



# COLLEGE CATALOG AND STUDENT HANDBOOK

2025 - 2026



The information in this College Catalog and Student Handbook accurately reflects current policies and procedures at the time of publication. Students are admitted to the College under and are subject to the provisions of the SRTC Catalog and Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the College Catalog and Student Handbook and applicable addendums for the term they are admitted to the program at Southern Regional Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the College Catalog and Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southern Regional Technical College and the student. The College reserves the right to change any provision or requirement at any time.

Southern Regional Technical College. (2025). 2025-2026 College Catalog and Student Handbook

15689 US Highway 19 North • Thomasville, Georgia



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## MESSAGE FROM PRESIDENT GLASS



Welcome to Southern Regional Technical College!

Our team is committed to helping students reach their highest potential and career goals. Whether you are looking to advance in your current job or gain the skills for an entirely new career field, SRTC offers over 155 associate degree, diploma and technical certificate programs of study that prepare you to succeed in today's technically advanced, global economy. We take great pride in developing and creating learning environments that enhance student experience and the communities we serve. We offer flexible class schedules, multiple campus locations and the latest technology to provide our students a superior learning environment.

SRTC offers many educational opportunities including customized training for business and industry, adult education, and continuing education courses. Additionally, the College offers support services such as financial aid, advisement, foundation scholarships, and career placement and counseling. With locations in Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties, we are dedicated to serving the technical education and training needs of our eleven-county service delivery area. We are proud to serve the citizens and communities of southwest Georgia.

On behalf of our faculty and staff, welcome and thank you for choosing Southern Regional Technical College. I wish you much success here.

Sincerely,

Jim Glass, President  
Southern Regional Technical College



## COLLEGE ACCREDITATION STATUS

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Science Degrees and Associate of Applied Science Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Southern Regional Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

## WARRANTY STATEMENT

Southern Regional Technical College (SRTC), in accordance with the State Board Technical College System of Georgia (SBTSG) Policy 5.1.7: Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates and the Technical College System of Georgia (TCSG) Procedure 5.1.7p: Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates, guarantees that graduates of the College have demonstrated proficiency in those competencies included in the approved in the State Curriculum Standards.

Within two years of graduation, should any graduate employee not be able to perform one or more competencies contained in the industry-validated standards, including failure to pass a state required licensing exam or national licensing examination, the College agrees to provide specific retraining to the graduate at no charge for instructional costs to either the employer or graduate for tuition or instructional fees.

All graduates of any Southern Regional Technical College degree, diploma, or technical certificate of credit are to be provided written notice of warranty. This notice is published on every syllabus. Additionally, the following items contain a copy of the warranty policy: New Student Orientation documentation, Reverse side of the Student Transcript, Employer Follow-up Survey, Graduate Exit Survey, and Graduate Follow-up Survey.

### Contact

Mr. R. Mason Miller  
Vice President for Academic Affairs  
229-217-4137  
[rmiller@southernregional.edu](mailto:rmiller@southernregional.edu)



## EQUAL OPPORTUNITY STATEMENT

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

**Southern Regional Technical College** is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies: Darbie Raines and Mary Beth Watson. At Southern Regional Technical College (SRTC), the Title IX (student complaints) and Section 504 Coordinator is Darbie Raines, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4145, [davera@southernregional.edu](mailto:davera@southernregional.edu). The Title VI, VII, and Title IX (employee complaints) Coordinator is Mary Beth Watson, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4207, [mwatson@southernregional.edu](mailto:mwatson@southernregional.edu).

*updated: 3/20/2025*

## TOBACCO FREE CAMPUS

Substantial evidence exists that smoking and/or other forms of tobacco use is unhealthy for those who smoke and for nonsmokers exposed to secondary smoke. Southern Regional Technical College (SRTC) developed this procedure to establish a tobacco-free work and learning environment. The regulations of this procedure are as follows:

1. All SRTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle or any vehicle operated by the College. SRTC prohibits smoking, or any forms of electronic, alternative smoking devices or other forms of tobacco products. Neither smoking nor the use of tobacco products are allowed on any SRTC campus outside of a personal vehicle. Disposing of cigarette/cigar butts, other tobacco products, or tobacco residue in the parking lots or on any SRTC property is not allowed. This procedure applies to all persons while on campus.
2. Sidewalks, streets, and neighboring property are not to be used as tobacco use areas.



## CATALOG AND STUDENT HANDBOOK

The statements set forth in this Catalog/Student Handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this College.

While the provisions of this Catalog/Student Handbook will ordinarily be applied as stated, Southern Regional Technical College reserves the right to change any provision listed in this Catalog/Student Handbook, including but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office. The most current version of the Catalog/Student Handbook and all College data may be found on the College website ([www.southernregional.edu](http://www.southernregional.edu)).

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

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### Mission Statement

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

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### Vision

Southern Regional Technical College will meet the evolving needs of tomorrow's workforce by providing engaging and cost-effective educational opportunities, preparing learners for success, and promoting seamless, lifelong learning. Southern Regional Technical College will provide state-of-the-art, well-maintained, and safe facilities to further support an optimal student-learning environment.

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### Values

At Southern Regional Technical College, we value honesty, integrity, and excellence. We are committed to the success of our students by providing high-quality programs, services, and facilities along with professional and caring faculty and staff. We hold ourselves accountable to our students, employees, and community by honoring our commitments and striving to provide the highest quality education.

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### College Goals

- Deliver accessible quality credit courses and programs that serve the intellectual and career needs of the individual and the business and industry of our eleven-county service area.
  - Provide comprehensive programs, services, activities, and recruitment initiatives to promote student success.
  - Promote high school initiatives and opportunities throughout the service delivery area and provide college-wide student retention and graduation strategies.
  - Recruit, hire, train, and retain qualified faculty and staff.
  - Maintain financial stability and a fiscal environment, which promotes growth through responsible planning and management of resources.
  - Advance technology and infrastructure to support teaching, learning, and administrative functions.
  - Promote Economic Development in our service delivery region by providing quality training that meets the needs of business and industry and continuing education programs that enhance the lives of individuals.
  - Ensure a culture of accountability and continuous improvement through a research-based system of assessment, planning, and budgeting to achieve expected outcomes.
  - Strengthen public perception and develop mutually beneficial community partnerships from business and industry, public-sector sources, private foundations, and individuals.
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## **History of Southern Regional Technical College**

Southern Regional Technical College (SRTC) began operation on July 1, 2015. SRTC was formed through the consolidation of Southwest Georgia Technical College (est. April 1, 1947), Thomasville, GA and Moultrie Technical College (est. September 8, 1964), Moultrie, GA. Consolidation approvals were authorized by its governing board, the State Board of the Technical College System of Georgia, and by the Board of Trustees of its regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SACSCOC Board of Trustees authorized the College to continue as an accredited institution with Level I status, granting associate degrees, diplomas, and technical certificates of credit.

The College serves eleven counties in Georgia: Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties. The main campus for Southern Regional Technical College is SRTC-Thomasville located at 15689 U.S. Highway 19 North, Thomasville, GA 31792, in Thomas County. Other SRTC college sites where credit courses/programs are offered include the following: SRTC-Bainbridge (Decatur), SRTC-Blakely (Early), SRTC-Cairo (Grady), SRTC-Midtown Center (Decatur), SRTC-Moultrie-Industrial Drive (Colquitt), SRTC Moultrie-Veterans Parkway (Colquitt), and SRTC-Tifton (Tift).

SRTC's main campus and instructional sites are located within a 65-mile radius with Cairo as the central geographic point. The entire service area is located within a maximum distance of a 113-mile diameter, which is from the southwest corner of Seminole County to the northeast corner of Turner County. The eleven-county service delivery area includes 4,797.76 square miles and a population of over 259,384. SRTC has 1,041,730 square feet of combined facilities located throughout its eleven-county service delivery area.

SRTC offers approved courses and programs, as requested, at approved College sites, business and industry sites, and high school sites located in the eleven-county service delivery area. SRTC also offers distance education opportunities through online and hybrid instruction. In addition, the College offers continuing education opportunities, business and industry training, and Adult Education programs to citizens predominantly living within the eleven-county service delivery area. Southern Regional Technical College offers over 150 credit programs in areas of Business, Health Sciences, Industrial Technology, and Professional Services. Several programs hold industry-specific accreditations, certifications, licensure, and approvals from various state and national agencies.

SRTC operates in an environment that displays a range of demographic characteristics with variations in population, personal income, educational attainment, and economic development. Serving rural economies, Southern Regional Technical College works with local business and industries and authorities to offer occupational programs to meet the educational and employment needs of the community. Southern Regional Technical College offers high quality education and training to contribute to economic and workforce development in its eleven-county service delivery area.

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## **Class Schedule**

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites. Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

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## **Administrative Organization**

Southern Regional Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board was established with the responsibility for the governance and management of all the state-supported technical colleges. The Board executes its responsibilities in two primary ways: A. by adopting policies to provide general guidelines for governing the system, and B. by electing a Commissioner and, under his/her supervision, presidents of the colleges, who are given the responsibility and the authority for the administration of the system in accord with the adopted policies.

## State Board of the Technical College System of Georgia

### State Board Members

Officers:	Members at Large:
Commissioner Greg Dozier	Ben Bryant
	Randall Fox
	Anne Kaiser
Mr. Trey Sheppard, Chairman	Trey Sheppard, Chair
Mr. Dr. Artesius Miller, Vice Chair	Shirley Smith
First Congressional District: Mike Long	Lee Chapman
Second Congressional District: Carvel Lewis	Tim Williams
Third Congressional District: Chunk Newman	Corey Ferguson
Fourth Congressional District: Mr. Fran Millar	Charlie Fiveash
Fifth Congressional District: Dr. Artesius Miller	
Sixth Congressional District: Tim Perryman	
Seventh Congressional District: Buzz Law	
Eighth Congressional District: Calder Clay, III	
Ninth Congressional District: Daren Wayne	
Tenth Congressional District: Robert (Eddie) Ausband, Jr.	
Eleventh Congressional District: Jay Cunningham	
Twelfth Congressional District: Doug Lambert	
Thirteenth Congressional District: Joseph Hsiao	
Fourteenth Congressional District: John Thomas	

## Local Board of Directors

Southern Regional Technical College is supported and advised by a Board of Directors composed of eight members, who were nominated for their positions by area industry and educational officials. Each member was selected and approved by the State Board of the Technical College System of Georgia.

The Board's purpose is to: advise on program direction; serve as a check and balance for the development and implementation of College goals, objectives, policies and procedures; and advocate within the community issues of importance to the technical college system, and Georgia's workforce development efforts.

### SRTC Board of Directors

#### Colquitt County:

Lt. Tonerio Bender  
Mrs. Dawn Johns, Chairman

#### Decatur County

Ms. Marjorie Mayfield

#### Tift County:

Ms. Tonia Garrett  
Ms. Toni Reed

#### Thomas County:

Mr. Jim Carter

## Frequently Called Numbers

### General Information:

- Cairo 229-378-2901
- Camilla 229-522-3640
- Moultrie 229-891-7000
- Thomasville 229-225-4096
- Tifton 229-391-2600

### Bookstore/Campus Store:

- Moultrie 229-217-4151
- Thomasville 229-225-5204
- Tifton 229-391-2605

### Business Office:

- Moultrie 229-217-4127
- Thomasville 229-225-5204

### Admissions:

- Registrar 229-217-4135

- Moultrie 229-217-4133
- Thomasville 229-225-5060
- Tifton 229-391-3713

**Financial Aid:**

- Moultrie 229-217-4131
- Thomasville 229-225-5036
- Tifton 229-386-3164

**Economic Development:**

- Moultrie 229-217-4257
- Thomasville 229-227-3579
- Tifton 229-391-2635

**School of:**

- Arts & Sciences 229-391-2646
- Business 229-225-5030
- Health Sciences 229-225-2410
- Industrial Technology 229-225-5030
- Professional Services 229-217-4134

**Adult Education:**

- Ashburn – 229-567-8781
- Bainbridge – 229-248-2517
- Blakely – 229-724-2445
- Cairo – 229-378-2909
- Camilla – 229-522-3641
- Donalsonville – 229-524-8719
- Colquitt – 229-758-5592 ext 5025
- Moultrie (Industrial Drive) – 229-217-4181
- Sylvester-229-777-2177
- Thomasville - 229-225-5292
- Tifton-229-391-2615

**Library & Media Services:**

- Cairo 229-378-2910
- Moultrie 229-891-7020
- Thomasville 229-225-3958
- Tifton 229-391-2623

**Cosmetology Services:**

- Moultrie 229-891-7014
- Thomasville 229-226-9647
- Tifton 229-391-2607

**SRTC Foundation:**



- Thomasville 229-225-3977 or 229-225-4060

**Accounting, AAS (AC13)**

Moultrie (Veterans Parkway)  
Thomasville  
Tifton  
Online

**Accreditation Information:** The Accounting program is in candidacy with the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213, Phone 913-339-9356, <http://www.acbsp.org><sup>2</sup>.

**Advanced Emergency Medical Technician, TCC (EMH1)**

Moultrie (Veterans Parkway)  
Thomasville  
Bainbridge

**Accreditation Information:** The Advanced Emergency Medical Technician, TCC program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

**Air Conditioning Technology, Diploma (ACT2)**

Moultrie (Industrial Drive)

**Accreditation Information:** The Air Conditioning Technology program is accredited by Heating, Ventilating, and Air Conditioning (HVAC) Excellence, Home Office PO Box 491, MT. Prospect, IL 60056-0491, Tel: 800-394-5268, Fax: 800-546-3726, <https://www.escogroup.org/accreditation/programs/accredited.aspx><sup>4</sup>. The Air Conditioning Technology Program was renewed for six years as of December 15, 2022.

**Associate of Science in Nursing (Generic) (NC73)**

Thomasville  
Tifton

**Accreditation Information:** The nursing program has been granted full approval by: Georgia Board of Nursing, 237 Coliseum Drive, Macon, GA 31217-2858. They can be contacted by phone at (478) 207-1640 or you can view public information here: <http://sos.ga.gov/index.php/licensing/plb/45><sup>5</sup>

**Accreditation:** The Associate of Science in Nursing Program at Southern Regional Technical College at the Thomasville Campus located in Thomasville, Georgia is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. Phone: 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Program is Continuing Accreditation. [View the public information disclosed by the ACEN regarding this program.](#)<sup>6</sup>

**Associate of Science in Nursing (LPN-RN Bridge) (AD13)**

Moultrie (Veterans Parkway)  
Thomasville

**Accreditation Information:** The nursing program has been granted full approval by: Georgia Board of Nursing, 237 Coliseum Drive, Macon, GA 31217-2858. They can be contacted by phone at (478) 207-1640 or you can view public information here:

<http://sos.ga.gov/index.php/licensing/plb/45><sup>5</sup>

**Accreditation:** The Associate of Science in Nursing Program at Southern Regional Technical College at the Thomasville Campus located in Thomasville, Georgia is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. Phone: 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Program is Continuing Accreditation. [View the public information disclosed by the ACEN for this program.](#)<sup>6</sup>

**Automotive Technology, AAS (AT23)**

Thomasville  
Moultrie (Industrial Drive)

The Automotive Technology program is accredited by The Automotive Service Excellence Education Foundation (ASEEF), 101 Blue Seal Drive, S.E., Suite 101, Leesburg, Virginia , 20175, Phone: 703-669-6650, Fax: 703-669-6125, <sup>7</sup>[www.aseeducationfoundation.org](http://www.aseeducationfoundation.org). The Moultrie Program was last reviewed June 2017. The Thomasville Program was last reviewed April 2020.

