory Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
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*and one of the following (5 hours)*

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>General Education Elective at 1100 level or above</td>
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2. **Fundamental Occupational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1012</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 1021</td>
<td>ECCE Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 1022</td>
<td>ECCE Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
<td>3</td>
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</tbody>
</table>

3. **Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1013</td>
<td>Art for Children</td>
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</tr>
<tr>
<td>ECE 1014</td>
<td>Music and Movement</td>
<td>3</td>
</tr>
<tr>
<td>ECE 2115</td>
<td>Language Arts and Literature</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2116</td>
<td>Math and Science</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2110</td>
<td>Exceptionalities</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2020</td>
<td>Social Issues and Family Involvement</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2240</td>
<td>Early Childhood Education Internship</td>
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</table>

4. **Completion of One Specialization**

**Paraprofessional Specialization**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECE 2030</td>
<td>Human Growth and Development II</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2110</td>
<td>Methods and Materials</td>
<td>5</td>
</tr>
<tr>
<td>ECE 2120</td>
<td>Professional Practices</td>
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</table>

**Program Management Specialization**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE 2170</td>
<td>Program Administration</td>
<td>(5)</td>
</tr>
<tr>
<td>ECE 2210</td>
<td>Facility Management</td>
<td>(5)</td>
</tr>
<tr>
<td>ECE 2220</td>
<td>Personnel Management</td>
<td>(5)</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** Early Childhood Care and Education, AAS.
Credits Required for Graduation: 110 minimum quarter hour credits required for graduation

Early Childhood Care and Education
Diploma Program

Program Description: The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the child care field. Evidence of a current satisfactory criminal record background check is required at the student’s expense prior to participation in practicum or internship.

Length of Program: Four (4) Quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with Child Development Associate (CDA), current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 1010, ECE 1030, and ECE 1050.

Criminal Background Check: The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other “covered crime” will not be allowed to work
in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

Curriculum Credits

1. **General Education Courses**  
   - EMP 1000 Interpersonal Relations & Professional Development .... 3
   - ENG 1010 Fundamentals of English I. ................. 5
   - MAT 1012 Foundations of Mathematics .......... 5

2. **Fundamental Occupational Courses**  
   - ECE 1010 Intro to Early Childhood Care & Education .............. 5
   - ECE 1030 Human Growth and Development I. ................. 5
   - ECE 1050 Health, Safety, and Nutrition ....................... 5
   - ECE 1012 Curriculum Development ......................... 3
   - ECE 1021 ECCE Practicum I. ................................. 3
   - ECE 1022 ECCE Practicum II ................................. 3
   - SCT 100 Intro to Microcomputers ............................. 3

3. **Specific Occupational Courses**  
   - ECE 1013 Art for Children ................................. 3
   - ECE 1014 Music and Movement ................................. 3
   - ECE 2115 Language Arts and Literature ..................... 5
   - ECE 2116 Math and Science ..................................... 5
   - ECE 2020 Social Issues and Family Involvement ............. 5
   - ECE 2240 Early Childhood Education Internship ............ 12

**Program Final Exit Point:** Early Childhood Care and Education, diploma.

**Credits Required for Graduation:** 73 minimum quarter hour credits required for graduation
Shampoo Technician

Technical Certificate of Credit

Course Description: The Shampoo Technician certificate program prepares students for entry level assistant cosmetologist positions. The program is offered to provide students with a short-term program of study in Cosmetology, an early exit from the diploma program or application of course credits toward a cosmetology diploma if desired. The program graduates are employable as a Cosmetology salesperson or in a salon as a Shampoo Technician, Salon manager or owner.

Entrance Date: Beginning of each quarter in which COS 100 is taught.

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses
   - COS 100 Introduction to Cosmetology Theory ......................... 5
   - COS 103 Basic Creative Treatment of Skin, Scalp, and Hair ............ 3
   - COS 105 Introduction to Shampooing and Styling .................... 4
   - COS 112 Manicuring and Pedicuring .................................... 3
   - COS 117 Salon Management ................................................ 4

Program Final Exit Point: Shampoo Technician, TCC.

Credits Required for Graduation: 19 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.
Advanced Architectural Drafting Specialist
*Technical Certificate of Credit*

**Program Description:** The Advanced Architectural Drafting Specialist, TCC program provides students with specific skills necessary to produce architectural drawings and designs. Students utilize Computer Aided Drafting hardware and software to design and create working drawings for residential and commercial structures. Students also receive instruction in Surveying, Strength of Materials, and Mechanical Systems for Architecture to further enhance their knowledge of building and construction practices in the Architectural field.

**Length of Program:** Three (3) quarters

**Entrance Date:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures. Applicants must be graduates of the Drafting Technology Diploma Program or equivalent training and experience as deemed appropriate by the advisor.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

**1. Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DDS 203</td>
<td>Surveying 1</td>
<td>3</td>
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<td>DDS 205</td>
<td>Residential Architectural Drawing 1</td>
<td>6</td>
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<tr>
<td>DDS 207</td>
<td>Mechanical Systems for Architecture</td>
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<td>DDS 208</td>
<td>Residential Architectural Drawing 2</td>
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<tr>
<td></td>
<td>and one of the following (5 hours)</td>
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<tr>
<td>DDS 201</td>
<td>Strength of Materials</td>
<td>5</td>
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<tr>
<td>PHY 1110</td>
<td>Introductory Physics</td>
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<td>and one of the following (6 hours)</td>
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<td>DDS 209</td>
<td>Structural Steel Detailing</td>
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<tr>
<td>DDS 241</td>
<td>Structural Steel Detailing O.B.I.</td>
<td>(6)</td>
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<td></td>
<td>and one of the following (6 hours)</td>
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<tr>
<td>DDS 210</td>
<td>Commercial Architectural Drawing 1</td>
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<td>DDS 242</td>
<td>Commercial Architectural Drawing 1 O.B.I.</td>
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</tbody>
</table>

**Program Final Exit Point:** Advanced Architectural Drafting Specialist, TCC.

**Credits Required for Graduation:** 35 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.
Agricultural Technology  
*Associate of Applied Science Degree*

**Program Description:** Agricultural Technology is an Associate Degree program. It is a combination of classroom and cooperative education training. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. The cooperative work phase of the program requires students to be employed full-time in supervised John Deere dealerships to receive on-the-job experience. The cooperative work phase will be supervised and evaluated. Graduates will receive an Associate of Applied Science Degree and may be employed as technicians, parts managers, or sales and service personnel.

**Length of Program:** Seven (7) Quarters

**Entrance Date:** Fall

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** Applicants must secure the sponsorship of an authorized John Deere dealership. Contact the Admissions Office (229)225-5060 to receive a complete Agricultural Technology admissions packet.
Curriculum Credits

1. **General Education Courses**  
   ENG 1101 Composition and Rhetoric ........................................... 5  
   ENG 1102 Literature and Composition .......................................... 5  
   PSY 1101 Introductory Psychology ........................................ 5  
   SPC 1101 Public Speaking .......................................................... 5  
   and one of the following (5-6 hours)  
   MAT 1111 College Algebra ...................................................... 5  
   MAT 1100 Quantitative Skills and Reasoning .................................. (6)  

2. **Fundamental Occupational Courses**  
   SCT 100 Intro to Microcomputers ............................................ 3  
   AGT 102 Agricultural Mechanics Setup & Delivery ....................... 3  
   AGT 104 Agricultural Mechanics Power Trains ............................... 4  
   AGT 105 Agricultural Mechanics Basic Diesel ............................... 4  
   AGT 106 Agricultural Mechanics Service Parts .............................. 2  
   AGT 107 Agricultural Technology Air-Conditioning ....................... 3  
   AGT 108 Ag Tech Basic Hydraulics ........................................... 3  

3. **Specific Occupational Courses**  
   AGT 109 Agricultural Tech Electrical ........................................ 4  
   AGT 111 Agricultural Harvesting Equipment ................................. 4  
   AGT 112 Agricultural Engine Overhaul ........................................ 4  
   AGT 113 Hydraulic Test and Diagnosis ..................................... 4  
   AGT 115 Agricultural Technology Power Train Rep ....................... 4  
   AGT 118 Agricultural Technology Consumer Prod .......................... 2  
   AGT 201 Dealer Internship .......................................................... 12  
   AGT 202 Dealer Internship .......................................................... 12  
   AGT 203 Dealer Internship .......................................................... 12  

4. **Elective From Outside Area of Specialization**  
   XXX xxxx Elective ................................................................. 5  

**Program Final Exit Point:** Agricultural Technology, AAS.  

**Credits Required for Graduation:** 110-111 minimum quarter hour credits required for graduation
Automotive Electrical/Electronics Systems Technician

Technical Certificate of Credit

Program Description: This certificate program emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Instruction includes automotive electrical/electronic accessories, safety systems, and electronic devices. The Automotive Electrical/Electronic Systems Technician certificate program is composed of 20 credit hours within the Automotive curriculum.