**Automotive Technology, Diploma (AT14)**

Thomasville  
Moultrie (Industrial Drive)

**Accreditation Information:** The Automotive Technology program is accredited by The Automotive Service Excellence Education Foundation (ASEEF), 101 Blue Seal Drive, S.E., Suite 101, Leesburg, Virginia , 20175, Phone: 703-669-6650, Fax: 703-669-6125, <sup>7</sup><http://www.aseeducationfoundation.org><sup>8</sup>. The Moultrie Program was last reviewed June 2017. The Thomasville Program was last reviewed April 2020.

**Business Management, AAS (MD13)**

Moultrie (Veterans Parkway)  
Thomasville  
Online

**Accreditation Information:** The Business Management program is in candidacy with the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213, Phone 913-339-9356, <http://www.acbsp.org><sup>2</sup>.

**Carpentry, Diploma (CA22)**

Moultrie (Industrial Drive)

**Accreditation Information:** The Carpentry program is accredited by The National Center for Construction Education and Research (NCCER), 13614 Progressive Boulevard, Alachua, FL 32615, Phone: 386-518-6500, Fax: 386-518-6303, <http://www.nccer.org><sup>9</sup>. The Moultrie Program was last reviewed November 2015.

**Cisco Network Specialist, TCC (CN71)**

Moultrie (Veterans Parkway)  
Thomasville  
Bainbridge

The Cisco Network Specialist program is approved by Cisco System, Inc. [Cisco Networking Academy], 170 West Tasman Drive, San Jose, California 95134, <https://www.netacad.com><sup>10</sup>.

**Cosmetology for Licensure, TCC (CGL1)**

Moultrie (Veterans Parkway)  
Thomasville  
Tifton  
Cairo High School College and Career Academy  
Mitchell County High School  
Pelham High School  
Turner County High School  
Bainbridge - Midtown

The Cosmetology program is approved by the Professional Licensing Boards Division Georgia Board of Cosmetology and Barbers, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone: 478-207-2440, <http://sos.ga.gov/index.php/licensing/plb/16><sup>11</sup>.

**Emergency Medical Responder, TCC (EB71)**

Multiple High Schools

**Accreditation Information:** The Emergency Medical Responder, TCC program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

**Esthetician, TCC (CE11)**

Moultrie (Veterans Parkway)

**Accreditation Information:** The Esthetician program is approved by the Professional Licensing Boards Division Georgia Board of Cosmetology and Barbers, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone: 478-207-2440, <http://sos.ga.gov/index.php/licensing/plb/16><sup>11</sup>.

**General Business, AS (GB13)**

Moultrie (Veterans Parkway)  
Thomasville  
Tifton

**Accreditation Council for Business Schools and Programs (ACBSP)**

11520 West 119<sup>th</sup> Street  
Overland Park, Kansas 66213  
Phone 913-339-9356  
<http://www.acbsp.org><sup>2</sup>

**Medical Assisting, Diploma (MA22)**

Moultrie (Veterans Parkway)  
Thomasville  
Tifton

**Accreditation Information:** The Southern Regional Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, 727-210-2350 ([www.caahep.org](http://www.caahep.org))<sup>12</sup>. The program was last reviewed June 2017.

**Medical Laboratory Technology, AAS (CLT3)**  
Thomasville

**Accreditation Information:** This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: [www.naacls.org](http://www.naacls.org)<sup>13</sup>. The program was last reviewed March 2017.

**Nurse Aide Accelerated, TCC (NAA1)**  
Bainbridge

The NAST 2100 course is approved by Alliant Georgia Medical Care Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia 30346, Phone: 800-982-0411, Fax: 678-527-3034, <http://www.gmcf.org><sup>14</sup>

The Nurse Aide Accelerated Technical Certificate of Credit Program is approved by the Georgia Medical Care Foundation.

**Nurse Aide, TCC (CN21)**  
Moultrie (Veterans Parkway)  
Thomasville  
Multiple High Schools

**Accreditation Information:** The NAST 1100 course (in the Nurse Aide, TCC and Patient Care Assisting, TCC programs) is approved by Alliant Georgia Medical Care Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia 30346, Phone: 800-982-0411, Fax: 678-527-3034, <http://www.gmcf.org><sup>15</sup>.

**Paramedicine, AAS (PT13)**  
Thomasville

**Accreditation Information:** The Paramedicine associate degree and diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, <http://www.caahep.org><sup>16</sup>, upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, Phone: 214-703-8445, Fax: 214-703-8992, <http://www.coaemsp.org><sup>17</sup>. The Paramedicine program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

**Paramedicine, Diploma (PT12)**  
Thomasville

**Program Accreditation:** The Paramedicine associate degree and diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, <http://www.caahep.org><sup>16</sup>, upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, Phone: 214-703-8445, Fax: 214-703-8992, <http://www.coaemsp.org><sup>17</sup>. The Paramedicine program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

**Practical Nursing , TCC (PN21)**

Moultrie (Veterans Parkway)  
Thomasville  
Tifton  
Bainbridge

**The Practical Nursing program has been granted Full approval by:**

Georgia Board of Nursing 237  
Coliseum Drive Macon, GA 31217-2858  
(478) 207-1640

**Radiologic Technology, AAS (RT23)**

Moultrie (Veterans Parkway)  
Thomasville

**Accreditation Information:** The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology ([JRCERT](http://www.jrcert.org))<sup>18</sup>, 20 North Wacker Drive Suite 2850, Chicago, Illinois 60606-3182, Phone: 312-704-5300, <http://www.jrcert.org><sup>19</sup>.

The Moultrie Program was affirmed in 2018, and reaffirmed during an interim report in 2022. They received the maximum 8 year accreditation, and the next comprehensive review is expected in 2026.

The Thomasville Program was affirmed July 2022, an interim review is expected in 2026. They received the maximum 8 year accreditation, and the next comprehensive review is expected in 2030.

**Respiratory Care, AAS (RCT3)**

Thomasville

**Accreditation Information: Respiratory Care, AAS (RCT3)**

Accreditation Information: The Respiratory Care Program at Southern Regional Technical College is provisionally accredited by the Commission on Accreditation for Respiratory Care (CoARC). The program is classified by CoARC as an Entry into Professional Practice Program (CoARC program reference number: 200631). Graduates of the program are awarded an Associate of Applied Science (AAS) degree.

**Commission on Accreditation for Respiratory Care**

264 Precision Blvd.  
Telford, TN 37690  
Phone: 817-283-2835  
Website: [www.coarc.com](http://www.coarc.com)<sup>20</sup>

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Program outcomes are available at:

<https://coarc.com/students/programmatic-outcomes-data/><sup>21</sup>

**Surgical Technology, AAS (ST13)**

Thomasville

Tifton

**Accreditation Information:** The Surgical Technical Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, [www.caahep.org](http://www.caahep.org)<sup>16</sup>, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031, Phone: 303-694-9262, Fax: 303-741-3655, [www.arcstsa.org](http://www.arcstsa.org)<sup>22</sup>.

**Veterinary Technology, AAS (VT23)**

Thomasville

**Accreditation Information:** The program is accredited by the American Veterinary Medical Association (AVMA) Accreditation Committee on Veterinary Education and Activities (CVTEA), 1931 North Meacham Road, Schaumburg, Illinois 60173, Phone: 800-248-2862 ext. 6624, <https://www.avma.org><sup>23</sup>. Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and upon passing VTNE, are qualified to apply for credentials as a Licensed Veterinary Technician (LVT) in the state of Georgia.



## SOUTHERN REGIONAL TECHNICAL COLLEGE CALENDAR

**Entrance Dates:** The academic year at Southern Regional Technical College consists of three semesters- fall, spring and summer —with normal school holidays. A number of programs may be entered at the beginning of each semester. However, some programs begin on a twice per year or once per year cycle. Check with the admissions office to inquire about program start dates. The College Calendar is subject to change upon approval by the President.

*Please note: that SRTC conducts most business Monday through Thursday and has limited functions available on Fridays.*

### Fall Semester 2025

Date	Day	Event
August 14, 2025	Thursday	Registration III
August 19, 2025	Tuesday	Fall Semester Classes Begin
August 25, 2025	Monday	Last Day to Drop/Add
August 26, 2025	Tuesday	Attendance Quiz Due
August 28, 2025	Thursday	Payment Deadline
August 28, 2025	Thursday	No Shows Due
September 1, 2025	Monday	Holiday – Labor Day ( <b>College Closed</b> )
October 16 -17, 2025	Thursday	Fall Break ( <b>No Classes</b> )
October 21, 2025	Tuesday	60% Mark for Financial Aid
October 20-23, 2025	Monday-Thursday	Advisement/Pre-Registration Week
October 23, 2025	Thursday	Registration I ( <b>No Classes</b> )
November 20, 2025	Thursday	Last Day to Withdraw
November 24-28, 2025	Monday – Friday	Holidays- Thanksgiving ( <b>College Closed</b> )
December 9, 2025	Tuesday	Fall Semester Ends/Final Exam Day
December 10, 2025	Wednesday	Grades Due by Midnight
December 11, 2025	Thursday	Graduation
December 15, 2025	Monday	Registration II
December 19, 2025 – December 26, 2025	Friday – Friday	Holidays-Christmas ( <b>College Closed</b> )
December 31, 2025 – January 2, 2026	Wednesday – Friday	Holidays-New Year ( <b>College Closed</b> )

### Spring Semester 2026

Date	Day	Event
January 8, 2026	Thursday	Registration Day III
January 13, 2026	Tuesday	Spring Semester Classes Begin
January 19, 2026	Monday	Holiday – MLK, Jr. ( <b>College Closed</b> )
January 20, 2026	Tuesday	Last Day to Drop/Add
January 21, 2026	Wednesday	Attendance Quiz Due
January 23, 2026	Friday	No Shows Due
March 16, 2026	Monday	60% Mark for Financial Aid
March 30 - April 2, 2026	Monday-Thursday	Advisement/Pre-Registration Week
April 2, 2026	Thursday	Registration I ( <b>No Classes</b> )
April 6 – April 10, 2026	Monday-Friday	Spring Break ( <b>No Classes</b> )
April 13, 2026	Monday	Professional Development Day ( <b>No Classes</b> )
April 21, 2026	Tuesday	Last Day to Withdrawal
May 5, 2026	Tuesday	Spring Semester Ends
May 6, 2026	Wednesday	Final Exam/Grades Due by Midnight
May 12, 2026	Tuesday	Summer Semester Book Sales Begin
May 18, 2026	Monday	Registration II

**Summer Semester 2026**

<b>Date</b>	<b>Day</b>	<b>Event</b>
May 19, 2026	Tuesday	Summer Semester Begins
May 25, 2026	Monday	Memorial Day ( <b>College Closed</b> )
May 26, 2026	Tuesday	Last Day to Drop/Add
May 27, 2026	Wednesday	Attendance Quiz Due
May 29, 2026	Friday	No Shows Due
June 19, 2026	Friday	Juneteenth ( <b>College Closed</b> )
June 22-24, 2026	Monday-Wednesday	Advisement/Pre-Registration Week
June 25, 2026	Thursday	Registration I ( <b>No Classes</b> )
June 25, 2026	Thursday	60% Mark for Financial Aid
June 29 – July 2, 2026	Monday-Thursday	Summer Break ( <b>No Classes</b> )
July 14, 2026	Tuesday	Last Day to Withdrawal
July 23, 2026	Thursday	Registration II ( <b>No Classes</b> )
July 27, 2026	Monday	Summer Semester Ends
July 28, 2026	Tuesday	Final Exam/Grades Due by Noon
July 29, 2026	Wednesday	Graduation

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## STUDENT AFFAIRS

### Orientation

In order that new students may be fully informed and aware of all phases of college life, an orientation program is provided upon enrollment. The orientation for new students at Southern Regional Technical College (SRTC) is accomplished in two (2) phases. The first phase is provided through the College Success Course, College 1500. In this course, SRTC staff members discuss financial aid and scholarships, career placement services, career counseling services, the calendar of events for the semester, the College's work ethics program, student Right to Know requirements, student activities, and other support services. Students are shown access to the Southern Regional Technical College Catalog and Student Handbook also located on the College website. Orientation activities allow students to become familiar with various staff members and with the campuses.

The second phase of the orientation process is conducted by the program Faculty. Program requirements, safety rules, and relevant program requirements are explained and questions answered.

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### Disability Services

The Southern Regional Technical College (SRTC) Disability Services seeks to assure applicants and students with disability equal access to its programs of study, activities, and services.

Disability Services are provided to ensure equal access to all aspects of the technical college experience for students with disabilities through the most appropriate accommodations. Services may be provided from the point of application through graduation and are based on each individual's needs.

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SRTC strives to provide reasonable, quality services/accommodations based on the nature of the disability. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

If a student has a disability and is in need of accommodations, he or she is encouraged to contact the Disability Services Coordinator to self-identify and provide appropriate documentation. Accommodations will be provided based on individual need and medical documentation. Self-disclosures regarding the existence of a disability, or the functional limitations imposed by a disability, are made on a confidential basis. A statement regarding the process of self-disclosure for applicants with disability is included in the Southern Regional Technical College Catalog and Student Handbook.

A Special Populations survey is provided to each student attending new student orientation, identified as new by an instructor, or enrolled in COLL 1500 upon which the student may request more information regarding Disability Services. Referrals for disability services may come from within the College, other colleges or agencies. However, the student must self-identify and request assistance from the Disability Services Coordinator before accommodations can be provided. Disability Services files are confidential and are kept in a secured location within the office of the Disability Services Coordinator. These files may not be accessed without written permission of the student or as otherwise provided by law. These files contain information concerning the nature of the student's disability, appropriate documentation, services requested, and case notes recording services provided.

### Procedure for Acquiring and Utilizing Disability Services Accommodations

1. Student provides appropriate documentation of disability.
2. Disability Services Coordinator reviews documentation submitted by student, determines eligibility, selects appropriate accommodations, and notifies students' instructors by form.

3. It is the student's responsibility to contact the Disability Services Coordinator each term to request continued accommodations.
4. Follow-up is conducted throughout the term to review, update, or continue accommodations.

**Services Provided May Include:**

- A. Registration assistance
- B. Orientation to the campus
- C. Career exploration
- D. Testing modification
- E. Recording/Enlarging reading materials
- F. Accessible parking
- G. Information and referral to campus and community support services
- H. Special equipment
- I. Architectural accessibility

**Career Placement and Follow-Up**

Career Services, a unit of Student Affairs, provides services to assist students, graduates, and alumni in locating gainful employment in the field for which they have been trained. The Career Services staff maintains communication with employers and with employment resources to inform students and alumni of available employment opportunities. Southern Regional Technical College will make every effort to assist students to find employment through resume and cover letter writing, interviewing techniques and job search strategies, and information on current job openings in the area. Computers with internet access and other resources are available in the Student Affairs area in Bainbridge, Building 300, Moultrie-Veterans Parkway, Building A; Thomasville, Building A; and Tifton, Building A. Students may call to schedule an appointment.

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**Students' Right To Privacy****Student Records**

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment), Southern Regional Technical College (SRTC) accords all the rights under the law to students who are or have been enrolled. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

1. College personnel;
2. Officials of other colleges in which students seek to enroll;
3. Persons or organizations providing student financial aid;
4. Accrediting agencies carrying out their accreditation function;
5. Persons in compliance with a judicial order; or
6. Persons in an emergency in order to protect the health or safety of students or other personnel.

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These staff members include administrators, financial aid and academic personnel, and all are held within a need-to-know limitation.

**Directory Information**

At its discretion, SRTC may release directory information according to the provisions of the FERPA. Directory information includes the following:

1. Full name of student
2. City of residence
3. County of residence
4. Major and field(s) of study
5. Enrollment Status (full time, part-time, etc.)
6. Degrees and awards and date received
7. Dates of attendance
8. Participation in official activities

The Technical College System of Georgia and its technical colleges define “non-public directory information” as follows:

1. address
2. email address
3. telephone number

Students shall be informed annually of their FERPA rights. Any student who objects to the release of directory information must notify the Registrar’s Office in writing, clearly stating what directory information they do not wish to have released.

### Campus Visits

Southern Regional Technical College encourages prospective students, businesses, and guests to visit and see any College campus. All visitors who desire a tour are asked to contact the Student Affairs staff on that campus prior to the visit, so arrangements can be made for an organized tour.

## Validation of Lawful Presence

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

[TCSG Procedure 6.2.2p](#)<sup>24</sup>: “Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.”

### How can a student verify lawful presence?

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. **It must be a Real ID and not contain any of the verbiage in the [chart below](#)**<sup>25</sup>. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the

student will start classes.

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

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

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



## UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

Southern Regional Technical College follows the State Board policy and procedure as related to unlawful harassment and discrimination. A complete copy of the policy and procedure is available upon request from the Admissions Office.

### I. PURPOSE:

- A. It is the [policy of the Technical College System of Georgia \(TCSG\)](#)<sup>§26</sup> that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.
- B. All students are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.
- C. Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.
- D. All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.
- E. The College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.
- F. Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

### II. APPLICABILITY:

This procedure shall uniformly apply to all SRTC employees and students.

### III. RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972  
 20 U.S.C. §§ 1681 et seq.  
 Violence Against Women Reauthorization Act of 2013  
 Campus Sexual Violence Elimination Act  
 (Campus SaVE)  
 O.C.G.A § 19-7-5  
 Titles VI and VII of the Civil Rights Act of 1964  
 Age Discrimination Act of 1975  
 Rehabilitation Act of 1973, as amended  
 Americans with Disabilities Act of 1990  
 Americans with Disabilities Amendments Act (ADAAA) of 2008  
 Genetic Information Nondiscrimination Act (GINA)  
 of 2008  
 Procedure: Student Grievances

### IV. DEFINITIONS:

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

- Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
- Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. **Sexual Harassment** (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. **Sexual Violence** (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

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

E. **Unlawful Retaliation:** unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.]

F. **Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

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

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

- I. **Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- J. **President:** the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. **Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit
- L. **Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. **Compliance Officer:** the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access to disabled individuals.
- N. **Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- O. **Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

**Rape Crisis Centers:**

The Haven - Valdosta, GA  
(800) 334-2836 or (229)244-1765  
[www.valdostahaven.org](http://www.valdostahaven.org)

The Lilly Pad, Inc - Albany, GA  
(866) 319-5459  
[www.lilypadcenter.com/](http://www.lilypadcenter.com/)

The Oak House/CAC  
300 E Broughton St.  
Bainbridge, GA 39818  
(229) 416-4033

The Treehouse Children's Advocacy Center - Thomasville, GA  
(229) 977-1639  
[www.treehousecac.com](http://www.treehousecac.com)

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

**Domestic Violence Centers**

Colquitt County Serenity House - Moultrie, GA  
Business Line: (229) 782-5394  
24 Hour Crisis Line: (229) 890-7233  
[serenityhouse@windstream.net](mailto:serenityhouse@windstream.net)

Halcyon Home, Inc. - Thomasville, GA  
(229) 226-6666  
(800) 284-9980

Ruth's Cottage - Tifton, GA  
(229) 387-9697

Liberty House - Albany, GA  
24-Hour Domestic Violence Crisis Lines  
(800) 334-2836  
(229) 439-7065

**Local Sheriff Offices:**

Colquitt County Sheriff's Office  
200 Veterans Parkway  
PO Box 188, Moultrie, GA 31776  
Phone: (229) 616-7460  
Fax: (229) 616-7463  
[www.ccboc.com/index.php](http://www.ccboc.com/index.php)

Decatur County Sheriff's Office  
912 Spring Creek Rd.  
Bainbridge, GA 39817  
Phone: (229) 248-3044  
Fax: (229) 248-3850  
[www.decaturso.com](http://www.decaturso.com)

Early County Sheriff's Office  
18601 E. Southwell Blvd.  
P.O. Box 939  
Blakely, GA 39823  
Phone: (229) 723-3214  
[www.earlycountysheriff.com](http://www.earlycountysheriff.com)

Grady County Sheriff's Office  
115 16th Ave NE  
P.O. Box 690 Cairo, Georgia 39828  
Phone: (229) 377-5200  
Fax: (229) 377-1339  
[www.gradyso.com](http://www.gradyso.com)

Miller County Sheriff's Office  
300 W. Pine St.  
Colquitt, GA 39837  
(229) 758-3421

Mitchell County Sheriff's Office  
4815 Highway 37 East  
P. O. Box 28, Camilla, GA 31730  
Phone: (229) 336-2030  
Fax: (229) 336-2036  
[www.mitchellso.com](http://www.mitchellso.com)

Seminole County Sheriff's Office

208 Court St.  
Donalsonville, GA 39845  
Phone: (229) 524-5715  
Fax: (229) 524-8906

Thomas County Sheriff's Office  
921 Smith Ave  
P.O. Box 58, Thomasville, GA 31792  
Phone: (229) 225-3300  
Fax: (229) 225-3400  
[www.thomascountysheriff.com](http://www.thomascountysheriff.com)

Tift County Sheriff's Office  
500 Morgan Dr.  
PO Box 46, Tifton, GA 31793  
Phone: (229) 388-6020  
Fax: (229) 388-6203  
[www.tiftsheriff.org](http://www.tiftsheriff.org)

Turner County Sheriff's Office  
1301 Industrial Drive  
Ashburn, GA 31714  
Phone: (229) 567-2401  
Fax: (229) 567-2670  
[www.turnercountyso.com](http://www.turnercountyso.com)

Worth County Sheriff's Office  
201 N Main St #14  
Sylvester, GA 31791  
Phone: (229) 776-8211  
Fax: (229) 776-8212  
[www.worthcountysheriff.com](http://www.worthcountysheriff.com)

**Local Legal Services:**

Georgia Legal Services - Albany, GA  
131 W. Oglethorpe Boulevard  
P.O. Box 2578  
Albany, Georgia 31702  
(800) 735-4271  
(229) 430-4261  
[www.glsp.org](http://www.glsp.org)

**National Teen Dating Abuse Help Line:**

Phone: (866) 331.9474  
TTY: (866) 331.8453  
Text: loveis to 22522  
[www.loveisrespect.org](http://www.loveisrespect.org)

**National Domestic Violence Hotline:**

Phone: (800) 799-7233  
TTY: (800)787-3224  
[www.thehotline.org](http://www.thehotline.org)

**Local Hospitals:**

**Archbold Memorial**

915 Gordon Ave  
Thomasville, GA 31792  
Phone: (229) 228-2000  
[www.archbold.org](http://www.archbold.org)

**Colquitt Regional Medical Center**

3131 South Main Street  
Moultrie, GA 31768  
Phone: (888) 262-2768  
[www.solquittregional.com](http://www.solquittregional.com)

**Donalsonville Hospital, Inc.**

102 Hospital Circle  
Donalsonville, GA 39845  
Phone: (229) 524-5217  
[www.donalsonvillehospital.org](http://www.donalsonvillehospital.org)

**Archbold – Grady**

1155 5th Street  
Cairo, GA 39828  
Phone: (229) 377-1150  
[www.archbold.org](http://www.archbold.org)

**Memorial Hospital and Manor**

1500 E. Shotwell St.  
Bainbridge, GA 39819  
Phone: (229) 246-3500<sup>§27</sup>  
[www.mh-m.org](http://www.mh-m.org)

**Miller County Hospital**

209 N. Cuthbert St.  
Colquitt, GA 39837  
Phone: (229) 758-3385<sup>§28</sup><sup>§28</sup>  
[www.millercountyhospital.com](http://www.millercountyhospital.com)

**Pioneer Community Hospital of Early**

11740 Columbia St.  
Blakely, GA 39023  
Phone: (229) 723-4241  
[www.pchearly.com](http://www.pchearly.com)

**Tift Regional Medical Center**

1493 Kennedy Rd  
Tifton, GA 31794  
Phone: (229) 382-3337  
[www.tiftregional.com](http://www.tiftregional.com)

**V. PROCEDURE:**

**A. Administration and Implementation**

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

## **B. Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation ("prohibited conduct") against themselves or others.
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. Retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request for anonymity or a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.
5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college's Title IX and Section 504 Coordinators, the president, or the Human Resources Director should the complaint involve employees. Complaints may also be emailed to [unlawfulharassment@tcsgeu.edu](mailto:unlawfulharassment@tcsgeu.edu).
7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
9. Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
10. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

## **C. Investigations**

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final. Individuals designated to investigate, review or recommend corrective actions in response to allegations

will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
4. The College will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, sexual violence and/or unlawful retaliation has occurred.
5. Investigations and summary findings will be documented appropriately.
6. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.
7. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

#### **D. Corrective Actions**

1. The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension or expulsion the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence, or retaliation.

#### **E. Reviews and Dispositions**

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:



Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E.  
Suite 400  
Atlanta, Georgia 30345

OR

Unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

#### **VI. RECORD RETENTION:**

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Confidential Documents shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule, but in no case fewer than five (5) years.

## ADMISSIONS INFORMATION

### Admissions Policy

Southern Regional Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic, and other Department and Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services.

Southern Regional Technical College promotes the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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### Admissions Information

Admission to Southern Regional Technical College (SRTC) is not a guarantee to admission to a degree, diploma, or certificate program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.

In addition, pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any document. Applicants who furnish false, incomplete, or misleading information will be subjects to rejection or dismissal without a refund.

Before admission to regular or competitive admissions programs, transcripts must be provided. Credentials submitted become and remain the property of SRTC and will not be returned to the applicant, duplicated, nor transferred to another institution.

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### Admissions Process

Admission to Southern Regional Technical College (SRTC) is a multi-step process that consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The admissions requirements and procedures established at SRTC are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. Admissions requirements follow the guidelines developed by the State Board of the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available. SRTC assures implementation of this procedure to include consistent interpretation and administration of the following activities:

- recruitment
- orientation to admission procedures, as needed
- assessment of students
- career counseling and job placement assistance
- financial aid counseling
- procedures to assist persons with disabilities
- program placement
- placement into degree, diploma, certificate on a regular or provisional basis

## Eligible Applicants

- A. Applicants for admission must be at least sixteen (16) years of age. Education requirements vary according to the particular program of study. Program standards set the requirements for a high school diploma or General Educational Development (GED®) diploma for admission into a program of study.
- B. The President of SRTC has the authority to waive the 16 years of age requirement for secondary students who are participating in Dual Enrollment programs.

## Required Academic Criteria for Admissions

- A. A high school diploma (verified by an official transcript including graduation date and diploma type) or General Educational Development (GED®) diploma will be required for admission to SRTC, unless otherwise specified by the program's standards. Home school students may follow an alternative path for admissions, described below. High school diplomas from unaccredited institutions, certificates of attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or GED® diploma.
- B. The President of SRTC has the authority to grant a waiver to the admissions requirement as it relates to possessing a high school diploma or GED® diploma for those secondary students or those pursuing a GED® diploma who are otherwise eligible to enroll in a specific program of study that is agreed upon by the secondary school or the Adult Education Department and SRTC. However, prior to graduation from SRTC, students in degree, diploma, and specified certificate programs must receive a high school diploma or GED® diploma.
- C. In order for the high school diploma to be accepted by SRTC, the high school must be accredited by a regional accrediting agency such as:
  - Regional accrediting agencies which include:
    - Middle States Association of Colleges and Schools
    - New England Association of Schools and College
    - North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
    - Northwest Accreditation Commission
    - Western Association of Schools and Colleges
    - Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
  - Georgia Accrediting Commission
  - Georgia Association of Christian Schools
  - Association of Christian Schools International
  - Georgia Private School Accreditation Council
  - Florida Association of Christian Colleges and Schools
  - Florida Council of Independent Schools
  - Florida Council of Private Schools
  - Florida Coalition of Christian Private Schools Accreditation
  - Middle States Association of Colleges and Schools
  - National Council for Private School Accreditation
  - New England Association of Schools and College
  - North American Christian School Accrediting Agency
  - North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
  - Northwest Accreditation Commission
  - South Carolina Independent School Association
  - Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
  - Southern Association of Independent Schools

- Tennessee Association of Christian Schools
- Texas Private School Accreditation Commission
- Western Accreditation Commission
- Alabama Independent School Association
- Distance Education Accrediting Commission
- National Council for Private School Accreditation
- Accrediting Commission for Independent Study

D. TCSG will accept a high school diploma from a public or private school not accredited by one of the above agencies, but is regulated by a school system and state department of education.

1. To be admitted to Southern Regional Technical College, applicants must satisfy one of the six academic readiness paths below:
  - a. High school graduates must submit an official high school transcript, including graduation date, that reflects the student has met the attendance, academic, and/or assessment requirements for the state's Board of Education or equivalent agency.
    - i. High school diplomas/transcripts must be issued from a state recognized secondary institution.
    - ii. Applicants with diplomas from secondary schools located outside the United States must have their transcripts translated and evaluated for equivalency by an approved outside evaluation organization.
    - iii. High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are only recognized for programs not requiring a high school credential or equivalency.
  - b. Submission of an official transcript reflecting the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g. GED, HiSET, Career Plus HSE).
  - c. Exceptions to requirements a. or b. include those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma, or high school equivalency for admission as listed on Attachment 6.2.1p.a2 Program Placement Information.
  - d. Submission of an official transcript from one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion of a minimum of 12 semester or 18 quarter credit hours of coursework at the post secondary level or successful completion of a college level math and English course.
  - e. Applicants who were home schooled who attended an accredited program must submit:
    - Annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years;
    - The final progress report or transcript must include the graduation date.
2. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.
3. Exception: Presidents of Technical Colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

### International Students

Submit a completed admission application and nonrefundable application fee in US currency by credit card, money order, or check drawn on a U.S. bank payable to the College by the appropriate admission deadline.