Entrance Date: Course is individualized so students may be admitted any day during the quarter contingent on course hours and time remaining in the quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older and possess a valid driver’s license.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses 20
   AUT 120 Introduction to Auto Technology ......................... 3
   AUT 122 Electrical and Electronic Systems ....................... 6
   AUT 124 Battery, Starting and Charging .......................... 4
   AUT 128 Fuel, Ignition and Emission Systems ................... 7

Program Final Exit Point: Automotive Electrical/Electronics Systems Technician, TCC.

Credits Required for Graduation: 20 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.
Automotive Technology

Diploma Program

Program Description: Automotive Technology is a seven (7) quarter technically advanced program providing students with the knowledge and skills to become certified technicians. The Automotive Technology course leads to employment in automotive service and repair by automotive dealers and repair shops, government or private agencies maintaining vehicle fleets, car manufacturers, or many other jobs afforded by a “nation on wheels.”

Length of Program: Seven (7) Quarters (6 quarters classroom and lab training; 7th quarter - internship with local industry). Internship: on an individual basis students who meet certain requirements are assigned to an internship beginning with the second quarter. This results in the student not having to participate in the end of program internship.

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter and any day during the quarter, contingent on course hours and time remaining in the quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: Students applying for this course must be 16 years of age and have a valid driver’s license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

### 1. General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations &amp; Professional Dev</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
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### 2. Fundamental Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUT 120</td>
<td>Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Electrical and Electronic Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUT 124</td>
<td>Battery, Starting, and Charging</td>
<td>4</td>
</tr>
<tr>
<td>AUT 126</td>
<td>Engine Principles of Operation and Repair</td>
<td>6</td>
</tr>
<tr>
<td>AUT 128</td>
<td>Fuel, Ignition and Emission Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 130</td>
<td>Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 132</td>
<td>Suspension and Steering</td>
<td>4</td>
</tr>
<tr>
<td>AUT 134</td>
<td>Drivelines</td>
<td>4</td>
</tr>
<tr>
<td>AUT 138</td>
<td>Manual Transmission/Transaxle</td>
<td>4</td>
</tr>
<tr>
<td>AUT 140</td>
<td>Electronic Engine Control Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 142</td>
<td>Climate Control Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUT 144</td>
<td>Introduction to Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
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### 3. Specific Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 210</td>
<td>Automatic Transmission Repair</td>
<td>7</td>
</tr>
<tr>
<td>AUT 212</td>
<td>Advanced Electronic Transmission Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AUT 214</td>
<td>Advanced Electronic Controlled Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 216</td>
<td>Advanced Electronic Controlled Susp. &amp; Steering</td>
<td>4</td>
</tr>
<tr>
<td>AUT 218</td>
<td>Advanced Electronic Engine Control</td>
<td>4</td>
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*and one of the following (6 hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT 220</td>
<td>Automotive Internship</td>
<td>6</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives</td>
<td>(6)</td>
</tr>
</tbody>
</table>

### Program Final Exit Point: Automotive Technology, diploma.

### Credits Required for Graduation: 103 minimum quarter hour credits required for graduation
Biomedical Electronics Technician, TCC

*Technical Certificate of Credit*

**Program Description:** The purpose of the Biomedical Electronics Technician program is to provide additional and advanced opportunities for Electronic Technology students who wish to specialize in electronics applications in the medical field. The program is designed for students with an Electronics Technology associate degree, diploma, or documented appropriate work experience will be considered.

**Entrance Date:** Beginning of each quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** A high school graduate or the equivalent (GED) is required.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

---

**Curriculum Credits**

1. **Specific Occupational Courses**

   - AHS 1011 Anatomy and Physiology .......................... 5
   - BMI 232 Medical Equipment - Function and Operation I. .... 4
   - BMI 233 Internship - Medical Systems I .......................... 5
   - BMI 242 Medical Equipment - Function and Operation II ...... 3
   - BMI 243 Internship - Medical Systems II .......................... 5
   - and one of the following (3 hours)
     - AHS 109 Medical Terminology for Allied Health ............... 3
     - BUS 2300 Medical Terminology ..................................... (3)

**Program Final Exit Point:** Biomedical Electronics Technician, TCC.

**Credits Required for Graduation:** 25 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.
Drafter’s Technician

Technical Certificate of Credit

Program Description: The Drafter’s Technician certificate program will enable students to begin career laddering in the drafting profession. This certificate would provide entry level skills for graduates to work in drafting establishments or architectural firms working as assistants, aides, or runners.

Entrance Date: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses
   DDF 101 Introduction to Drafting. ................................. 6
   DDF 102 Size and Shape Description I .......................... 5
   DDF 103 Size and Shape Description II .......................... 5

Program Final Exit Point: Drafter’s Technician, TCC.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.
Drafting Technology
Associate of Applied Science Program

Program Description: The Drafting Technology, AAS program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology Associate of Applied Science Degree.

Length of Program: Six (6) quarters.

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
## Curriculum Credits

1. **General Education Courses**  35
   - ENG 1101 Composition and Rhetoric ............................................... 5
   - ENG 1102 Literature and Composition .............................................. 5
   - MAT 1111 College Algebra ............................................................ 5
   - MAT 1112 College Trigonometry ..................................................... 5
   - PHY 1110 Introductory Physics ....................................................... 5
   - PSY 1101 Introductory Psychology ................................................. 5
   - SPC 1101 Public Speaking ............................................................... 5

2. **Fundamental Occupational Courses**  32
   - DDF 101 Introduction to Drafting .................................................. 6
   - DDF 102 Size and Shape Description 1 ........................................... 5
   - DDF 107 CAD Fundamentals ............................................................ 6
   - DDF 111 Intermediate CAD ............................................................. 6
   - DDF 112 3D Drawing and Modeling ............................................... 6
   - SCT 100 Intro to Microcomputers .................................................... 3

3. **Mechanical Drafting Specialization**  29
   - DDF 103 Size and Shape Description 2 ........................................... 5
   - DDF 105 Auxiliary Views ................................................................. 3
   - DDF 106 Fasteners ........................................................................... 6
   - DDF 108 Intersections and Development ......................................... 5
   - DDF 109 Assembly Drawings 1 ......................................................... 5
   - XXX xxx Electives ............................................................................. 5

**Program Final Exit Points:** Drafting Technology, AAS.

**Credits Required for Graduation:** 96 minimum quarter hour credits required for graduation.
Drafting Technology

*Diploma Program*

**Program Description:** The Drafting program prepares students for employment in the engineering field. Fundamental Occupational courses, Specific Occupational Courses, and Technical Certificate of Credit course are delivered utilizing self-paced instructional techniques that allow students to start any quarter and to progress at their own rate. Classes meet days and evening four quarters per year. Students receive an excellent academic foundation with core courses in English, Algebra, Geometry and Trigonometry, and psychology. Computer Aided Drafting (CAD) is an integral part of the instruction process. The Drafting program participates in the AutoDesk Design Institute program. This ensures that Drafting students have access to the very latest Computer Aided Drafting and Design software for their training needs. Drafting graduates are in high demand for employment in Mechanical, Architectural, and Civil engineering fields.

**Length of Program:** Five (5) quarters.

**Entrance Dates:** This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. General Education Courses  \hspace{1cm} 18
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<td>ENG 1010</td>
<td>Fundamentals of English I</td>
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<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations &amp; Professional Dev.</td>
<td>3</td>
</tr>
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<td>MAT 1013</td>
<td>Algebraic Concepts</td>
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<td>MAT 1015</td>
<td>Geometry and Trigonometry</td>
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2. Fundamental Occupational Courses  \hspace{1cm} 32
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<th>Course Title</th>
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<td>Introduction to Drafting</td>
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<tr>
<td>DDF 102</td>
<td>Size and Shape Description 1</td>
<td>5</td>
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<td>DDF 107</td>
<td>CAD Fundamentals</td>
<td>6</td>
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<tr>
<td>DDF 111</td>
<td>Intermediate CAD</td>
<td>6</td>
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<tr>
<td>DDF 112</td>
<td>3D Drawing and Modeling</td>
<td>6</td>
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<tr>
<td>SCT 100</td>
<td>Intro to Microcomputers</td>
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3. Specific Occupational Courses  \hspace{1cm} 29
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DDF 103</td>
<td>Size and Shape Description 2</td>
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<tr>
<td>DDF 105</td>
<td>Auxiliary Views</td>
<td>3</td>
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<td>DDF 106</td>
<td>Fasteners</td>
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<td>DDF 108</td>
<td>Intersections and Developments</td>
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<td>DDF 109</td>
<td>Assembly Drawings 1</td>
<td>5</td>
</tr>
<tr>
<td>XXX xxxx</td>
<td>Electives</td>
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</tbody>
</table>

Program Final Exit Points: Drafting Technology, diploma.