Submit official transcripts from high school (or GED®) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. Applications with a college degree are not required to submit a high school or (GED®) transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to the college. [Visit the Southern Regional Technical College website for a list of Approved Transcript Evaluation Agencies.](#)<sup>829</sup>

High school transcripts or diplomas should be evaluated by the document evaluation method. Students with college credit or a degree from a college or university outside the United States must submit a course by course evaluation of the transcript.

It is the policy of the state that VISA status is not a condition for admission to technical colleges; however, prospective students must meet the state approved admission requirements as outlined for all students. While VISA status is not a condition for admission, it is critical information that may be collected for effective student advisement and tuition purposes. SRTC does not issue I-20 VISAs.

### Senior Citizens

Residents of Georgia who are 62 years of age or older may attend credit classes without payment of tuition. Proof of age must be presented at registration to receive the tuition waiver. All fees will be assessed. Admission under this provision is granted on a space available basis and does not apply to continuing education classes. Students who qualify for this waiver must pay all applicable fees and purchase all books/supplies.

### Assessment

The ability of a student to succeed in a program at Southern Regional Technical College (SRTC) is greatly determined by the math and language skills possessed by the student. SRTC is committed to assist each student to achieve at his/her maximum potential. It is the philosophy of the College that a student is not helped by admitting him/her to a program in which he/she does not possess the basic educational skills needed to succeed. Therefore, all students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at the College. Students will then be admitted in accordance with the academic standards applicable to the program.

SRTC utilizes the state-approved assessment instruments (Next Generation Accuplacer or COMPANION) to assess program readiness. Minimum scores for entry into programs are established to meet state requirements. Official scores on a validated assessment instrument such as ACT, SAT, PSAT, GED, GEORGIA MILESTONES, or HOPE GPA can also be used to assess program readiness. A student possessing an associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements.

#### I. Assessment/Placement Exams

The Next Generation Accuplacer exam is the primary placement exam used by SRTC. The Next Generation Accuplacer is an untimed computerized assessment tool. Each test produces a placement recommendation based on the correct responses to items presented.

The COMPANION exam is an approved admission placement exam in a convenient pencil/paper format. The student's raw score is automatically converted to a scale score, which is used in determining the student's admission status.

#### II. Administration of the Placement Exam

Placement testing is administered through the Office of Student Affairs by the designee assigned by the Vice President for Student Affairs. Persons administering the Next Generation Accuplacer or COMPANION receive in-service training on administering the exam.

- a. Each student shall be assessed prior to being accepted as an award seeking student into any credit program.
- b. Each student will receive an interpretation of his/her assessment scores prior to beginning his/her educational experience.
- c. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration upon request and documentation.

\*View a complete listing of scores visit [TCSG Procedure 6.2.1p2 Admissions Requirements](#)<sup>30</sup>

### III. Test Registration

Applicants must register for the assessment exam with the Office of Student Affairs.

### IV. Retest

Students or applicants may be reassessed. Applicants who fail to meet the minimum scores for regular admissions are given one opportunity to retest. Students must wait 30 days prior to retesting.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SRTC's assessment instrument.

Admission to specific programs requires that applicants have adequate educational preparation, as measured by satisfactory placement assessment scores and prerequisite assessment. If evaluation of admission information indicates that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course(s) to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office or contacting the program advisor.

Several of the College's programs in the School of Health Sciences have competitive admissions criteria including but not limited to admissions scores and weighted scoring combinations whereby top ranked students may be admitted. Applicants for admission into these programs should be aware of the time limit policy and the exemption test policy.

No student will be allowed to transfer into occupational courses of programs that have a competitive process. The transfer student must go through the same process that is required of Southern Regional Technical College students.

### Immunization Requirements

While SRTC does not require vaccinations or record of immunization for admissions, proof of certain vaccines and immunization records are required after admission for some programs, such as professional services or health science programs, where students would be performing clinical or externships. All students are strongly encouraged to seek immunizations for preventable diseases.

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## Admissions Categories

Minimum admissions requirements shall be established for each program. Minimum admissions requirements are implemented for each standard degree, diploma, or certificate program. Students shall be admitted to SRTC in one of the following categories:

- a. Regular Status
- b. Provisional Status
- c. Special Admit Status
- d. Pending Admit Status (High School Seniors Only)

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#### e. Transient Status

### A. Regular Admission Requirements

Students who attain placement scores that meet the program specific admission standards and who have properly completed the admission procedure will be admitted into a program as regular admission.

### B. Provisional Admission Requirements

Students who not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take certain occupational courses as long as class pre-and co-requisites are satisfied. All associate degree, diploma, and certificate program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite course work in order to progress through the State Standard Curriculum.

Note: Dually/Jointly enrolled students are not eligible for Provisional Admission Status.

### C. Special Admit Admission Requirements (Non-Credential Seeking)

The special admission category is designed to be an admissions method for non-award seeking students. The following specifics define the parameters of this classification:

1. Be classified as non-award seeking at the time of entry by the admissions office.
2. Be granted special student status upon recommendation of the Director of Student Affairs/Admissions.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. Receive credit for a non-limited number of courses, but have the ability to transfer only 17 credit hours into a specific program for award seeking purposes.
5. Have the option of applying for regular student status but must go through the regular student admissions process. This includes taking the state approved placement assessment. The number of hours taken as a special student in no way waives the requirement of the regular admission process.
6. Adhere to the specific institutional prerequisite requirements when selecting courses.
7. Will not be eligible for any financial aid.
8. May enroll in classes on a space-available basis.

### D. Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
  1. A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- b. Will be allowed to register for courses after course placement requirements have been met.
- c. These applicants are not eligible for federal funding aid until a final high school transcript has been received.

### E. Transient Admit Status

A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at SRTC in order to complete course studies to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

Student wishing to enroll at SRTC as a transient student must:

1. Submit an application for admission to SRTC with a \$25 non-refundable application fee.
2. Present a transient agreement letter from the home college stating that the student is in good standing and eligible to return to that college and list the courses the student is eligible to take. A current transient agreement letter is required for each term of enrollment.
3. Pay scheduled fees.
4. SRTC students wishing to be a transient student elsewhere must be in good standing at SRTC and all prerequisite requirements for the course or courses are met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SRTC.

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted based on available space.

### **Transfer Admission Requirements**

Applicants to SRTC who have been previously enrolled at a postsecondary college may be considered for admission once an application is submitted with a \$25 non-refundable application fee. Applicants who are in good standing at their previous college may be accepted in good standing. Applicants who are on academic warning or academic probation at their previous college may be accepted only on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester. Transfer students who are on academic suspension from their former institution are considered for admission to the College on the same basis as suspended students from SRTC who apply on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester.

Applicants for transfer admission must submit an application for admission and \$25 non-refundable application fee and meet all admission requirements to include official transcripts from secondary and post-secondary schools.

### **Auditing a Class**

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted based on available space.

### **Dual Enrollment**

Georgia's dual enrollment program allows high school students to earn college credit while working on their high school diploma. All college coursework taken through dual enrollment is fully covered through dual enrollment program funding, and students are not required to pay out of pocket for tuition, college fees, or textbooks.

Dual Enrollment aims to expand dual enrollment opportunities by increasing the number of courses students can take for college credit and removing financial barriers to student participation. The goal of dual enrollment is to increase college access and completion, and prepare students to enter the workforce with the skills they need to succeed.



To be eligible to participate in the dual enrollment program, students must be in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade at a participating eligible high school or in a home study program operated in pursuant to O.C.G.A. 20-2-690, and meet SRTC admission requirements. Students may participate in dual enrollment for all terms: fall, spring, and summer.

For more detailed information, students should contact the Office of the SRTC High School Coordinator or local high school guidance counselor.

### **Joint Enrollment**

The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment program receive course credit at SRTC. A joint enrolled student is eligible to receive HOPE provided he/she meets other eligibility requirements. Hours paid by HOPE will be included in the paid hours limits for HOPE Scholarship programs. For more detailed information, contact the Office of the SRTC High School Coordinator or local high school guidance counselor.

High School students who enroll as Joint Enrollment must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general academic courses as well as technical courses.

### **Time Limits**

There is a 10-year time limit on all non-Health Science courses. For Health Science programs there is a 5-year time limit on math and science courses. Time limits vary for Health Science occupational courses but are good for a maximum of 5 years. Students should check with the advisor of the Health Science program to confirm Health Science occupational time limits. The student may choose to take an exemption examination on expired coursework.

Health: Applicants must be physically able to attend school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most applicants to the School of Health Sciences are required after official acceptance to the program. Physical forms will be issued at the proper time.

Criminal background checks: Required by most programs in the School of Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

Competitive Admissions: Several programs in the School of Health Sciences are based on competitive admissions criteria. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

### **Online**

SRTC offers online courses. Students interested in enrolling in online classes should log on to [www.southernregional.edu/distance-education](http://www.southernregional.edu/distance-education) to review the computer needs for online learning. Students who have completed admissions requirements may register for an online course through their program advisor after verifying the hardware and software requirements. For more information regarding online courses, contact the Director of Distance Education.

### **Double Majors**

Students are allowed to enroll in a maximum of two majors with common core curriculum at one time.

### **Change of Major**

Students have the privilege of changing their major from one program to another while enrolled in Southern Regional Technical College, provided they have the necessary qualifications and room is available. Students desiring to change majors must complete an application/reapplication and meet all requirements to make the change by the published deadline. Students are encouraged to contact the financial aid office prior to changing their major to determine how their financial aid will be affected.

### **Admission Appeal**

Applicants who feel that they have been discriminated against on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status are encouraged to make use of the appeal process. Those who are dissatisfied with an admissions decision or have a complaint are also encouraged to discuss with the Director of Admissions any concern relative to denial of admission based on the discrimination factors listed.

1. The applicant may appeal in writing within 30 days of admissions decision to the Admissions Appeal Committee, which shall consist of the Vice President for Student Affairs, Vice President for Academic Affairs, and the Program Instructor. The written complaint should contain a complete description of the alleged discrimination and should be submitted to the Director of Admissions to be forwarded to the Admissions Appeal Committee.
2. Within 5 working days of the receipt of the complete appeals package, notification of the date, time, and location of the Admissions Appeals Committee meeting will be sent to the applicant. If the applicant wishes to appear before the Committee, but is unable to make the scheduled meeting, he/she should contact the Vice President for Student Affairs before the scheduled meeting.
3. When the Committee has reviewed all the information it deems necessary and made its decision, the Committee will send a written report to the applicant within 5 working days of the receipt of the complete appeals package.
4. The decision of the Admissions Appeals Committee may be appealed in writing to the President of SRTC. An appointment will be set for the applicant to appear to state his/her case. The President's decision of the appeal is final.

### **Advanced Standing**

Southern Regional Technical College (SRTC) acknowledges that learning occurs in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience and learning, formal or informal, and results in advanced standing within an associate degree, diploma, or technical certificate of credit program.

SRTC grants credit for previous education, training, or experience in the following areas:

#### **A. Transfer Credit**

Course credit may be awarded for courses completed with a "C" or better earned at a previously attended college, university or postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Transfer of credit earned at a Foreign Institution that have standing considered equivalent to regional accreditation in the U.S. may be accepted. Transfer credit will be recorded on the student's SRTC transcript with a grade designation of "TR", "TRA", "TRB", or "TRC". The third letter indicates the grade earned in the course and will not be calculated in the student's Academic GPA. It is the responsibility of the applicant to provide official transcript documentation to the Registrar's office.

For transfer credit to be awarded:

1. The applicant must furnish, as part of the application process, a certified sealed (original) or certified electronic copy of his/her transcript from the former institution.
2. Coursework and learning outcomes must be at the collegiate level, have the same content and quality, and are comparable to SRTC's own degree, diploma, or certificate program.
3. The final grade must be a "C" or better.

4. The applicant must successfully undergo a skills examination provided by the departmental instructor(s) at SRTC when applicable.
5. No more than 75% of the course credit from a program of study may be transferred from other institutions.
6. Transfer of all non-Health Science occupational courses is limited to seven (7) years. For Health Science programs, there is a five (5) year time limit on math and science courses. Time limits vary for Health Science occupational courses but are good for a maximum of 5 years. All other areas of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics and other General Education courses have no time limits, unless specifically noted for the program.
7. Learning Support credit from another college will not be accepted.

### **B. Secondary Articulation**

Secondary Articulation credit earned under the Secondary Articulation Agreements may be awarded to recent high school graduates subject to validation of credit and enrollment at SRTC within 18 months of high school graduation. A final examination/exemption examination for the course will be administered and the student must score a 70 or above on the exam to receive articulated credit. The credit will be recorded by the letters "AC" on the official SRTC transcript and will not be calculated in the Academic GPA.

### **C. Standardized Exam Credit**

SRTC awards credit for standardized examinations including but not limited to, the College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) credit. Students must meet the minimum scores of 3 or higher, have the official test scores mailed directly from the issuing agency, and time limits that apply to transfer credit will apply to credit by exam. The credit will be recorded by the letters "TR" on the official SRTC transcript and will not be calculated in the Academic GPA.

### **D. Prior Learning Assessment (PLA)**

SRTC evaluates and awards credit for prior learning assessment through previous training (experiential learning) or military training. The work experience, corporate training, professional training, military service or other training must be consistent with the SRTC mission and course work and learning outcomes comparable to SRTC's degree programs. Experiential Learning credit will be recorded by the letters "EXP" on the official SRTC transcript and will not be calculated in the Academic GPA. Military training credit may be awarded for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experience in the Armed Services, published by the American Council on Education. Military credit will be recorded by the letters "TRM" on the official SRTC transcript and will not be calculated in the student's Academic GPA.

### **E. Credit by Examination (Exemption)**

SRTC offers institutional exemption exam credit for students accepted or enrolled at SRTC. Exemption credit will be recorded by the letters "EX" or "EXE" on the official SRTC transcript and will not be calculated in the student's Academic GPA. Students may request permission for an exemption exam through the Registrar's office and will receive an Exemption Examination form if applicable.

1. A student may not request exemption examination for courses previously enrolled unless the course exceeds the time limits, nor may the student take an exemption exam for a course more than once.
2. The student must pay an exemption fee of 25% of the tuition cost of the course prior to the exemption exam and present the receipt to the administering faculty when scheduling the exam.
3. If the student earns a minimum score of 70 or higher, the administering faculty will report the course number, course title, credit hours and score on the Exemption Examination form and return it to the Registrar's office.

### **Coursework Requirements**

SRTC requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at SRTC.

### **Designation of Credit**

1. Exemption credit awarded will be indicated by use of the letters “EXP” or “EXE” on transcript/permanent records.
2. Transfer/Transient credit awarded will be indicated on transcript/permanent records by the use of the letters “TR,” “TRA,” “TRB,” or “TRC.”
3. Articulated credit awarded will be indicated on transcript/permanent records by use of the letters “AC.”
4. Military Training credit awarded will be indicated on transcript/permanent records by use of the letters “TRM.”

### **Student Status**

The normal rate of progress through a program is established by the program length in the program specific standard and program guide.

Full-time student status is obtained by registering for twelve (12) or more credits for a program per semester. In some programs, more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may enhance scheduling difficulties and further delay graduation.

### **Georgia Residency Requirements**

To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student’s residency status is based on objective circumstances that indicate a student’s intent to maintain a permanent presence or Domicile, in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residency.

In order to qualify for certain types of financial aid, additional residency requirements may apply.

Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southern Regional Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.

**Dependent Students:** A dependent student is an individual under the age of 24 who receives financial support from a parent or court-appointed Legal Guardian whose federal or state income tax return lists the individual as “dependent”.

- A dependent student meets the Georgia Residency Requirements if his or her parent or court-appointed Legal Guardian has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought; and
- The student graduated from an Eligible High School located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent’s most recent federal income tax return.

**Independent Students:** An independent student is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or court-appointed Legal Guardian who has ceased to provide support and right to that individual’s care, custody and earnings.

- An independent student meets the Georgia Residency Requirements if he or she has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought.

## Out-Of-State Applicants

Out-of-state applicants are encouraged to apply for admission to Southern Regional Technical College. Every effort is made to accommodate as many students as possible.

## Health Science Academic Requirements

**Any students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must:**

- Successfully complete with a minimum grade of “C” all core required in the major. Grades of “D, F, and W” are considered unsuccessful attempts.
- All ALHS, science, and math courses required in the major must have been taken within five (5) years.

**Any student accepted into a competitive portion of a program in the School of Health Sciences who:**

- Fails to attain a minimum grade of “C” in an occupationally or technically specific course required in the major in two separate courses, will be withdrawn from the program and will not be allowed to re-apply to that program in the School of Health Sciences for a period of three (3) years. ***(Due to the format of Practical Nursing Diploma courses, two block failures instead of two separate course failures will result in withdrawal from the program. One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course. This DOES NOT pertain to the Practical Nursing Technical Certificate of Credit program.)***
- 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 program in the School of Health Sciences that does not require the failed courses.
- A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements.

Please be aware that programs in the School of Health Sciences 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.

## Health Sciences Competitive Admissions Process

Southern Regional Technical College’s competitive admission programs are the following:

- Associate of Science in Nursing Bridge
- Associate of Science in Nursing Generic
- Echocardiography, Degree
- Radiologic Technology, Degree
- Veterinary Technology, Degree
- Practical Nursing, Diploma
- Practical Nursing, Technical Certificate of Credit

All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.

## International Students

SRTC accepts international students who are not U.S. residents but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

SRTC is not approved by the INS as an I-20 school. We do not accept students with F & M visas.

**Eligible Non-Citizens:** An eligible non-citizen is a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or a holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee, or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

- An eligible non-citizen must meet the Georgia Residency Requirements listed above to receive the in-state tuition rate.
  - Ineligible non-citizens cannot qualify for in-state tuition.
  - Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.
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## **Special Programs/Opportunities**

### **Articulation Agreements**

Southern Regional Technical College (SRTC) has an articulation agreement with Albany State University for those students wanting to complete a baccalaureate degree in Criminal Justice, Early Childhood Care and Education, or Social Work. Students earning an Associate degree in Criminal Justice, Early Childhood Care and Education, or Social Work will qualify to transfer over 90% of their earned credit.

SRTC has an articulation agreement with Thomas University for those students wanting to complete a baccalaureate degree in Business Administration, Medical Laboratory Science, Criminal Justice, Early Childhood Education, Social Work, or Nursing. Students earning an Associate degree in Business Management, Clinical Laboratory Technology, Criminal Justice, Early Childhood Education, Social Work, and Nursing will qualify to transfer over 80% of their earned credit.

SRTC has an articulation agreement with Mercer University for those students wishing to earn their baccalaureate of nursing degree. SRTC also has agreements with Valdosta State University for those students wanting to complete a baccalaureate degree in Human Capital Performance or Organizational Leadership. Students earning an Associate degree in Accounting; Nursing; Business Management; Clinical Laboratory Technology; Crime Scene Investigations; Criminal Justice Technology; Early Childhood Care and Education; Paralegal Studies; Social Work Assistant; and Veterinary Technology will qualify to transfer over 90% of their earned credit.

The Technical College System of Georgia (TCSG) has articulation agreements with certain institutions for select programs and courses. Further information regarding these agreements can be found on the Transfer Agreements page of the SRTC website.

## STUDENT FINANCIAL AID

Financial aid is available to eligible students enrolled in Southern Regional Technical College. The fundamental purpose of financial aid is to assist students in obtaining a post-secondary education by providing access to funding programs that can assist with educational expenses.

### General Eligibility Requirements

To qualify for federal financial aid programs, a student should:

- Complete a Free Application for Federal Student Aid (FAFSA) and provide the Financial Aid Office with any needed documents to complete award.
- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or have successfully completed a state-approved high school equivalency exam.
- Be registered with Selective Service, if male age 18 or older.
- Not be in default of a federal student loan nor owe a refund on any Title IV program.
- Be making satisfactory academic progress in accordance with SAP policy.

To qualify for state financial aid programs, a student should:

- Complete a Free Application for Federal Student Aid (FAFSA) or a HOPE Program Application (GSFAPPS) and provide the Financial Aid Office with any needed documents to complete award.
- Be a U.S. citizen or eligible non-citizen.
- Meet Georgia residency requirements in accordance with GSFC regulations.
- Be registered with Selective Service, if male age 18 or older.
- Not be in default of a federal student loan nor owe a refund on any Title IV or state program.
- Be making satisfactory academic progress in accordance with SAP policy.

### Application Procedures

To apply for both federal and state financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov)<sup>31</sup>. A new FAFSA is required each academic year for students seeking federal aid. Students wishing to apply only for state financial aid programs can complete the HOPE Program Application (GSFAPPS) at [www.gafutures.org](http://www.gafutures.org)<sup>32</sup>. All forms necessary for financial aid can be obtained in the SRTC Financial Aid Office or found on the SRTC website. Students should be mindful of Financial Aid application Priority Dates to ensure funds are available on the first day of the term to apply towards tuition, fees and/or books. Financial Aid Priority Dates are posted on the SRTC website, Financial Aid page.

## Sources of Financial Aid – Federal Aid Programs

### Federal Pell Grant

Pell Grant is a federal Title IV program that provides funds to students who meet certain need-based eligibility requirements. The amount of Pell a student can receive is based on the Estimated Family Contribution (EFC) reported on the student's Student Aid Report (SAR) as determined by Federal Student Aid Programs from the student's FAFSA application, the cost of attendance, federal appropriations, and the student's actual class load per semester. Pell Grant is available for degrees, diplomas, and some certificate programs. Students enrolled in 12 or more hours are considered full-time students. Students taking less than 12 hours will have their award prorated as follows: nine to eleven hours – 75% of Pell award; six to eight hours – 50% of Pell award; five or less hours – 25% of Pell award. Students with limited Pell-eligibility may receive no award if enrollment is less than full-time. Eligible students can receive Pell Grant up to the equivalent of six years of full-time attendance at any institution or until they earn a Bachelor's degree or higher.

SRTC verifies all students selected for verification by the US Department of Education, if the student is in a Pell-eligible program and can receive federal funds. Additionally, the Financial Aid Office selects students for verification who appear to have reported potentially incomplete or conflicting FAFSA information. The Financial Aid Office may request additional documentation, as necessary, at any time to determine the validity of reported information. Verification must be completed before Title IV funds are awarded and disbursed to the student.

Students who complete the awarding/verification process and have financial aid awarded in excess of tuition and fees will have funds made available for use in the Bookstore for book and supply purchases one week prior to the term start date.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a federal grant that is designed to assist those students who receive Pell Grant and who demonstrate exceptional financial need, as determined by their FAFSA information. Due to limited funding by the US Department of Education, not all eligible students will receive this award. Funds are awarded throughout the year.

### **Federal Work Study (FWS)**

The Federal Work Study program provides students the opportunity to work part-time to help pay for the costs of their education. Eligible students must have unmet need as determined by student's FAFSA information and award package and be enrolled in an eligible program. Students must complete all awarding and verification requirements before being determined eligible for FWS. Due to limited funding by the US Department of Education, only a pre-determined number of positions are available each year. Interested students should apply online at the SRTC website, Human Resources.

### **Loans**

SRTC does not participate in federal loan programs.

### **Veterans Administration**

Most of the programs at SRTC are eligible for veterans training benefits. Persons eligible for veterans training assistance may begin the eligibility process by visiting the SRTC website's Veterans page, by contacting SRTC's certifying officials, or through their local or regional veterans administration office.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Veteran's Education Benefits.

- Southern Regional Technical College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Southern Regional Technical College will ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.



**Workforce Innovation and Opportunity Act (WIOA)**

The purpose of this act is to prepare economically disadvantaged youth, unskilled adults, or people facing serious barriers to employment with the training necessary for entry into the labor force. For those who qualify, WIOA can assist with tuition, fees, books and supplies, and provide additional monies in certain cases. Not all programs are covered by WIOA. Interested students should visit the SRTC website, Financial Aid page to obtain contact information for the WIOA Office.

## Sources of Financial Aid – State Aid Programs

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### **HERO (Helping Educate Reservist and their Offspring) Scholarship**

Georgia HERO Scholarship provides financial assistance to students seeking a post-secondary education who are a current member of the Georgia National Guard or US Military Reserves who are/were deployed overseas on active service on or after February 1, 2003 to a location designated as a combat zone; the dependent of a guard/reservist who meets the above criteria; or a spouse of a guard/reservist who was deployed to combat zone and who was killed, died of severe injuries received while in a combat zone, or became 100% disabled as a result of injuries. Students can apply for the HERO Scholarship on the Georgia Student Finance Commission website, [www.gafutures.org](http://www.gafutures.org)<sup>33</sup>.

### **HOPE (Helping Outstanding Pupils Educationally) Grant**

The HOPE Grant provides funding to students enrolled in diploma and certificate programs. The HOPE Grant pays a portion of tuition up to a maximum of 63 paid semester hours or a limit of 127 paid hours of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. A student's eligibility for the HOPE Grant is not based on high school performance or high school GPA. Students must meet all Georgia residency requirements to be eligible.

To retain eligibility for the HOPE Grant, a student must maintain a 2.00 HOPE GPA at the 30 and 60 paid hours checkpoints. Students who lose HOPE Grant at the 30 hour checkpoint can regain it, if they have elevated their HOPE GPA up to a 2.00, at 60 hours. HOPE Grant eligible students who have earned a HOPE GPA of 3.50 or higher will be evaluated for Zell Miller Grant eligibility. The HOPE Grant GPA includes all coursework taken, even at prior institutions, for which the student received a HOPE Grant or Zell Miller Grant payment, excluding courses taken while attending as a dual enrolled high school student. Additionally, hours taken as a dually enrolled high school student are excluded from the 63 hours HOPE paid hours limit.

### **HOPE (Helping Outstanding Pupils Educationally) Scholarship**

The HOPE Scholarship provides funding to students enrolled in degree programs. The HOPE Scholarship pays a portion of tuition up to a maximum of 127 attempted hours. Only students who graduated from high school and were identified as a HOPE Scholar by the Georgia Student Finance Commission for meeting minimum GPA and academic rigor requirements in high school are eligible for the HOPE Scholarship as entering freshmen. Other students may qualify if they achieve a 3.00 HOPE Scholar GPA at the end of 30, 60, or 90 attempted degree-level hours. Students must meet all Georgia residency requirements. The percentage of tuition paid is established by the Georgia Student Finance Commission annually.

To retain eligibility for the HOPE Scholarship, a student must maintain a 3.00 HOPE Scholar GPA at the 30, 60, and 90 attempted hours checkpoints and at the end of each Spring term, even if not enrolled for Spring term. A HOPE Scholarship recipient who has lost HOPE Scholarship eligibility at two checkpoints cannot regain eligibility. A student must have been receiving the HOPE Scholarship to be considered as having lost the HOPE Scholarship. HOPE Scholarship eligible students enrolled part-time for their first three terms of enrollment will have their HOPE Scholar GPA evaluated after the third term, regardless of the number of attempted hours. All attempted degree-level coursework is included in the HOPE Scholar GPA, even hours from previous institutions. Degree level (ACCEL) courses taken as a high school student after Summer term 2011 are excluded from HOPE Scholar GPA calculations, as well.

In order to receive a HOPE Scholarship payment a student must be determined eligible within seven (7) years of their graduation from high school or successful completion of a high school equivalency exam, whichever comes first. Once a student has reached the 127 attempted hours limit, the 127 combined paid hours limit of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined, or earned a Bachelor's degree, the student is no longer eligible for HOPE Scholarship. Students who feel they meet HOPE Scholarship eligibility requirements should submit a request for HOPE Scholar evaluation to the Financial Aid Office.

### **HOPE Career Grant (HCG)**

The HCG program is available to HOPE Grant or Zell Miller Grant eligible students who are enrolled in designated diploma and certificate programs identified as high-demand fields in Georgia. Georgia Student Finance Commission establishes the list of designated programs annually. HCG is awarded to eligible students in designated programs only. A student must receive a HOPE Grant or Zell Miller Grant payment for the term of enrollment in which HCG is awarded. Students who lose HOPE Grant eligibility will also lose HCG eligibility and are subject to the 63 paid semester hour limit. Dually enrolled high school students are not eligible for HCG.

### **Dual Enrollment**

Dual Enrollment is a program that provides funding for 9<sup>th</sup> – 12<sup>th</sup> grade students enrolled in an eligible high school to take approved college-level coursework and receive credit towards both high and college graduation requirements. Students must complete an application each term at [www.gafutures.org](http://www.gafutures.org)<sup>833</sup> and maintain Satisfactory Academic Progress to be eligible for funding. The Dual Enrollment program covers tuition for participants. Other fees are not charged to dually enrolled students.

### **Zell Miller Grant**

The Zell Miller Grant provides funding to students enrolled in diploma and certificate programs who maintain a 3.50 HOPE GPA. The Zell Miller Grant pays a portion of tuition up to a maximum of 63 paid semester hours or a limit of 127 paid hours of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined. The Zell Miller Grant pays a higher portion of tuition than the HOPE Grant. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. A student's eligibility for the Zell Miller Grant is not based on high school performance or high school GPA. Students must meet all Georgia residency requirements to be eligible.

To retain eligibility for the Zell Miller Grant, a student must maintain a 3.50 HOPE GPA at the end of each term of enrollment. Students who do not earn a 3.50 HOPE GPA will be evaluated for HOPE Grant eligibility. Students are subject to HOPE GPA evaluation at the 30 and 60 paid hour checkpoints. The HOPE GPA includes all coursework taken, even at prior institutions, for which the student received a HOPE Grant or Zell Miller Grant payment, excluding courses taken while attending as a dual enrolled high school student. Additionally, hours taken as a dually enrolled high school student are excluded from the 63 hours HOPE Grant paid hours limit.

First-time post-secondary students enrolled in a diploma or certificate program, who received a HOPE Grant payment, may be eligible for a retroactive Zell Miller Grant payment following their first term of enrollment, if the student earns a 3.50 HOPE GPA after that one term. Dually enrolled high school students are not eligible for the Zell Miller Grant.