Credits Required for Graduation: 79 minimum quarter hour credits required for graduation
General Maintenance Technician

*Technical Certificate of Credit*

**Program Description:** Graduates of the Industrial Maintenance Technician TCC will work with industries needing equipment maintenance, repairing, troubleshooting, installation, equipment selection, operation monitoring, coordination operation and control, judgment and decision making, complex problem solving, instructing, and quality control analysis.

**Length of Program:** Three to Five (3-5) quarters

**Entrance Date:** Every Quarter.

**Entrance Requirements:** Refer to Admission Procedures. Contact the program advisor or admissions for details.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

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**Curriculum Credits**

1. **Specific Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ACT 100</td>
<td>Refrigeration Fundamentals</td>
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<td>ACT 101</td>
<td>Principles and Practices of Refrigeration</td>
<td>7</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Measures</td>
<td>2</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 100</td>
<td>Intro-Welding Technology</td>
<td>6</td>
</tr>
<tr>
<td>WLD 102</td>
<td>Oxyacetylene Welding</td>
<td>2</td>
</tr>
<tr>
<td>ELT 107</td>
<td>Commercial Wiring</td>
<td>5</td>
</tr>
<tr>
<td>IFC 102</td>
<td>Alternating Current I</td>
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<tr>
<td>XXX XXX</td>
<td>General Maintenance Tech Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Final Exit Point:** General Maintenance Technician, TCC.

**Credits Required for Graduation:** 37 minimum quarter hour credits required for graduation
Industrial Maintenance Technician  
*Technical Certificate of Credit*

Program has been renamed General Maintenance Technician.

Motor Controls/Programmable Logic Controls  
*Technical Certificate of Credit*

**Program Description:** This certificate program provides educational opportunities to train existing electrical and plant maintenance personnel to diagnose, repair, and install Motor Controls and PLC’s in industrial and commercial plants. The course will effectively upgrade skills of maintenance personnel to meet the current technological needs of today’s high tech environment.

**Entrance Date:** Course is individualized so students may be admitted any day during the quarter.

**Entrance Requirements:** Refer to Admissions procedures.

**Age:** 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Curriculum Credits**

1. **Specific Occupational Courses**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>IFC 100</td>
<td>Industrial Safety</td>
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<tr>
<td>IFC 101</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
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<td>ELT 111</td>
<td>Single Phase and Three Phase Motors</td>
<td>5</td>
</tr>
<tr>
<td>ELT 112</td>
<td>Variable Speed Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELT 115</td>
<td>Diagnostic Troubleshooting</td>
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</tr>
<tr>
<td>ELT 119</td>
<td>Electricity Principles</td>
<td>4</td>
</tr>
<tr>
<td>ELT 122</td>
<td>Industrial PLC’s</td>
<td>6</td>
</tr>
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</table>
**Program Final Exit Point:** Motor Controls/Programmable Logic Controls, TCC.

**Credits Required for Graduation:** 27 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to a diploma program.
Technical Studies
Associate of Applied Science Degree

Program Description: Students who have completed the Air Conditioning Technology, Industrial Electrical Technology, or Welding and Joining Technology diploma programs from SWGTC may apply for the Technical Studies Associate of Applied Science degree. The Technical Studies AAS program requires a minimum of 90-quarter credit hours to include a minimum of 30 credit hours in general education and 60 credit hours in occupational preparation.

Length of Program: Varies

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses 30
   ECO 2105 Principles of Macroeconomics .................... 5
   ENG 1101 Composition and Rhetoric ............................ 5
   ENG 1102 Literature and Composition .......................... 5
   PSY 1101 Introductory Psychology ............................. 5
   SPC 1101 Public Speaking ....................................... 5
   and one of the following (5 -6 hours) ..............................
   MAT 1111 College Algebra ...................................... 5
   MAT 1100 Quantitative Skills and Reasoning ................... (6)

2. Occupational Courses 60
   SCT 100 Intro to Microcomputers ............................. 3
   XXX xxx Completion of required courses for diploma .... 57

Program Final Exit Point: Technical Studies, AAS.
Credits Required for Graduation: 90 minimum quarter hour credits required for graduation

Welding and Joining Technology
Diploma Program

Program Description: The Welding and Joining Technology program includes instruction in the various types of welding processes and their practical applications. Graduates of this program are competent in areas of Shielded Metal Arc Welding in the flat, horizontal, vertical and overhead positions; blueprint reading; Gas Metal Arc Welding; Gas Tungsten Arc Welding; oxyfuel cutting; and common joining processes. Students have the opportunity to take a welding certification test administered by the school. Diplomas are given upon graduation of the one (1) year program.

Length of Program: Four to five (4-5) Quarters

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.
Curriculum Credits

1. **General Education Courses**
   - EMP 1000 Interpersonal Relations & Pro Dev ........................................... 3
   - ENG 1010 Fundamentals of English I ......................................................... 5
   - MAT 1012 Foundations of Mathematics ..................................................... 5

2. **Fundamental Occupational Courses**
   - SCT 100 Intro to Microcomputers ............................................................... 3
   - WLD 100 Intro to Welding Technology ......................................................... 6
   - WLD 101 Oxyfuel Cutting ................................................................................ 4
   - WLD 103 Blueprint Reading I ......................................................................... 3
   - WLD 104 Shielded Metal Arc Welding I ......................................................... 6

3. **Specific Occupational Courses**
   - WLD 105 Shielded Metal Arc Welding II ....................................................... 6
   - WLD 106 Shielded Metal Arc Welding III ....................................................... 6
   - WLD 107 Shielded Metal Arc Welding IV ....................................................... 6
   - WLD 108 Blueprint Reading II ....................................................................... 3
   - WLD 109 Gas Metal Arc Welding ................................................................. 6
   - WLD 110 Gas Tungsten Arc Welding ............................................................. 4
   - WLD 112 Prep. for Industrial Qualification .................................................... 4
   - and one of the following (5 hours)
   - WLD xxx Welding Elective ........................................................................... 5
   - WLD 160 Half-Time Internship ...................................................................... (5)

**Program Final Exit Point:** Welding and Joining Technology, diploma.

**Credits Required for Graduation:** 75 minimum quarter hour credits required for graduation

**Note:** Credits from this program may be applied to the Technical Studies degree program.
Course Changes

Course Changes to Accounting

ACC 101 Principles of Accounting I
DELETE

ACC 102 Principles of Accounting II
DELETE

ACC 103 Principles of Accounting III
DELETE

ACC 104 Computerized Accounting
DELETE

ACC 106 Spreadsheet Fundamentals
DELETE

ACC 120 Principles of Auditing
DELETE

ACC 151 Individual Tax Accounting
DELETE

ACC 152 Payroll Accounting
DELETE

ACC 154 Personal Finance
DELETE

ACC 159 Accounting Simulation
DELETE

ACC 160 Advanced Spreadsheets
DELETE

ACC 167 Accounting Internship I
DELETE
ACC 168 Accounting Internship II
DELETE

ACC 207 Principles of Fraud Examination
DELETE

ACC 1101 Principles of Accounting I
6.00 Credits
Prerequisite(s): Program Admission
Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

Changes to Contact Hours: 4-4-0

ACC 1102 Principles of Accounting II
6.00 Credits
Prerequisite(s): ACC 1101
Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

Changes to Contact Hours: 4-4-0

ACC 1103 Principles of Accounting III
6.00 Credits
Prerequisite(s): ACC 1102
Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flow, cost accounting, budgeting, and long-term liability. Laboratory work demonstrates theory presented in class.

Changes to Contact Hours: 4-4-0
ACC 1104 Computerized Accounting  
3.00 Credits  
Prerequisite(s): ACC 1102, SCT 100  
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, advanced payroll, and financial reports. Laboratory work includes theoretical and technical application.  

Changes to Contact Hours: 1-4-0

ACC 1106 Spreadsheet Applications  
3.00 Credits  
Prerequisite(s): SCT 100  
Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts; data entry and modification; analyzing data, charts and graphs; formatting data and content and managing workbooks.  

Changes to Contact Hours: 1-4-0

ACC 1151 Individual Tax Accounting  
5.00 Credits  
Prerequisite(s): None  
Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.  

Changes to Contact Hours: 4-2-0

ACC 1152 Payroll Accounting  
5.00 Credits  
Prerequisite(s): ACC 1101  
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.
**ACC 2120 Principles of Auditing**

**5.00 Credits**

**Prerequisite(s):** ACC 1103

Introduces the student to the auditor’s responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

**Changes to Contact Hours:** 5-0-0

**ACC 2154 Personal Finance**

**5.00 Credits**

**Prerequisite(s):** None

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

**Changes to Contact Hours:** 5-0-0

**ACC 2159 Accounting Simulation**

**5.00 Credits**

**Prerequisite(s):** ACC 1104, ACC 1106

Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated with automated accounting. Topics include: financial statement preparation, accounting system installation, automated accounting work sheet preparation, automated accounting income tax return preparation, and job search planning.

**Changes to Contact Hours:** 1-9-0
ACC 2160 Advanced Spreadsheets
5.00 Credits
Prerequisite(s): ACC 1106
Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

Changes to Contact Hours: 4-2-0

ACC 2167 Accounting Internship I
6.00 Credits
Prerequisite(s): All non-elective courses required for program completion
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.

Changes to Contact Hours: 0-0-18

ACC 2168 Accounting Internship II
12.00 Credits
Prerequisite(s): All non-elective courses required for program completion
Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

Changes to Contact Hours: 0-0-36
ACC 2207 Principles of Fraud Examination  
5.00 Credits  
Prerequisite(s): Program admission  
Students will learn the basic principles and theories of occupational fraud. The concepts taught will include how opportunity, pressure, and rationalization link together to create the necessary elements present when fraudulent acts are committed and how fraudulent behavior can be prevented and/or detected. There will be videos and short case studies, produced by the Association of Certified Fraud Examiners (ACFE) will be utilized in the course. Topics covered include: fraud warning signals, identifying ways that firms can implement preventative measures, understanding schemes, identifying ways that firms can detect fraudulent activities.

Changes to Contact Hours: 5-0-0

Course Changes to Air Conditioning Technology

ACT 208 Commercial Refrigeration Design Practicum  
DELETE

ACT 209 Commercial Refrigeration Application  
DELETE

ACT 210 Troubleshooting and Servicing Commercial Refrigeration  
DELETE

ACT 211 Commercial Refrigeration Internship  
DELETE

Course Changes to General Education – Allied Health Core

AHS 102 Drug Calculation & Administration  
3.00 Credits  
Prerequisite(s): MAT 1012  
Utilizes basic mathematical concepts and includes basic drug administration. Topics include: resource materials, systems of measurement, abbreviations, drug calculations, and administration of medications in a simulated clinical environment.
AHS 1011 Anatomy and Physiology
5.00 Credits
Prerequisite(s): Program Admission
Corequisite(s): AHS 109 or BUS 2300
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.

Changes to Contact Hours: None

Course Changes to General Education – Art

ART 191 Art Appreciation
Delete

ART 1101 Art Appreciation
5.00 Credits
Prerequisite(s): ENG 1101
Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the recreative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts.

Changes to Contact Hours: None

Course Changes to Automotive Technology

AUT 126 Engine Principles of Operation and Repair
6.00 Credits
Co/Prerequisite(s): AUT 120, AUT 122, AUT 124, AUT 142
Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis of engines; inspection, diagnosis, and repair of cylinder heads, valve trains, engine blocks, lubrication, and cooling systems.
Changes to Contact Hours: None

Course Changes to Business Administration

BUS 100 Introduction to Keyboarding
Delete

BUS 101 Document Processing.
Delete

BUS 105 Database Applications
Delete

BUS 106 Office Procedures
Delete

BUS 107 Machine Transcription
Delete

BUS 108 Word Processing
Delete

BUS 109 Applied Office Procedures
Delete

BUS 148 Business Document Proofreading and Editing
Delete

BUS 160 Electronic Communications Applications
Delete

BUS 161 Desktop Publishing
Delete

BUS 201 Advanced Word Processing
Delete

BUS 202 Spreadsheet Applications
Delete

BUS 204 Business Administrative Assistant Internship
Delete

BUS 205 Medical Administrative Assistant Internship
Delete

BUS 208 Office Accounting
Delete

BUS 211 Medical Terminology
Delete

BUS 212 Anatomy and Medical Terminology for the Medical Administrative Assistant
Delete

BUS 213 Medical Document Processing/Transcription
Delete

BUS 214 Advanced Medical Document Processing/Transcription
Delete

BUS 216 Administrative Medical Office Skills
Delete

BUS 226 Medical Office Billing/Coding/Insurance
Delete

BUS 260 Advanced Spreadsheet Applications
Delete

BUS 261 Presentation Applications
Delete

BUS 1100 Introduction to Keyboarding
3.00 Credits

Provisional Admission

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, keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.
Changes to Contact Hours: None

BUS 1120 Business Document Proofreading and Editing
3.00 Credits
Prerequisite(s): BUS 1130, ENG 1010 or ENG 1101
Emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader’s marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Changes to Contact Hours: None

BUS 1130 Document Processing
6.00 Credits
Prerequisite(s): Ability to key at least 25 wpm or BUS 1100
Corequisite(s): SCT 100
Reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Changes to Contact Hours: None

BUS 1140 Word Processing
5.00 Credits
Prerequisite(s): SCT 100
Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

Changes to Contact Hours: None

BUS 1150 Database Applications
3.00 Credits
Prerequisite(s): SCT 100
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts, structuring databases, entering data, organizing data, and managing databases.

Changes to Contact Hours: None
BUS 1160 Desktop Publishing
3.00 Credits
Prerequisite(s): SCT 100
Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

Changes to Contact Hours: None

BUS 1170 Electronic Communications Applications
5.00 Credits
Prerequisite(s): SCT 100
Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing, and emerging technologies.

Changes to Contact Hours: None

BUS 1200 Machine Transcription
3.00 Credits
Prerequisite(s): BUS 1130, SCT 100, ENG 1010 (Diploma) or ENG 1101 (Degree)
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

Changes to Contact Hours: None

BUS 1240 Office Procedures
5.00 Credits
Prerequisite(s): SCT 100
Corequisite(s): BUS 1130
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
changes to contact hours: none

bus 2110 advanced word processing
5.00 credits
prerequisite(s): bus 1140
Course provides instruction in advanced word processing. Topics include: advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

changes to contact hours: none

bus 2120 spreadsheet applications
3.00 credits
prerequisite(s): sct 100
Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content, and managing workbooks.

changes to contact hours: none

bus 2130 advanced spreadsheet applications
5.00 credits
prerequisite(s): bus 2120 or acc 1106
Provides a student of the advanced features of creating and modifying electronic spreadsheets. Topics include integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

changes to contact hours: none

bus 2200 office accounting
6.00 credits
prerequisite(s): program admission
Introduces fundamental concepts of accounting. Topics include: accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, cash control, and payroll.
Changes to Contact Hours: None

BUS 2210 Applied Office Procedures
5.00 Credits
Prerequisite(s): BUS 1130, BUS 1240, BUS 1140, BUS 2120
Corequisite(s): BUS 2200 or ACC 1101, BUS 1120, BUS 1170
This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Changes to Contact Hours: None

BUS 2240 Business Administrative Assistant Internship I
6.00 Credits
Prerequisite(s): Successful completion of all required coursework
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Changes to Contact Hours: None

BUS 2300 Medical Terminology
3.00 Credits
Prerequisite(s): Program Admission
Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

Changes to Contact Hours: None

BUS 2310 Anatomy and Terminology
5.00 Credits
Prerequisite(s): Program Admission
Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports.
generated in the medical office. Topics include: body structure, body functions, and medical terminology.

**Changes to Contact Hours:** None

**BUS 2320 Medical Document Processing/Transcription**
**5.00 Credits**

**Prerequisite(s):** BUS 2300 or AHS 109, BUS 1130, ENG 1010 or ENG 1101, AHS 1011 or BUS 2310

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

**Changes to Contact Hours:** None

**BUS 2330 Advanced Medical Document Processing/Transcription**
**5.00 Credits**

**Prerequisite(s):** BUS 2320

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

**Changes to Contact Hours:** None

**BUS 2340 Medical Administrative Procedures**
**5.00 Credits**

**Prerequisite(s):** BUS 1130, BUS 2310 or AHS 1011, BUS 2300 or AHS 109, SCT 100

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant’s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior.
Topics include: Introduction to medical administrative assisting, medical law, ethics and bioethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Changes to Contact Hours: None

BUS 2370 Medical Office Billing/Coding/Insurance
5.00 Credits
Prerequisite(s): BUS 1130, AHS 1011 or BUS 2310, AHS 109 or BUS 2300
Emphasizes essential skills required for the typical medical office. Provides knowledge and skills to apply coding or procedures; medical coding skills; and applications of procedures and international coding standards for billing purposes of health care services. Provides the knowledge and skills to obtain reimbursement in the medical office as it relates to health insurance.