### **Zell Miller Scholarship**

The Zell Miller Scholarship provides funding to students enrolled in degree programs. The Zell Miller Scholarship pays a portion of tuition up to a maximum of 127 attempted hours. The Zell Miller Scholarship pays a higher portion of tuition than the HOPE Scholarship. The percentage of tuition paid is established by the Georgia Student Finance Commission annually. Only students who graduated from high school and were identified as a Zell Miller Scholar by the Georgia Student Finance Commission for meeting GPA requirements, academic rigor requirements, and SAT or ACT test score requirements or being named the valedictorian or salutatorian in high school are eligible for the Zell Miller Scholarship. Students must meet all Georgia residency requirements.

To retain eligibility for the Zell Miller Scholarship, a student must maintain a 3.30 HOPE Scholar GPA at the 30, 60, and 90 attempted hours checkpoints. A Zell Miller Scholarship recipient who has lost Zell Miller Scholarship eligibility at two checkpoints cannot regain eligibility. A student must have been receiving the Zell Miller Scholarship to be considered as having lost the Zell Miller Scholarship. Students are subject to the end of Spring checkpoints, even if not enrolled for Spring term. Students who do not have a 3.30 HOPE Scholar GPA at designated checkpoints will be evaluated for HOPE Scholarship eligibility. Zell Miller Scholarship eligible students enrolled part-time for their first three terms of enrollment will have their HOPE Scholar GPA evaluated after the third term, regardless of the number of attempted hours. All attempted degree-level coursework is included in the HOPE Scholar GPA, even hours from previous institutions. Degree level (ACCEL) courses taken as a high school student after Summer term 2011 are excluded from HOPE Scholar GPA calculations, as well.

In order to receive a Zell Miller Scholarship payment a student must be determined eligible within seven (7) years of their graduation from high school, the date they would have graduated if the student had not withdrawn, or successful completion of a high school equivalency exam, whichever comes first. Once a student has reached the 127 attempted hours limit, the 127 combined paid hours limit of HOPE/Zell Miller Grant and HOPE/Zell Miller Scholarship hours combined, or earned a Bachelor's degree, the student is no longer eligible for Zell Miller Scholarship. Students who feel they meet Zell Miller Scholarship eligibility requirements should submit a request for Zell Miller evaluation to the Financial Aid Office.

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## **Additional Sources of Financial Aid**

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### **SRTC Foundation Scholarships**

Southern Regional Technical College Foundation, Inc. awards scholarships based on academic excellence and financial need to eligible students. Information on available Foundation Scholarships can be found on the SRTC website and in the Financial Aid Office. Applications for Foundation Scholarships should be submitted to the SRTC Foundation Office.

### **External Scholarships**

Various civic, social, and professional organizations provide scholarships to deserving students. In most cases, these scholarships are awarded based on academic excellence and financial need. Other selection criteria may be used based on donor preferences. Information on available scholarships can be located on the SRTC website and in the Financial Aid Office.

### **Vocational Rehabilitation**

Vocational Rehabilitation is a state funded, federally supplemented program that is designed to provide financial assistance for educational expenses for students with documented disabilities who wish to enter the workforce. The SRTC Special Population Coordinators can assist students in obtaining a referral for services under Vocational Rehabilitation. Students who feel they may meet Vocational Rehabilitation eligibility should contact an SRTC Special Populations Coordinator for more information.

### **HOPE Residency Considerations**

A student who meets Georgia residency requirements at the time of high school graduation, or equivalent, as determined by TCSG residency requirements and GSFC regulations, is required to be a Georgia resident for at least 12 months prior to the first day of the term for which the student enrolls. A student who does not meet Georgia residency requirements at the time of graduation, or equivalent, as determined by TCSG residency requirements and GSFC regulations, is required to be a Georgia resident for at least 24 months prior to the first day of the term for which the student enrolls. Special residency provisions exist for military personnel, their spouse and dependents. Joint enrolled high school students are required to meet Georgia residency requirements for 12 months prior to the first day of the term for which the student enrolls.

### **Learning Support Students**

A student who is determined to be HOPE Grant or Zell Miller Grant eligible may receive HOPE Grant payments for Learning Support coursework that is required for his or her declared diploma or certificate program. The HOPE Scholarship and Zell Miller Scholarship programs do not pay for Learning Support coursework for degree-seeking students. Pell Grant recipients who are admitted as Regular or Provisional status in Admissions may use Pell funds for up to 30 semester hours of learning support coursework. Students admitted to Learning Support status in Admissions are not eligible for federal aid payments.

### **Repeated Coursework**

In most instances, students can retake a course they have previously enrolled in and receive financial aid for the repeated course. The state aid programs have attempted and paid hours limits and retaking courses excessively can cause a student to exhaust state-funding eligibility before the student completes their program of study. Federal aid programs limit a student to one repeat attempt for a previously passed course or its equivalent. Retaking a course does not replace the original course grade for HOPE or Zell Miller GPA calculations nor Satisfactory Academic Progress requirements.

### **Bachelor's Degree Recipients**

Once a student has earned a Bachelor's degree or higher, the student is no longer eligible for Pell Grant, HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, Zell Miller Grant, or HCG.

### **Payment of Funds**

Students receive their financial aid awards on a semester basis. Unless paid by other sources, the student's tuition, fees and bookstore charges will be deducted from the student's financial aid award and the balance remaining will be paid directly to the student by the end of the fourth week of the term. For students enrolled in mini-terms (parts of term), Title IV aid will be disbursed to the student's account as each part of term class begins.

### **Financial Aid Authorizations**

Students are encouraged to submit financial aid authorizations for Title IV aid through the BANNERWeb secure login area to authorize non-mandatory fees to be deducted from their financial aid awards. Examples of non-mandatory fees include, but are not limited to: late fees, library fines, and graduation fees. Non-mandatory fees that are not authorized by the student to be deducted from financial aid will be the student's responsibility to self-pay. Tuition and mandatory fees do not require student authorization to be deducted from financial aid awards.

### **Return to Title IV Calculations (R2T4)**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire enrollment period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The Financial Aid Department will use the last date of attendance from the college's attendance records, reported by faculty, to calculate R2T4. SRTC does not consider Leaves of Absence in the R2T4 process.

The Financial Aid Department will recalculate enrollment period award amounts of the Title IV grant funds for students who totally withdraw, officially or unofficially, from school. If a student stops attending, the amount of Title IV aid the student did not earn must be calculated. The percentage of aid earned is derived from the number of calendar days the student completed divided by the number of calendar days in the enrollment period. In the event that the withdrawal is discovered before funds are disbursed to the student, the school will simply reduce the student's disbursement. If funds were disbursed to the student prior to the withdrawal, the student will be billed for the amount of funds over awarded. If the amount disbursed to the student is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students who complete the enrollment period with grades of all F's or any combination of all withdrawals and F's will be considered for a Return to Title IV (R2T4) calculation based on the last date of attendance recorded for those courses.

Once Southern Regional Technical College (SRTC) determines that the student has withdrawn, an R2T4 calculation will be completed in BANNER within 30 days and award updates will be reported to the Department of Education through the COD invoicing process. Should the student's award amounts change, the student will receive an updated award notification reflecting the award reduction. Once an R2T4 calculation is completed, it is possible that the revised financial aid award may not cover all institutional charges due to the College; at which point, the charges become the student's responsibility to pay. Institutional charges are assessed in accordance with the SRTC Procedure: Refunds. The student will receive a bill from the College should the reduction in aid generate a balance on the student's account. The Business Office will promptly return the excess funds to the appropriate program within time frames established by the Department of Education. Funds will be returned to the Department of Education in the following order: Federal Pell Grant, then Federal Supplemental Educational Opportunity Grant (SEOG). If the student fails to return the funds to the College in 45 days, the school may report the overpayment via National Student Loan Data System for Students (NSLDS). Any student who owes a balance due to a financial aid over award will be ineligible for further financial aid until he/she has repaid the funds.

**Example:**

The enrollment period consists of 105 calendar days. The student withdraws on the 42<sup>nd</sup> calendar day of the enrollment period. Therefore, the student completed 42 of 105 days, or 40% of the enrollment period. If the student was awarded federal funds of \$900 for the enrollment period, the student would have earned 40% of the award or \$360. In this case, had funds already been disbursed at \$900, the student would have received an overpayment of \$540. The overpaid funds would need to be returned to the College by the student. The federal regulations provide a provision for protection allowance for the student, so the student's portion to return may be less than unearned amount in some instances.

Students who attend through the 60% point of the enrollment period generally have earned all their Title IV funds.

**Satisfactory Academic Progress Monitoring**

In accordance with U.S. Department of Education federal regulations, students must maintain satisfactory academic progress (SAP) in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid at Southern Regional Technical College (SRTC) includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Work Study (FWS).

The State of Georgia administered financial aid programs (including HOPE Grant, HOPE Scholarship, Zell Miller Grant, Zell Miller Scholarship, HERO, and Student Access Loan - Technical) follow the same requirements as federal aid.

**Notification**

Each student's SAP status is evaluated at the end of each term of enrollment, regardless of the receipt of financial aid. Students are notified if there is a change in their eligibility. The Financial Aid Department uses the SRTC student e-mail as the primary means of communication. Students may check their SAP status on BannerWeb at any time. ***It is the student's responsibility to be aware of SAP requirements and his or her respective SAP status.*** Failure to receive a notification of SAP status does not exempt a student from the requirements or consequences of their respective SAP status or any applicable deadlines.

### **GPA Requirements - Qualitative Measure**

In order to receive financial aid, students must maintain a minimum cumulative Grade Point Average (GPA) of 2.0. All periods of enrollment at SRTC are included when calculating GPA and completion rate for SAP purposes, including terms in which the student did not receive financial aid. All prior terms of enrollment at Moultrie Technical College and Southwest Georgia Technical College are also included in the calculation, as this is a cumulative measure.

All attempts of repeated courses are included in the GPA calculation. Incomplete grades, transfer credit, exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the financial aid GPA. Grades included in the GPA calculation for SAP purposes are: A, B, C, D, F, and WF.

### **Pace of Progression (Completion Rate) - Quantitative Measure**

In order to receive financial aid, students must successfully complete two-thirds (66.66%) of all credit hours attempted at SRTC to maintain satisfactory progress. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted.

All periods of enrollment at SRTC are included when calculating completion rate, including terms in which the student did not receive financial aid. Credit hours for all prior terms of enrollment at Moultrie Technical College and Southwest Georgia Technical College are included in the calculation, as this is a cumulative measure. All attempts of repeated courses are considered attempted hours in the completion rate calculation. Credit hours for which a student earns a grade of I, IP, W, and WF credit hours are counted as hours attempted for SAP purposes. Incomplete grades, withdrawals, and failures are considered unsuccessful completions.

Transfers of credit are counted as credit hours attempted and earned in the calculation of completion rate. Exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the completion rate calculation. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, TR, and S. Grades which are considered unsuccessful completions for financial aid SAP purposes are: F, W, WP, WF, I, IP, and U.

### **Maximum Time Frame for Federal Pell Grant and Title IV Aid Programs**

The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program. For example, students enrolled in a diploma program that requires 90 credit hours to complete will receive financial aid for no more than 135 attempted hours. Students in programs requiring 126 credit hours will receive financial aid for no more than 189 attempted hours, etc. If it is determined that a student cannot mathematically complete his/her program of study within 150% of the program's length, then he/she will become ineligible for financial aid. Students who consistently meet the two-thirds (66.66%) completion rate requirement should also meet this requirement. Students who fail to meet the two-thirds (66.66%) completion rate requirement at any time risk exceeding the maximum time frame before completing their program.

All periods of enrollment are included when calculating maximum time frame, even terms in which the student did not receive financial aid. All attempts of repeated courses are included. Credit hours for which a student receives an Incomplete grade (I or IP) are considered attempted hours. Transfer credit hours (TR) which are counted toward a student's program of study are included in this calculation. Exemption exam credit (EX) and credit for previous work or life experience that is counted toward a student's program of study is also included in this calculation.

Once a student is found to have exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal and State of Georgia financial aid. Students may appeal a loss of financial aid eligibility due to maximum time frame requirements if extenuating circumstances prevented them from completing their program within the specified time frame.

If a student graduates from one program and re-enrolls in another program, the maximum time frame will be reset. However, all previous credit hours attempted that count toward the new program will be included in the new time frame calculation. (For example, if a student graduates from the Accounting diploma program, and re-enrolls in the Accounting degree program, all previously taken Accounting courses that are counted toward both programs will be counted in the time frame calculation for the new program.)

### **Financial Aid Warning**

Students who fail to maintain either a 2.0 cumulative GPA or two-thirds (66.66%) cumulative completion rate will be placed on financial aid warning. Students on financial aid warning will continue to receive financial aid for one term only despite not meeting the SAP requirements. Students on financial aid warning must meet all SAP requirements by the end of their warning period in order to receive financial aid in subsequent terms.

### **Financial Aid Suspension**

Students who fail to meet all SAP requirements after their term on financial aid warning are placed on financial aid suspension and are not eligible for any form of financial aid. Students have the right to appeal a financial aid suspension if there are extenuating circumstances that have prevented them from meeting the SAP requirements.

### **Reinstatement of Aid**

A student who has been placed on financial aid suspension will regain eligibility for financial aid when he/she has met the minimum cumulative requirements for SAP. Not enrolling for a term or paying for tuition does not automatically reinstate a student's eligibility for financial aid.

Satisfactory Academic Progress requirements must be met or an appeal must be approved in order to receive aid.

### **Appeals Process**

Students have the right to appeal a financial aid suspension if there are extenuating circumstances that prevented them from meeting the SAP requirements. The appeals process is as follows:

1. All appeals must be in writing and signed by the student. A Request for Appeal form is available in the Financial Aid Department, and on the College web site.
2. Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of a family member, an injury or illness of the student or their immediate family member, or other special circumstances that are generally outside of the control of the student. The appeal **MUST** include information explaining why the student failed to make SAP and what has changed in the student's situation that will allow him/her to make SAP within the next term of enrollment. Appeals submitted without this information will not be considered.
3. All appeals must include documentation of the extenuating circumstances that led to the student's suspension. Acceptable documentation may include, but is not limited to the following: medical records, birth or death



certificates, obituaries, letters on official letterhead from third party sources not related to the student with appropriate signatures and contact information, etc. The Financial Aid Appeals Committee may reject and refuse to consider any appeals submitted without sufficient documentation.

4. All appeals must be filed with the Financial Aid Department by the published deadline in order to be considered for the next term of enrollment. Appeals submitted after the deadline or with missing signatures or incomplete information may not be considered prior to the start of the next term of enrollment.
5. The Financial Aid Appeals Committee will review all appeals and their decision is FINAL. Appeals submitted after the Committee has met may not be considered.
6. Each student appealing a Financial Aid suspension is responsible for payment of all tuition and fees until an appeal is approved by the Financial Aid Appeals Committee or the student meets SAP requirements and is eligible for aid.
7. The Financial Aid Appeals Committee has the right to request additional information from the student, the Financial Aid Department, the Registrar's Office, or other sources of information in order to make a more informed decision.
8. All appeals are considered on a case-by-case basis. Once an official decision has been made on an appeal, the Financial Aid Department will notify the student of the outcome of their appeal through their student e-mail. SAP status will be updated on the student's BannerWeb account as soon as possible.