Changes to Contact Hours: None

BUS 2380 Medical Administrative Assistant Internship I
6.00 Credits
Prerequisite(s): Successful completion of all required coursework
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Changes to Contact Hours: None

BUS 2510 Presentation Applications
3.00 Credits
Prerequisite(s): SCT 100
This course provides a study of creating, modifying, and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output, and delivering a presentation.

Changes to Contact Hours: None
 Course Changes to General Education - Chemistry

**CHM 1111 Chemistry I**
5.00 Credits
Prerequisite(s): Regular admission
Co-Requisite(s): MAT 1012 or MAT 1111
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws; basic laboratory skills; and lab safety procedures.

**Changes to Contact Hours:** None

**CHM 1112 Chemistry II**
5.00 Credits
Prerequisite(s): CHM 1111
Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**Changes to Contact Hours:** None

**CHM 1213 Chemistry I**
DELETE

**CHM 1214 Chemistry II**
DELETE

**Course Changes to Clinical Lab**

**CLT 109 Clinical Phlebotomy, Urinalysis, & Serology Practicum**
4.00 Credits
Prerequisite(s): CLT 103, CLT 105
Provides student with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of
test results to disease states, safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation and coordinated supervision.

**Changes to Contact Hours:** None

**Course Changes to Computer Information Systems**

**CIS 103 Operating Systems Concepts**
Remove

**CIS 106 Computer Concepts**
5.00 Credits
**Prerequisite(s):** Program Admission
Provides an overview of computers and information processing. Topics include; computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

**Changes to Contact Hours:** None

**CIS 122 Microcomputer Installation & Maintenance**
5.00 Credits
**Prerequisite(s):** SCT 100
Corequisite (s): An Operating System Course
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: installing hardware and software, teardown and reassembly, troubleshooting, upgrading, and maintenance.

**Changes to Contact Hours:** None

**CIS 124 Microcomputer Database Programming**
Remove

**CIS 127 Comprehensive Word Processing and Presentation Graphics**
6.00 Credits
**Prerequisite(s):** SCT 100
Provides a study of word processing and desktop publishing. Topics include: desktop publishing, advanced word processing concepts, development of macros, presentation graphic concepts, fundamentals, and troubleshooting applications.

Changes to Contact Hours: None

CIS 155 Working with Microsoft Windows Software

Remove

CIS 156 Introduction to the Internet and Wide Area Networks

Remove

CIS 173 PC Operating Systems Concepts
6.00 Credits
Prerequisite/Corequisite(s): SCT 100
Provides a study of underlying command prompt functions in personal computer (PC) operating systems in terms of its functions and structure, for managing files and directories, and running programs. It also includes navigating through the operating system from command line prompts and procedures for accessing and retrieving information. Provides a study of installing, configuring and upgrading PC operating systems. This includes a study of system boot sequences and minimum hardware requirements. Provides a study of diagnosing and troubleshooting common problems relating to PC Operating systems. This includes understanding normal operation and symptoms relating to common problems. Provides a study of network capabilities of PC operating systems and how to connect to networks on the client side, including what the Internet is about, its capabilities, basic concepts relating to Internet access and generic procedures for system setup. The scope of this topic is only what is needed on the client side to connect to a network.

Changes to Contact Hours: None

CIS 252 Intro to JAVA Programming
7.00 Credits
Prerequisite(s): CIS 105
Course designed to teach the basic concepts and methods of object-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 and Notepad as an editor. Continue to develop student’s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

**Changes to Contact Hours:** None

**CIS 276 Advanced Routers and Switches**

*6.00 Credits*

**Prerequisite(s):** CIS 2322

Provides advanced knowledge and applications of switches and routers. Topics include: LAN Switching, VLANS, LAN Design, IGRP, Access List, and Novell IPX.

**Changes to Contact Hours:** None

**CIS 277 WAN Design**

*6.00 Credits*

**Prerequisite(s):** CIS 276

Provides advanced knowledge and applications of designing a wide area network. Topics include: Wide Area Networking, WAN Design, Point-to-Point Protocol, ISDN, and Frame Relay.

**Changes to Contact Hours:** None

**CIS 286 A+ Preparation**

*7.00 Credits*

**Prerequisite(s):** CIS 122

Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

**Changes to Contact Hours:** None
CIS 1140 Networking Fundamentals  
6.00 Credits  
**Prerequisite(s):** SCT 100  
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.  

**Changes to Contact Hours:** None

CIS 2149 Implementing Microsoft Windows Professional  
6.00 Credits  
**Prerequisite(s):** CIS 1140 or CIS 2321 or Advisor Approval  
Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.  

**Changes to Contact Hours:** None

CIS 2150 Implementing Microsoft Windows Server  
6.00 Credits  
**Pre/Co-requisite(s):** CIS 2149  
Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.  

**Changes to Contact Hours:** None

CIS 2154 Implementing Microsoft Windows Networking Directory  
6.00 Credits  
**Pre/Co-requisite(s):** CIS 2153  
Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.  

**Changes to Contact Hours:** None
CIS 2211 Web Site Design Tools  
**6.00 Credits**
Web Site Design Tools teaches an understanding of how to create and manage impressive sites using the sizeable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as (but not limited to) Microsoft FrontPage, Macromedia Dreamweaver, Adobe GoLive, HXTML, XML, Dynamic HTML, and various multimedia and CSS standards. Topics include compare and contrast different web site design tools, design web pages using FrontPage, NetObjects and Image Composer web site design tools, develop basic layout skills, create shared borders, tables, hyperlinks, and forms, utilize advanced image techniques, connect a web site to a database, publish and manage a website.

**Changes to Contact Hours:** None

CIS 2228 Comprehensive Spreadsheets Techniques  
**6.00 Credits**
**Prerequisite(s):** SCT 100
Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and trouble-shooting spreadsheets.

**Changes to Contact Hours:** None

CIS 2229 Comprehensive Database Techniques  
**6.00 Credits**
**Prerequisite(s):** SCT 100
Provides a study of databases. Topics include: advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, troubleshooting databases.

**Changes to Contact Hours:** None

CIS 2231 Design Methodology  
**6.00 Credits**
Design Methodology teaches students how to design and manage Web sites using design development life cycles. Students will also implement the latest strategies to develop third generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design, and Web construction, along with information architecture concepts, Web project management,
and scenario development and performance evaluations. Students will gain an understanding of layout techniques, typography, color theory, proper use of white space, accessibility and usability issues and standards. The student may use a web site development tool (such as JavaScript, Perl, PHP) and/or a web programming language (such as Microsoft VB, Microsoft C#, or Sun Java) for web page development within this course. However the main focus of this course is on the actual design process used to develop the web site itself. Topics include overview of the Web Site Design Process, web site project team, layout and accessibility design techniques, and web site project.

Changes to Contact Hours: None

CIS 2261 JavaScript Fundamentals
Remove

CIS 2271 Fundamentals of CGI Programming using PERL
Remove

CIS 2281 Database Connectivity
Remove

CIS 2321 Introduction to LAN and WAN
6.00 Credits
Prerequisite(s): CIS 106
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

Changes to Contact Hours: None

Course Changes to Cosmetology
COS 100 Intro to Cosmetology Theory
5.00 Credits
Prerequisite(s): ENG 1010
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology, and types of employment.

Changes to Contact Hours: None

COS 101 Introduction to Permanent Waving and Relaxing
4.00 Credits
Prerequisite(s): COS 100
Introduces the chemistry and chemical reaction of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, safety procedures, permanent wave and chemical relaxer application procedures on manikins, hair analysis, and scalp analysis.

Changes to Contact Hours: None

COS 103 Basic Creative Treatment of Hair, Scalp, & Skin
3.00 Credits
Prerequisite(s): COS 100
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

Changes to Contact Hours: None

COS 105 Introduction to Shampooing & Styling
4.00 Credits
Prerequisite(s): COS 100
Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, finger waves, roller placement, and combouts. Laboratory training includes styling training to total 20 hours on manikin and 25 hours on live models without compensation. Topics include: braiding, intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pin curls, roller
placement, finger waves, combout techniques, skipwaves, ridgecurls, and safety precautions.

**Changes to Contact Hours:** None

**COS 106 Introduction to Haircutting**

*3.00 Credits*

**Prerequisite(s):** COS 100

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination and precautions, cutting implements, haircutting techniques, and client consultation.

**Changes to Contact Hours:** None

**COS 107 Advanced Haircutting**

*2.00 Credits*

**Prerequisite(s):** COS 106

Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, and style cutting. Students will practice haircutting techniques and safety precautions in the laboratory setting.

**Changes to Contact Hours:** None

**COS 108 Permanent Waving and Relaxing**

*3.00 Credits*

**Prerequisite(s):** COS 101

Provides instruction in the application of permanent waves and 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: timed permanent wave, timed relaxer application, safety precautions, Hazardous Duty Standards Act compliance, chemistry of permanent waving/soft curl perming/chemical hair relaxing and student safety and guidelines.

**Changes to Contact Hours:** None

**COS 109 Hair Color**

*6.00 Credits*

**Prerequisite(s):** COS 103, COS 105, COS 108
Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

**Changes to Contact Hours:** None

**COS 110 Skin, Scalp, and Hair**  
3.00 Credits  
**Corequisite(s):** COS 111  
**Prerequisite(s):** COS 103, COS 109  
Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, cosmetic chemistry, and treatment theory: electrotherapy, electricity and light therapy.

**Changes to Contact Hours:** None

**COS 111 Styling**  
3.00 Credits  
**Prerequisite(s):** COS 105  
**Corequisite(s):** COS 110  
Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

**Changes to Contact Hours:** None

**COS 112 Manicuring and Pedicuring**  
3.00 Credits  
**Prerequisite(s):** COS 100  
Provides manicuring and pedicuring experience on live models. 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, proper maintenance and equipment cleaning, and advanced nail techniques (wraps/tips/acrylics).

**Changes to Contact Hours:** None
COS 113 Cosmetology Practicum I
5.00 Credits
Prerequisite(s): COS 111, COS 112
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; foiling; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Changes to Contact Hours: None

COS 114 Cosmetology Practicum II
8.00 Credits
Prerequisite(s): COS 113
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; foiling; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

Changes to Contact Hours: None

Course Changes to Criminal Justice

CRJ 156 Police Traffic Control and Accident Investigation
5.00 Credits
Prerequisite/Co-requisite: Program Admission
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

Changes to Contact Hours: None
CRJ 172 Introductory Forensic Science  
5.00 Credits  
Prerequisite: Program Admission  
The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored. The practical application of forensic science in law enforcement will be emphasized.

Changes to Contact Hours: None

Course Changes to Drafting

DDF 107 CAD Fundamentals  
6.00 Credits  
Prerequisite/Co-requisite: DDF 102  
Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic drafting applications.

Changes to Contact Hours: None

DDF 108 Intersections & Development  
5.00 Credits  
Prerequisite/Co-requisite: DDF 103  
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development; establishment of true lengths; and intersections of lines, planes, prisms, pyramids, curved surfaces, and cylinders and cones.

Changes to Contact Hours: None

DDF 109 Assembly Drawings I  
5.00 Credits  
Prerequisite/Co-requisite: DDF 108  
Provides knowledge and skills necessary to make working drawings. Topics include: technical reference source use, detail drawings, orthographic assembly
drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

**Changes to Contact Hours:** None

**DDF 111 Intermediate CAD**  
*6.00 Credits*  
**Prerequisite/Co-requisite:** DDF 107  
Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, clock construction and management, command reference customization, advanced entity manipulation, and system variables.

**Changes to Contact Hours:** None

**DDF 112 3-D Drawing and Modeling**  
*6.00 Credits*  
**Prerequisite/Co-requisite:** DDF 111  
Continues developing CAD utilization skills in discipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.

**Changes to Contact Hours:** None

**DDS 201 Strength of Materials**  
*5.00 Credits*  
**Prerequisite/Co-requisite:** DDF 107, MAT 1015 OR MAT 1112  
Continues the development of assembly drawing skills. Topics include: technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

**Changes to Contact Hours:** None

**DDS 203 Surveying I**  
*3.00 Credits*  
**Prerequisite/Co-requisite:** DDF 107, MAT 1015 OR MAT 1112  
Introduces fundamental plane surveying concepts, instruments and techniques. Topics include: linear measurement; angles, bearings, and directions; and use of instruments such as transits, theodolites, levels, and electronic distance meters.
Changes to Contact Hours: None

DDS 205 Residential Architectural Drawing I  
6.00 Credits  
Prerequisite/Co-requisite: DDF 111 and DFF 112  
Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; and specifications.

Changes to Contact Hours: None

DDS 207 Mechanical Systems for Architecture  
3.00 Credits  
Prerequisite/Co-requisite: DDS 205  
IntroReinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

Changes to Contact Hours: None

DDS 208 Residential Architectural Drawing II  
6.00 Credits  
Prerequisite/Co-requisite: DDS 205  
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; specifications; and mechanical and electrical systems.

Changes to Contact Hours: None

DDS 209 Structural Steel Detailing  
Deleted

DDS 210 Commercial Architectural Drawing I  
6.00 Credits  
Prerequisite/Co-requisite: DDS 208, DDS 209 or DDS 241
Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction in actual job placement or practicum experience. Topics include: office practices; steel shapes; beam reaction; framed connections; seated connections; and columns, base plates, and splices; use of proper interpersonal skills; and adaptability to the job setting.

**Changes to Contact Hours:** None

**DDS 241 Structural Steel Detailing O.B.I.**  
6.00 Credits  
**Prerequisite/Co-requisite:** DDF 111, DDF 112  
Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction in an actual job placement or practicum experience. Topics include: office practices; steel shapes; beam reactions; framed connections; seated connections; columns, base plates, and splices; use of proper interpersonal skills; and adaptability to the job setting.

**Changes to Contact Hours:** None

**DDS 242 Commercial Architectural Drawing O.B.I.**  
6.00 Credits  
**Prerequisite/Co-requisite:** DDS 208 DDS 241  
Introduces commercial drawing skills necessary to produce construction drawings for floor plan information in an actual job setting or practicum experience. Topics include: structural steel detailing; reflected ceiling plans; rebar detailing; commercial construction drawing; use of proper interpersonal skills; and adaptability to the job setting.

**Changes to Contact Hours:** None

**Course Changes to Early Childhood Care and Education**

- **DELETE**  
- **ECE 101 Introduction to Early Childhood Care and Education**

- **DELETE**  
- **ECE 103 Human Growth and Development I**

- **DELETE**  
- **ECE 105 Health, Safety and Nutrition**

- **DELETE**  
- **ECE 112 Curriculum Development**
DELETE
ECE 113 Art for Children
DELETE
ECE 114 Music and Movement
DELETE
ECE 115 Language Arts and Literature
DELETE
ECE 116 Math and Science
DELETE
ECE 121 Early Childhood Care and Education Practicum I
DELETE
ECE 122 Early Childhood Care and Education Practicum II
DELETE
ECE 201 Exceptionalities
DELETE
ECE 202 Social Issues and Family Involvement
DELETE
ECE 203 Human Growth and Development II
DELETE
ECE 211 Methods and Materials
DELETE
ECE 212 Professional Practices
DELETE
ECE 217 Program Administration
DELETE
ECE 221 Facility Management
DELETE
ECE 222 Personnel Management
DELETE
ECE 224 Early Childhood Care and Education Internship

DELETE

New Course for Early Childhood

ECE 1010 Introduction to Early Childhood Care and Education
5.00 Credits
Prerequisite(s): Provisional Admission
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment, cultural diversity, licensing and accreditation, and professional development file (portfolio).

Changes to Contact Hours: None

ECE 1012 Curriculum Development
3.00 Credits
Prerequisite/Corequisite(s): ECE 101, ECE 103
Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning, and assessing.

Changes to Contact Hours: None

ECE 1013 Art for Children
3.00 Credits
Prerequisite(s): Provisional Admission
Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children’s art processes and products; developmental stages in art; and art appreciation.

Changes to Contact Hours: None
ECE 1014 Music and Movement
3.00 Credits
Prerequisite(s): Provisional Admission
Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

Changes to Contact Hours: None

ECE 1021 Early Childhood Care and Education Practicum I
3.00 Credits
Prerequisite(s): Departmental approval
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child’s development.

Changes to Contact Hours: None

ECE 1022 Early Childhood Care and Education Practicum II
3.00 Credits
Prerequisite(s): Departmental approval
Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

Changes to Contact Hours: None

ECE 1030 Human Growth and Development I
5.00 Credits
Prerequisite(s): Provisional Admission
Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). 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 providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

Changes to Contact Hours: None

ECE 1050 Health, Safety and Nutrition
5.00 Credits
Prerequisite(s): Provisional Admission
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.

Changes to Contact Hours: None

ECE 2010 Exceptionalities
5.00 Credits
Prerequisite(s): ECE 103
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

Changes to Contact Hours: None

ECE 2020 Social Issues and Family Involvement
5.00 Credits
Prerequisite(s): Program Admission
Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.
Changes to Contact Hours: None

ECE 2030 Human Growth and Development II
5.00 Credits
Prerequisite(s): Program Admission
Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth and development, and theories of learning and behavior. Topics include: developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs, and observation skills.