### **Financial Aid Probation**

Students whose appeals are approved may be placed on financial aid probation if it is mathematically possible for them to meet SAP requirements at the end of their probation term. Students on probation are eligible to receive financial aid for one term only. In order to receive financial aid after the probation period, a student must meet all SAP requirements. Failure to meet SAP requirements after one term on probation will result in the student being placed on financial aid suspension and losing eligibility for all forms of financial aid.

### **Academic Plans**

If it is not mathematically possible for a student, whose appeal was approved, to make SAP by the end of the probation term, the student will be required to follow an Academic Plan in order to maintain financial aid eligibility.

Academic Plans will be developed for each applicable student on an individual basis by the Financial Aid Appeals Committee. Academic Plans may include any activity or requirement that the Financial Aid Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner.

Students on an Academic Plan are required to meet all the requirements of the Plan each term in order to receive aid for the subsequent term until they meet overall satisfactory academic progress. The Financial Aid Department will verify that all requirements of the Plan were met prior to posting aid for the subsequent term. Failure to meet all requirements of an Academic Plan will result in the student being placed on financial aid suspension and losing all financial aid eligibility. A student may appeal a financial aid suspension in this situation if there were extenuating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans are developed with the goal of the student successfully completing his/her current program of study in a timely manner. Should a student change his/her program of study, the Academic Plan may be repealed and the student may be placed back on financial aid suspension until he/she re-submits an appeal explaining how he/she will make SAP in the next term of enrollment with the new program of study. A financial aid hold may be placed on students on Academic Plans to prevent aid from being posted for subsequent terms until program of study, SAP status, and Academic Plan requirements have been verified by the Financial Aid Department.

## Tuition and Fees

Tuition and Fees are payable at registration for each semester except as noted. Students with unpaid fees by the payment deadline will be purged from enrollment records for the term. The payment deadline shall be no later than the seventh calendar day of the term. Fee assessal each term includes registration, technology, instructional, activity, parking, campus safety, and accident insurance fees. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY SEMESTER, OR COURSE.**

### Late Registration Fee

Any student who does not register and pay for classes by the designated time will be charged a late fee of \$45.00.

### Transcript Fee

Southern Regional Technical College has retained Parchment to accept transcript orders over the Internet. Transcripts are \$10.00. Visit the [Registrar's Office](#)<sup>934</sup> webpage for more information.

### Graduation Fee

There is a \$40 Graduation Fee posted to the student account each term a student applies for graduation. The fee covers all costs associated with graduation, including participating in the ceremony.

### Student ID Fee

Students are charged an identification fee of \$5 each semester.

### Parking Fee

The Parking Fee is payable each semester by all students. The fee covers all costs associated with maintaining campus roadways and parking lots at all SRTC locations.

### Books, Tools, And Uniforms

- **Textbooks:** Textbooks are required in all programs and some programs require the purchase of new books each semester. The cost of textbooks will vary among programs and may increase without prior notice.
- **Tools:** Tools are required in some programs, particularly in the skilled and technical programs. The tools are the property of the student and are essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.
- **Uniforms:** Uniforms are required in some programs. Students will be notified when to purchase uniforms, and arrangements will be made by the instructor to facilitate the purchase.

### Liability Insurance

This fee is required of all students who are enrolled in an Early Childhood Education, Cosmetology or program in the School of Health Sciences and will be attending practicum or clinical training at an affiliating practicum or clinical site. This fee is to provide for liability insurance. The fee is charged at registration for the semester in which practicum begins and each July thereafter.

*Note:* This may mean students in some programs will be assessed twice within one calendar year.

## Insurance

All students are required to participate in a group accident insurance policy provided by the school. The cost for this insurance is assessed upon registration.

## Degree and Enrollment Verification

The National Student Clearinghouse (NSC) is now Southern Regional Technical College's authorized agent for providing degree and enrollment verifications. Employers or background screening firms requesting degree verifications may contact the NSC directly at [www.degreeverify.com](http://www.degreeverify.com). Anyone needing an enrollment verification may request one in writing from the Student Affairs office, or they may go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org)<sup>835</sup>.

## Exemption of Mandatory Fees For U.S. Active Duty Military, Military Reserve And Georgia National Guard Combat Veterans

1. Eligible participants must be Georgia residents who are active members of the U.S. Active Duty Military, Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U. S. Department of Defense as combat zones on or after September 11, 2001 and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the College and be accepted for admission.
2. Upon request, eligible participants shall receive an exemption of all mandatory fees charged by the College for a term for which all students are required to make payment.
3. Students receiving this exemption shall be eligible to use the services and facilities these fees are used to provide. This benefit shall not apply to housing, food service, any other elective fees, special fees, or other user fees and charges (e.g. application fees).
4. Presidents have the authority to exempt up to 36 months of tuition and fees toward the award of an associate's degree, diplomas, or certificates, for military members awarded the Purple Heart or higher combat decoration (Bronze star with valor, Silver Star, Coast Guard Cross, Navy Cross, Air Force Cross, Distinguished Service Cross, or Medal of Honor), their spouses, or their legal dependents up to 26 years of age. In order to qualify, students must first exercise all potential financial aid options available (Pell, VA Benefits, Hope Grant, etc.).

## Online Students

Transient students taking online classes are not charged insurance or activity fees. SRTC does not charge online students for Proctoring when taking classes through a TCSG College. Online students should be aware that other sites may charge fees. The student is responsible for any expenses incurred to secure a proctor.

## Dual Enrollment

Dual Enrolled High School students are exempt from paying fees associated with traditional enrollment.

## Adult Education

Students attending the Adult Education programs will not be charged tuition fees or any other charges or be required to purchase any books or any other materials that are needed for participation in the program.

## Campus Parking

Southern Regional Technical College (SRTC) has established parking and traffic policies in an attempt to provide as much freedom as possible while protecting the health and safety of all who attend and visit the campus.

All persons operating a motor vehicle on the SRTC campus do so at their own risk. Students and visitors are encouraged to secure vehicles while parked in the parking lot against theft and damage. SRTC is not responsible for damages or loss incurred while on campus.

Operating a vehicle on campus is a privilege, not a right. All persons operating a motor vehicle on campus are expected to adhere to traffic and parking regulations posted throughout the campus.

**Refund Policy**

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Southern Regional Technical College implemented a three (3) day drop period and a seven (7) calendar day add period at the beginning of each semester. Students have the first three days of each semester 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 as attempted hours for financial aid. If students drop any course(s) after the third day of the semester, they will receive no refund, and will have the credit hours count as attempted hours for financial aid. Students who withdraw or are withdrawn after the three (3) day drop period should be aware that they may be required to return a percentage of their Financial Aid award based on the percentage of the course attended.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days of the following circumstances: (1) of the last day of attendance if written notification has been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

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## Semester Tuition and Fee Schedule

### Tuition and Fee Schedule

SEMESTER/ CREDIT HOUR	TUITION	ACTIVITY FEE	REGISTRATION FEE	TECHNOLOGY FEE	INSTRUCTIONAL FEE	INSURANCE	FACILITIES	CAMPUS SECURITY	STUDENT ID FEE	TOTAL
1	\$107.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$491.00
2	\$214.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$598.00
3	\$321.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$705.00
4	\$428.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$812.00
5	\$535.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$919.00
6	\$642.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1026.00
7	\$749.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,133.00
8	\$856.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,240.00
9	\$963.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,347.00
10	\$1,070.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,454.00
11	\$1,177.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,561.00
12	\$1,284.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,668.00
13	\$1,391.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,775.00
14	\$1,498.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,882.00
15	\$1,605.00	\$35.00	\$63.00	\$110.00	\$60.00	\$6.00	\$60.00	\$45.00	\$5.00	\$1,989.00

A full-time student is twelve credit hours or more; less than 12 credit hours is considered part-time.

**\*COMMERCIAL TRUCK DRIVING EXEMPTION:** Students enrolled in the Commercial Truck Driving program will pay \$132 Per Credit Hour.

### Additional Fees

Fee Name	Cost
Diploma Replacement	\$25.00
Fuel Surcharge Fee (Commercial Driving)	\$200.00
Graduation Fee (payable with last semester fees)	\$40.00
Late Registration Fee	\$45.00
Return Check Fee	\$30.00
Test Fee (Exemption Exam)	25% of the tuition cost for the course
Transcript Fee	\$10.00

### Additional Information:

- Out-of-state students will pay tuition twice the rate of Georgia residents. Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southern Regional Technical College service area (Jefferson, Leon, & Gadsden) are not subject to out-of-state tuition.
- Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.
- The cost of books, tools, uniforms, or special equipment is extra and not included in the fees listed above.
- Cash, check, Master Card, Visa, and Discover are accepted.
- Credit card payment of fees may be submitted online through the College website, [www.southernregional.edu](http://www.southernregional.edu)
- Program-specific fees may apply. Contact your advisor for details.

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## STUDENT LIFE

Special events are scheduled throughout the year for the purpose of bringing the student body, faculty, and staff together for social interaction. Cook outs, games, and special events may be planned for these days. Participation and attendance is limited to currently enrolled students.

### School Organizations Policy

To initiate consideration for the approval to establish a student organization, the organization must:

1. be recognized by the US Department of Education;
2. solicit support from peers;
3. be professional or technical education related;
4. gain at least two faculty or staff sponsors who will present to and receive approval from the Vice President for Academic Affairs and the Vice President for Student Affairs; and
5. establish operational guidelines in accordance with The Technical College System of Georgia (TCSG) State Board Policy (6.6.3p: Student Organization/Club Accounts)

The President has the right to approve or disapprove the establishment of a new student organization.

### National Technical Honor Society

The local chapter of the National Technical Honor Society (NTHS) was established in 1985. As a national organization, NTHS has as its purpose:

1. To reward excellence in workforce education;
2. To encourage scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility;
3. To promote business and industry's critical workplace values.

**To be eligible for membership into NTHS, a student must:**

- Have successfully completed one full semester of attendance at Southern Regional Technical College (SRTC) with a minimum of 12 semester hours.
- Have a GPA of 3.00 with a minimum of 6 credit hours for the semester in which he/she is nominated and a cumulative GPA of 3.00 or higher.
- Have an instructor nomination.

**Benefits of Membership Include:**

- Certificate of membership
- Membership card and pin
- Seal indicating membership on diploma or completion document
- Three letters of recommendation sent upon request to any business, industry, or educational institution
- Eligibility for NTHS scholarships

*NTHS is open to every student at SRTC. The requirements for membership must be maintained through graduation to remain eligible.*

**Future Business Leaders of America (FBLA) Collegiate**

FBLA Collegiate aims to develop competent business leaders by fostering confidence, creating interest in American business, and promoting individual projects that contribute to community improvement. It also focuses on citizenship, scholarship, and facilitating the transition from school to work. Additionally, FBLA Collegiate provides opportunities for academic competitions, leadership development, educational programs, and a sense of civic and personal responsibility.

**Specific Goals of FBLA Collegiate:**

- Provide service to our communities
- Challenge our member's abilities
- Help members progress out of their comfort zones
- Develop members' leadership and gain confidence
- Commit to students' educational pursuits
- Develop career skills for students' futures

**SkillsUSA**

As a national organization, SkillsUSA has as its purpose:

1. To unite in a common bond all students enrolled in trade, industrial, technical, and health education.
2. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
3. To foster a deep respect for the DIGNITY OF WORK.
4. To assist students in establishing realistic vocational goals.
5. To help students attain a purposeful life.
6. To create enthusiasm for learning.
7. To promote high standards in trade ethics, workmanship, scholarship, and safety.
8. To create among students, faculty members, patrons of the College, and persons in business and labor a sincere interest and esteem for trade, industrial, technical, and health education.
9. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY.

**Student Government Association**

The purpose of the Student Government Association, as stated in its constitution, is to:



- Contribute to and promote the ideals, objectives, and goals of Southern Regional Technical College (SRTC)
- Promote school pride, community awareness, and citizenship
- Improve student morale
- Provide a forum for students' expressions
- Develop leadership skills

The SGA membership is a broad representation of students from all programs of study. Membership consists of two representatives from each of the TCSG state recognized student organizations on campus (Phi Beta Lambda, SkillsUSA, and National Technical Honor Society); and one representative on each campus from each of the four vocational program areas four schools of study.

SRTC offers additional opportunities to get involved! Involvement in these organizations is an excellent opportunity for networking and teambuilding interaction among faculty, staff, & students.

### **Inkwell Literary Magazine**

*The Inkwell Literary Magazine* is a student-run and student-organized scholarly production for Southern Regional Technical College. It is comprised of works that are contributed by students, faculty, staff, and the community of the College. The works are poetry, short stories, essays, both fiction and non-fiction works, one-act plays, fine arts such as photography, paintings, and sculpture, and any other mediums that can be considered part of the humanities. All works are copyrighted under the College and Library of Congress. This is the first scholarly publication for the College and its first publication was fall 2013. Issues are twice a year in the fall and spring. Students come and workshop and serve as the editors and the editing staff for the magazine. The magazine also supports and sponsors poetry readings in the community. The advisors for the magazine are Dr. Jay Snodgrass and Maria Studebaker-Coppage.

For more information about the Inkwell Literary Magazine please contact Dr. Jay Snodgrass at 229-225-3993 [jsnodgrass@southernregional.edu](mailto:jsnodgrass@southernregional.edu).

### **Surgical Technology Club**

The Surgical Technology Club at SRTC strives to promote our profession, perform works of service to the community, and raise money for club activities. We, the instructors, believe this also instills in the students the importance of teamwork, organization, responsibility, and commitment to our school and community.

### **Vet Tech Club**

The Veterinary Technology Club at SRTC strives to promote our profession, perform works of service to the community, and raise money for club activities. We, the instructors, believe this also instills in the students the importance of teamwork, organization, responsibility, and commitment to our school and community.

For more information about Vet Tech Club please contact: Sharon Poitevint at 229-227-3174 or [spoitevint@southernregional.edu](mailto:spoitevint@southernregional.edu).

### **Roentgen Ray Society**

The Roentgen Ray Society is an organization for Radiologic Technology students. The purpose of this organization is to promote involvement in activities intended to foster, support, and encourage the development of professional attributes and affiliations among the students of the Radiologic Technology program.

For more information about Roentgen Ray Society, please contact: Buffie Spencer on the Moultrie campus at 229-891-7030 or [bspencer@southernregional.edu](mailto:bspencer@southernregional.edu) or Tony Turpin on the Thomasville campus at 229-225-3957 or [aturpin@southernregional.edu](mailto:aturpin@southernregional.edu).

### **Alpha Delta Nu Honor Society**

The Alpha Delta Nu Honor Society, sponsored by the Organization for Associate Degree Nursing (OADN), recognizes the academic excellence of students in associate degree nursing programs. Eligible students must maintain a high GPA, demonstrate professionalism, and complete a community service project. The purpose of this organization is to encourage scholarship, leadership, and excellence in ADN education, offering numerous opportunities for professional growth, networking, and continued education upon graduation.