Changes to Contact Hours: None

ECE 2110 Methods and Materials
5.00 Credits
Prerequisite(s): ECE 112
Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

Changes to Contact Hours: None

ECE 2115 Language Arts and Literature
5.00 Credits
Prerequisite/Corequisite(s): ECE 103
Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

Changes to Contact Hours: None

ECE 2116 Math and Science
5.00 Credits
Prerequisite/Corequisite(s): ECE 103
Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and
development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

Changes to Contact Hours: None

**ECE 2120 Professional Practices**  
5.00 Credits  
**Prerequisite(s):** Program Admission  
Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

*Changes to Contact Hours: None*

**ECE 2170 Program Administration**  
5.00 Credits  
**Prerequisite(s):** Program Admission  
Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

*Changes to Contact Hours: None*

**ECE 2210 Facility Management**  
5.00 Credits  
**Prerequisite(s):** Program Admission  
Provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

*Changes to Contact Hours: None*

**ECE 2220 Personnel Management**  
5.00 Credits
Prerequisite(s): Program Admission
Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

Changes to Contact Hours: None

ECE 2240 Early Childhood Care and Education Internship
12.00 Credits
Prerequisite(s): Departmental approval
Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student’s performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

Changes to Contact Hours: None

Course Changes to E-Learning

ELG 111 E-Learning Instructional Design
5.00 Credits
Co-requisite(s): ELG 101
This course introduces instructional design principles and relates the principles to the development of online courses. Participants will discuss concepts, ideas and strategies that lead to the effective design of an online course.

Changes to Contact Hours: None

ELG 121 E-Learning Practicum
3.00 Credits
Prerequisite(s): ELG 101, ELG 111
Co-requisite(s): ELG 115
This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques utilized when developing an online course. This clinical practicum allows the student to develop an online course that incorporates a course content mapping process and the development of
the following course materials: syllabus, course assignments, communication methods, and course assessments.

**Changes to Contact Hours:** None

### Course Changes to Industrial Electrical - ELTs

**ELT 122 Industrial PLC’s**

**6.00 Credits**

**Pre/Co-requisite(s):** ELT 111, ELT 112

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installations and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**Changes to Contact Hours:** None

### Course Changes to EMT

- **EMC 100 Introduction to the EMT Profession**
- **DELETE**
- **EMC 103 Patient Assessment and Airway for the EMT**
- **DELETE**
- **EMC 105 Medical/Behavioral & OB/Pediatric Emergencies for the EMT**
- **DELETE**
- **EMC 108 Trauma Emergencies and WMD Response**
- **DELETE**
- **EMC 110 Summative Evaluations for the EMT-Basic**
- **DELETE**
- **EMC 113 Pharmacology and Shock/Trauma Management for the EMT-Intermediate**
- **DELETE**

DELETE

EMC 119 Summative Evaluations for the EMT-Intermediate

DELETE

Course Changes to Paramedic

EMS 133 Cardiology II
4.00 Credits
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, AHS 1011
Corequisite(s): EMS 132
This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association’s Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

Changes to Contact Hours: 3-2-0

EMS 1101 – Introduction to the EMT Profession
4.00 Credits
Prerequisite(s): Program Admission
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT– Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

Changes to Contact Hours: 3-2-0
EMS 1103 – Patient Assessment for the EMT  
2.00 Credits 
Prerequisite(s): Program Admission 
The course covers all the components of the National Highway Safety 
Transportation Administration, National Standard Curriculum, Emergency 
Medical Technician-Basic, 1994 standard, Module 3. In addition to the NSC-B 
1994 standards, this course also includes the NSC EMT-Intermediate 1985 
Standard, Section 5 and part of Section 6. Topics include: Scene-Size Up, Initial 
Assessment, Focused History & Physical Exam for both Medical and Trauma 
Patients, Detailed Physical Exam, On-Going Assessment, Communications/
Documentation, and EMS communications for the EMT-I. 

Changes to Contact Hours: 1-2-0

EMS 1105 – Airway Management for the EMT 
2.00 Credits 
Prerequisite(s): Program Admission 
The course covers all the components of the National Highway Safety 
Transportation Administration, National Standard Curriculum, Emergency 
Medical Technician-Basic, 1994 standard, Module 2. In addition to the NSC-B 
1994 standards, this course also includes the NSC EMT-Intermediate 1985 
Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 
1994 curriculum will also be used. Topics include: Airway, Advanced Airway and 
Basic/Advanced Airway Management. 

Changes to Contact Hours: 1-2-0

EMS 1107 – Medical and Behavioral Emergencies for the EMT 
3.00 Credits 
Prerequisite(s): Program Admission 
The course covers Lessons 1 through 8, and parts of Lessons 10 and 11 of 
Module 4 of the National Highway Safety Transportation Administration, 
National Standard Curriculum, Emergency Medical Technician-Basic, 1994 stan-
dard. Topics include general pharmacology, respiratory emergencies, cardiovas-
cular emergencies, diabetic/altered mental status emergencies, allergic reac-
tions, poisoning/overdose emergencies, environmental emergencies, behavioral 
emergencies, and non-traumatic abdominal emergencies. 

Changes to Contact Hours: 2-2-0
**EMS 1109 – Assessment and Management Across the Lifespan for the EMT**  
2.00 Credits  
**Prerequisite(s):** Program Admission  
The course covers Lesson 9, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. All of Module 6 of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.  

**Changes to Contact Hours:** 1-2-0

**EMS 1111 – Trauma Emergencies and WMD Response**  
4.00 Credits  
**Prerequisite(s):** Program Admission  
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions of Section 6 of the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Weapons of Mass Destruction is also included. Topics include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.  

**Changes to Contact Hours:** 3-2-0

**EMS 1113 – Clinical Applications for the EMT Basic**  
1.00 Credits  
**Prerequisite(s):** Program Admission  
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.  

**Changes to Contact Hours:** 0-0-3
EMS 1115 – Practical Applications for the EMT-Basic
2.00 Credits
Prerequisite(s): Program Admission
This course will serve as the integration point for the entire National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, as well as Sections 1 through 7 of the NSC EMT-Intermediate 1985 Standard, and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills of EMT students. Topics include: Assessment Based Management for the EMT-Basic.

Changes to Contact Hours: 1-2-0

EMS 1201 – Pharmacology and Shock/Trauma Management for the EMT-Intermediate
3.00 Credits
Prerequisite(s): Program Admission
The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics Include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

Changes to Contact Hours: 2-2-0

EMS 1203 – Clinical Applications for the EMT-Intermediate I
1.00 Credits
Prerequisite(s): Program Admission
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – II, will include a minimum skill set.

Changes to Contact Hours: 0-0-3

EMS 1205 – Clinical Applications for the EMT – Intermediate II
1.00 Credits
Prerequisite(s): Program Admission
The course will include clinical hours to be spent in both Hospital Emergency
Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – I, will include a minimum skill set.

**Changes to Contact Hours:** 0-0-3

**EMS 1207 – Practical Applications for the EMT-Intermediate**

2.00 Credits

**Prerequisite(s):** Program Admission

This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the ‘Practical Applications for the EMT-Basic’ course. This course integrates all components of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/85s will be paramount throughout the course, and students will be required to complete this course prior to being eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.

**Changes to Contact Hours:** 1-2-0

**Course Changes to General Education - English**

**ENG 0096 English II**

5.00 Institutional Credits

**Prerequisite(s):** None

Emphasizes the standard basic rules of grammar. Topics include: basic capitalization rules, end punctuation marks, verb tenses, identification of subjects and predicates, spelling, writing simple sentences, and simple paragraph structure.

**Changes to Contact Hours:** None

**ENG 0098 English IV**

5.00 Institutional Credits

**Prerequisite(s):** None

Emphasizes the ability to communicate using written and oral methods. Topics include: proofreading to eliminate errors in grammar, punctuation, and spelling;
construction of basic paragraphs, construction of logically organized essays, and responsibly using secondary sources to support ideas.

**Changes to Contact Hours:** None

**ENG 2130 American Literature**  
5.00 Institutional Credits  
**Prerequisite(s):** ENG 1101

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

**Changes to Contact Hours:** None

**Course Changes to Esthetician**

- **EST 100 Introduction to Esthetics**  
  DELETE

- **EST 101 Anatomy and Physiology of the Skin**  
  DELETE

- **EST 102 Skin Care Procedures**  
  DELETE

- **EST 103 Electricity & Facial Treatments with Machines**  
  DELETE

- **EST 104 Advanced Skin Care**  
  DELETE

- **EST 105 Color Theory and Makeup**  
  DELETE

- **EST 106 Practicum I**  
  DELETE

- **EST 107 Practicum II**  
  DELETE
Course Changes to General Education - History

HIS 1111 World History I
DELETE
HIS 1112 World History II
DELETE
HIS 2111 U.S. History I
DELETE
HIS 2112 U.S. History II
DELETE

Course Changes to Gerontology

GRN 110 C.N.A Fundamentals
5.00 Credits
Prerequisite(s): None
Introduces students to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include role and responsibility of the Certified Nurse Assistant, structure and function of body systems, legal and safety requirements in the patient care field, equipment needs and care, and performance of skill standards and procedures.

Upon successful completion of GRN 110 and by meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

Changes to Contact Hours: None

Course Changes to Industrial Electrical - IFCs

IFC 100 Industrial Safety Procedures
5.00 Credits
Provisional Admission
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to
OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**Changes to Contact Hours:** None

### Course Changes to Medical Assisting

**MAS 103 Pharmacology**

*5.00 Credits*

**Prerequisite(s):** AHS 1011, AHS 109, MAT 1012

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculations of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

**Changes to Contact Hours:** None

**MAS 106 Medical Office Procedures**

*5.00 Credits*

**Prerequisite(s):** Program Admission

Corequisite(s): BUS 1130

Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, appointment scheduling, medical office equipment, mail services, medical references, medical records, and professional communication.

**Changes to Contact Hours:** None

**MAS 108 Medical Assisting Skills I**

*6.00 Credits*

**Prerequisite(s):** AHS 1011, AHS 109

Corequisite(s): MAS 103, AHS 104

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment, and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines, prepare patients/assist physician with age and gender specific examinations and diagnostic procedures, vital signs/ministration, medical office surgical procedures, and electrocardiography.
Changes to Contact Hours: None

MAS 110 Medical Insurance Management
3.00 Credits
Prerequisite(s): Program Admission, AHS 1011, AHS 109, MAS 106
Co requisite(s): MAS 103, MAS 112
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Changes to Contact Hours: None

MAS 111 Administrative Practice Management
4.00 Credits
Prerequisite(s): ENG 1010, AHS 1011, AHS 109, BUS 1130, MAS 110, SCT 100
Co requisite(s): MAS 103, MAS 106
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures and application of software.

Changes to Contact Hours: None

Course Changes to Marketing
MKT 101 Principles of Management
5.00 Credits
Prerequisite(s): ENG 1010 (Diploma), ENG 1101 (Degree)
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing work place being affected by technology changes, a more competitive and global market place, corporate restructuring, 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, the application of authority, planning, decision making and problem solving, human resource management, administrative management, organizing, and controlling.

Changes to Contact Hours: None
Course Changes to General Education - Music
MUS 191 Music Appreciation
Delete

MUS 1101 Music Appreciation
5.00 Credits
Prerequisite(s): ENG 1101
Explores the analysis of well-known works of music, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context, writing analysis, practice, revision, and research about a musical composition or compositions.

Changes to Contact Hours: None

Course Changes to Nursing, Practical
NSG 110 Nursing Fundamentals
10.00 Credits
Prerequisite(s): LPN Program Admission
Corequisite(s): AHS 103
An introduction to the nursing process. Topics include: orientation to the profession, community health, client care, geriatrics, customer/client relationship, introduction to physical assessment, deviation from the normal state of health, and universal precautions.

Upon successful completion of NSG 110 and be meeting all state guidelines, participants’ names are added to the State Registry for Patient Care Assistants.

Changes to Contact Hours: None

Course Changes to Pharmacy Tech
PHR 104 Pharmacy Technology Pharmacology
6.00 Credits
Prerequisite(s): PHR 101
Corequisite(s): AHS 1015, PHR 103
The course introduces the students to principles and knowledge about
all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

**Changes to Contact Hours: None**

**Course Changes to Learning Support – Reading**

**RDG 0098 Reading IV**
5.00 Institutional Credits

**Prerequisite(s): None**

Provides instruction in vocabulary and comprehension skills. Topics include: contextual clues, structural analysis, literal and inferential comprehension, critical reading, reading graphic and tabular information, use of technical reading materials, and study skills.

**Changes to Contact Hours: None**

**Course Changes to Respiratory Care**

**RTT 111 Pharmacology**
5.00 Credits

**Prerequisite(s):** BIO 2113, BIO 2114, CHM 1213 or AHS 1027, MAT 1111 or MAT 1100

Introduces the physiologic and pharmacologic basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology. Topics include: drug preparation; dosage calculation; mixture preparation; pharmacology principles; bronchoactive drugs; and cardiopulmonary system related drugs such as neuromuscular blocking agents, central nervous system depressants, cardiovascular agents, and diuretics.

**RTT 112 Introduction to Respiratory Therapy**
5.00 Credits
Prerequisite(s): BIO 2113, BIO 2114, CHM 1111 or AHS 1127, MAT 1111 or MAT 1100, PHY 1101 or AHS 1126

Corequisite(s): RTT 113

Provides students with the principles of chemistry and physics as they apply to respiratory therapy. Emphasizes specific modes of respiratory care in order to understand principles of application to patients, indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, universal precautions, and hospital safety.

Changes to Contact Hours: None

RTT 193 Cardiopulmonary Anatomy and Physiology
10.00 Credits

Prerequisite(s): BIO 2113, BIO 2114, MAT 1111 or MAT 1100

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function, ventilatory mechanisms, gas transport, arterial blood gas interpretation, natural and chemical regulation of breathing, circulation, blood flow and pressure, cardiac function, and renal physiology.

RTT 209 Clinical Practice I
2.00 Credits

Prerequisite/Corequisite(s): RTT 112, RTT 113

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, cardiopulmonary resuscitation, and medical ethics.

Changes to Contact Hours: None
Course Changes to Welding

WLD 102 Oxyacetylene Welding
1.00 Credits

Prerequisite/Corequisites(s): WLD 100

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; brazing and soldering.

Practice in the laboratory is provided.

Changes to Contact Hours: None

Student Handbook Changes

Uniforms

Cosmetology

☐ Black pants (professionally casual)
☐ Blouse or shirt (professionally casual)
☐ Black or white leather shoes (closed-toe with good support)
☐ Socks or stockings
☐ (2) Smocks (solid or print; no aprons, vests, or lab jackets)
☐ Female students are to wear make-up and have hair styled. A minimal amount of jewelry may be worn. Male students are to have hair, beards, and moustaches well-groomed. All students are expected to wear appropriate dress.

Grade and Other Academic Appeals

A student may appeal a final grade or other academic decision. The student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained
of. If the consultation with the instructor does not resolve the appeal, a student may appeal to the Dean of Academic Affairs by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action for which the complaint was made.

The decision of the Vice President for Academic Affairs shall be final.

**Admissions Pardon Procedure**

Within 6 months prior to the admissions deadline for a competitive program, students may request an admissions pardon for courses older than 5 years in which they earned a D, F, and/or “WF”. This pardon will affect competitive admissions G.P.A. calculations only.

**Allied Health Academic Requirements**

To fulfill the academic requirements of all Allied Health programs, a minimum grade of “C” is required for progress from specified courses to more advanced courses. The grading system of all Allied Health programs established passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma or associate degree Allied Health program must complete all AHS and prerequisite courses within five (5) years and two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed AHS or prerequisite(s). Any student accepted into an Allied Health program who fails to attain a minimum grade of “C” in any occupationally or technically specific course will be required to repeat the
Any Allied Health student admitted to a program who fails to attain a minimum grade of “C” in a technically or occupationally specific course in two separate courses will be withdrawn from the program and will not be allowed to re-apply to that Allied Health program. Two block failures in Practical Nursing prevents readmission to the Practical Nursing program at SWGTC. (One Block Failure equals failure in both an NSG course and its matching NPT course.) This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another Allied Health program. Please be aware that Allied Health programs may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

**Allied Health Clinical Demerit System**

Students enrolled in most Allied Health Programs at Southwest Georgia Technical College will be subject to the following academic policies while in any clinical affiliate (see your program advisor to confirm if applicable to you.):

One to three demerits: to be issued at the instructor’s discretion:*
- failure to notify instructor/supervisor of absence or extended tardy
- failure to comply with uniform code (each department’s uniform code will differ)
- performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs)
- unprofessional conduct
*Assignment of demerits will increase for repeated offenses.

Three demerits: (Subject to review by the committee described below). Any act of carelessness regarding patient care or equipment use.

Dismissal: Any act of significant consequence(s) to patient(s), employee(s), or property may be reviewed for recommendation of immediate dismissal of the student. An accumulation of nine (9) or more demerits will result in automatic dismissal from the program.

An assignment of three (3) demerits will result in the clinical grade being dropped one (1) letter grade. Demerits given to students are cumulative.
during the entire enrollment from quarter to quarter. The assignment of three (3) demerits or more at any one time will be reviewed by a committee consisting of:

1. Program Clinical Instructor
2. Dean for Academic Affairs
3. Clinical Affiliate Representative