Each of the ASN program's campuses, Thomasville, Moultrie, and Tifton, has a faculty advisor for honor society members. The advisor is responsible for conducting the cohort evaluation for qualifying provisional membership and assisting with meetings and community service projects.

OADN advisors evaluate Generic option students after completion of the second semester of the ASN Program, and the LPN-Bridge option students' qualifications after completion of the first semester.

OADN advisors evaluate students for provisional membership based on the criteria below:

- Cumulative GPA of 3.0 or above in English 1101, Degree-Level Math, Biology 2113, Biology 2113L, Biology 2114, and Biology 2114L.
- Maintain a B or higher in all nursing courses.
- No previous failure of any nursing course.
- Demonstrates conduct that reflects integrity and professionalism.
- Completion of a community service project.

**For more information, please contact the following advisors:**

Sadie Burke, Campus Advisor, Thomasville Campus at 229-227-3119 or [sburke@southernregional.edu](mailto:sburke@southernregional.edu)

Brady Jarvis, Campus Advisor, Moultrie Campus at 229-219-4389 or [bjarvis@southernregional.edu](mailto:bjarvis@southernregional.edu)

Mary Ortiz-Jordan, Campus Advisory, Tifton Campus at 229-391-2637 or [mortizjordan@southernregional.edu](mailto:mortizjordan@southernregional.edu)

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## Student Fundraising

**Fundraising for Student Life:** Fundraising projects by student organizations shall be related to the Mission of the College. All student fundraising projects shall have prior approval from the President or the President's designee and shall be in compliance with sound business practices.

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## ECONOMIC DEVELOPMENT PROGRAMS AND SERVICES

### Continuing Education Units

Institutional Continuing Education Units (CEUs) are available for many Economic Development Seminars. The Continuing Education Unit represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

### Professional Learning Units

Southern Regional Technical College is approved by the Georgia Department of Education to issue Professional Learning Units (PLUs) for specific continuing education courses.

The Southern Regional Technical College Department of Economic Development is in charge of the design and administration of the PLU program for teachers. Professional learning activities will be offered to complement and/or enhance existing classroom activities and to establish Southern Regional Technical College as a reliable source of quality professional learning credit courses.

### Professional Enrichment Training

Topics include, but are not limited to: Supervisory Skills, Communication Skills, Computer Training, Customer Service, Team Building exercises, and Workplace Spanish.

### Personal Enrichment

Topics include, but are not limited to: Genealogy, Piano for Hopelessly Busy People, Photography, Beginning Crochet, Driver's Education, and Photoshop.

### Frequency of Offerings

Seminars are offered year round. View the current schedule by visiting <https://southernregional.edu/economic-development><sup>837</sup>

### Admissions Procedures

SRTC offers seminars and other activities to meet specific community educational needs. Seminars carry no academic credit, do not require entrance testing, and are not transferable to credit programs. Payment of fees allows for registration in the seminar.

### Fees and Registration

The Economic Development registration fee must be paid in advance of class start date. Cash, Check, MasterCard, VISA and company billing are accepted. You are officially enrolled and your name placed on the roster as soon as we receive your registration form and payment. Students may be accepted on the first day of class on a space-available basis only. Waiver of fees for senior citizens does not apply to Economic Development Program offerings.

### Seminar Cancellation

Seminars/courses with insufficient enrollment may be canceled at the discretion of the Economic Development Division. If a class is cancelled, every effort will be made to contact all students who have pre-registered. Students who have not pre-registered are responsible for finding out about classes that may have been cancelled. The Division reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class location.

### **Refund Policy for Non-Credit Programs**

Participants in non-credit seminars cancelled for insufficient enrollment or other institutional reasons will receive a full automatic refund. Refunds or exchanges may be made if requested at least 24 hours (one working day) before the first class date. No refunds will be given after a seminar begins.

### **Customized Training for Business and Industry**

SRTC is your limitless resource for training. Customized Training is specifically designed to meet your company's unique needs, when you need it! It can include, but is not limited to, training consultation, training analysis, training development, and instruction. The costs of training vary depending on seminars taught. Customized, on-site training is available for most of our offerings. Whether it is technical skills, industrial skills and safety, supervisory development, or computer training, we can provide training with a custom fit.

### **Health and Safety Training**

SRTC is an American Heart Association Certified Training Center. The Community Training Center at Southern Regional Technical College functions to broaden the outreach of the American Heart Association Emergency Cardiovascular Care Network within our community. The number one goal of the American Heart Association and the Southern Regional Technical College Training center is saving lives.

The Community Training Center strives to promote the mission of the American Heart Association, fighting heart disease and stroke, by offering quality AHA training courses in basic life support, advanced life support and pediatric advanced life support to the community. The Community Training Center also serves to support affiliated instructors who require certification, the latest training information, materials and course completion cards.

Our instructors represent various areas throughout our service region. Instructors are available to provide on-site training anywhere in our seven county service region and surrounding areas.

### **Industrial and Osha Training**

Topics include: Lean Six Sigma Manufacturing, General Industry OSHA Safety Requirements, Customer Service Skills, Leadership Training, Forklift Operator Training.

### **Quick Start**

Georgia's Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia that meet eligibility factors. For more than 40 years, Quick Start has provided customized workforce training free-of-charge to qualified businesses in Georgia. Both new businesses locating to Georgia and expanding industries in the state can greatly benefit from Quick Start's nationally acclaimed services. Quick Start delivers comprehensive workforce training services, from pre-employment assessment and training that helps companies "select the best," to customized, job-specific training that delivers exactly the right skills your business needs.

Quick Start has extensive experience delivering workforce training in a broad range of industry sectors; including:

- Biotech/Healthcare

- Warehousing/Distribution
- Automotive
- Advanced Manufacturing
- Food/Agribusiness
- Service

For more information about Quick Start and how SRTC can help you, please contact the SRTC Department of Economic Development.

### **The Retraining Tax Credit**

The Retraining Tax Credit is available to employers who provide retraining for employees for a tax credit up to 50% of the costs of retraining each full-time employee up to \$500 each. The credit amount shall not exceed \$1,250 per year per full-time employee who has successfully completed more than one approved retraining program. The training must enhance the skills of employees otherwise unable to function effectively on new equipment, be approved by the Technical College System of Georgia (Southern Regional Technical College is your liaison), and be provided at no cost to the employee.

### **Facility Rental**

SRTC offers computer labs, classrooms, seminar rooms, and meeting rooms for rental. Technical support, instructional equipment, catering, and other services may also be provided for a fee. For more information, contact the Southern Regional Economic Development Department at one of the College locations.

## ACADEMIC GENERAL INFORMATION

### Credentials Awarded

Southern Regional Technical College offers associate degrees, diplomas, and technical certificates of credit level programs of study. The Economic Development department offers courses for CEU and PLU credit, as well as noncredit courses and seminars.

### Purpose of Program

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in their respective fields.

### Curriculum

The curriculum of Southern Regional Technical College is designed to meet the demands of business and industry in the area, as well as of the state and nation in light of population trends, industrial growth, employment potential, and present and future job needs.

### Course Offerings

All courses are offered a minimum of once per year depending on the program. However, most courses in the School of Business and in the School of Industrial Technology are offered from 2 to 3 times per year. Most General Education courses are offered every semester. Courses are offered when enrollment demand and instructor availability make it feasible. SRTC reserves the right to cancel or change scheduling elements of any course or program at any time.

### Course Numbering

General Education courses numbered 1000 through 1099 are Certificate and Diploma courses. General Education courses numbered 1101 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.

### Faculty

Faculty members of Southern Regional Technical College are subject to standards which are equivalent to those required in other colleges supported by public funds. Each faculty member is experienced in his/her respective field and maintains high standards of instruction. Thus, faculty members not only possess significant experience and occupational competence, but also professional instructor training.

### Advisory Committees

Each instructional department of the College maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected individuals in the profession who are interested in the College's focus to provide high quality educational courses, services, and training programs through both traditional and distance delivery methods. Program advisory committees contribute substantially as consultants in the following areas: current industrial needs related to job skills, job placement trends, and follow-up surveys of College graduates.

### Credit Campus Site Locations

Southern Regional Technical College offers credit courses at seven sites: Bainbridge: 2500 E. Shotwell Street; Bainbridge Midtown Center: 315 South Boulevard Drive; Blakely: 40 Harold ragan Drive (US Hwy 27 Bypass); Cairo: 1550 Highway 84 West; Donalsonville: 217 Cherry Street; Moultrie: 800 Veterans Parkway North and 361 Industrial Drive; Thomasville: 15689 US Highway 19 N; and Tifton: 52 Tech Drive.

Additionally, SRTC offers credit courses and provides services at area high schools and at local business/industry.

### **Online Credit Courses**

Southern Regional Technical College (SRTC) offers a wide variety of courses online to provide students with the opportunity to attend classes any time/place. Online courses begin and end each term just as traditional courses, with weekly due dates and deadlines. However, students can attend class from home and at the time that is most convenient by logging into the course and completing the coursework. SRTC is a member of the Georgia Online Learning & Development (GOLD), which delivers courses and programs through the Internet and is an innovation of the Technical College System of Georgia. For more information on online education, visit the College web site at: <http://southernregional.edu/distance-education><sup>38</sup>

### **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 the course syllabus.

### **Library**

Southern Regional Technical College provides students, faculty, staff, and business and industry with a broad range of resources that include access to in-house and online resources, reference materials, library orientations/ instruction, technology, equipment, instructional support, research assistance, and assistance to support all areas of the curricula.

In addition, the Library Services Department provides space for studying, computer utilization, and meeting facilities.

Resource collections tailored to specific curriculum are located at College facilities in SRTC-Bainbridge, SRTC-Blakely, SRTC-Cairo, SRTC-Moultrie-Industrial Drive, SRTC-Moultrie-Veterans Parkway, SRTC-Thomasville, and SRTC-Tifton.

Also, students can obtain their SRTC student ID from the Moultrie-VPC, Thomasville, or Tifton Library with proof of current registration.

### **Distance Education**

The goal of Distance Education at Southern Regional Technical College (SRTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Such access is desired to facilitate a barrier-free delivery of instruction through technology. Southern Regional Technical College offers a quality technology-based learning environment that is not bound by traditional time and space limitations, provides access for students, and meets the education and training needs of the public it serves.

### **Georgia Online Learning & Development (GOLD)**

Southern Regional Technical College is a member of the Georgia Online Learning & Development (GOLD). GOLD delivers courses and programs through the Internet and is an innovation of the Technical College System of Georgia.

### **eLearnReady**

eLearnReady is a tool provided by SRTC to help students understand their online strengths and weaknesses to determine their level of readiness for taking online courses.

### **Tutor.com**

SRTC provides all students with access to Tutor.com, which offers 24/7, no-cost, 1-to-1 tutoring in 162 subjects. Log in to Tutor.com through Blackboard, and quickly connect with an expert tutor who can help you with whatever you're working on—anytime, anywhere, from any internet-connected device. You can also drop off a writing assignment for review, and get expert feedback within 12 hours.

Chat with your tutor via two-way text or voice, and utilize all of the tools in Tutor.com's interactive classroom, including whiteboard, Desmos® graphing calculator, text and coding screens, and more. Through Tutor.com's platform, you can also access free practice quizzes and other resources. Encouraging help is always just a click away!

### **Student Success Center**

Tutoring Services are available at the Student Success Centers located at many of SRTC's Sites. These services are provided for all SRTC students at no charge. Tutoring services are readily available for many subject areas. Students in need of tutorial services are encouraged to contact one of our Student Success Centers.

- **Moultrie Site:** 229-217-4239
- **Thomasville Site:** 229-225-3930 or 229-227-3176
- **Tifton Site:** 229-391-2624

### **Additional Resources**

SRTC provides a variety of other services to our distance education students through our website, including but not limited to: the campus bookstore, college orientation presentations, and the SRTC Library and their online resources.

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## **Adult Education GED® Diploma**

The Adult Education and GED® Preparation programs offered by Southern Regional Technical College are specifically designed for adults who have different backgrounds and skills. A flexible program has been designed, which meets the needs of adults who wish to participate. Six levels of instruction extend from beginning reading, writing, and mathematics through high school equivalency GED. The services are free and available at various locations in **Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth** counties.

The Foundational Basic Education classes provide basic instruction for reading readiness, basic math skills, and an introduction to writing and grammar. The Intermediate Basic Education classes provide instruction in the areas of reading comprehension, reading in the content area, mathematics, social studies, and language arts. The High Basic Education classes provide instruction in the areas of reading, science, social studies, mathematics, grammar, and writing skills. This level will develop the skills necessary for completion of the GED test. The program provides instruction in work readiness skills, digital literacy, and career exploration and resume building.

The English Language Acquisition Program provides instruction in reading, writing, and speaking English. Classes for the English Language Learner are offered in Colquitt, Grady, and Tift counties.

### **GED® Testing**



Southern Regional Technical College is an official PearsonVue testing center. The GED TEST is available on the Bainbridge, Moultrie, Thomasville, and Tifton Campuses. If an individual wishes to take the GED, he/she must be at least 18 years old. Registration, scheduling, and payment are done through the website: [ged.com](http://ged.com). Special permission must be secured from the Office of Adult Education in Atlanta, Georgia, for individuals 16 or 17 years of age. Each person's request is handled individually by the Georgia GED Testing Program. Additional registration information may be obtained by calling the Bainbridge Campus at 229-248-2517, Moultrie Campus at 229-217-4181, Thomasville Campus at 229-225-5292, or the Tifton Campus at 229-391-2615. For more information, call the Career Transition Office at 229-225-5066, 229-248-2517, or 229-217-4184.

Successful attainment of the GED Diploma qualifies a person for admission to more advanced educational opportunities; helps a person meet educational requirements for employment or job promotion; and helps a person meet regulations of federal, state, and local boards of licensing. Industry, government, licensing board's technical colleges, colleges, and employers accept GED credentials as the equivalent of a high school education.

Transition into credit programs at SRTC is encouraged for all GED graduates. Assistance with the enrollment process is provided through Career Transition Services. For more information, call the Career Transition Office at 229-225-5066 or 229.217.4184.

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## 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 GED Test;
- Individualized programs of study to meet your learning needs;
- Small classes;
- Free classes and instructional materials; and
- Career transition assistance into credit enrollment for GED® graduates.
- Take a free placement test to determine your starting point.

### Who should attend adult education classes?

- Adults who did not finish high school but want to further their education at a technical college; and
- Adults with skills below the high school level seeking job advancement.

### Where do classes meet and how do I enroll in classes?

Our services include instruction in basic skills, GED preparation and testing, ACCUPLACER test preparation, and the English Language Acquisition program. The **services are free** and available at various locations in **Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth** counties. Contact one of the locations below for more information.

- Ashburn – 229-567-8781
- Bainbridge – 229-248-2517
- Blakely – 229-724-2445
- Cairo – 229-378-2909
- Camilla – 229-522-3641
- Donalsonville – 229-524-8719
- Colquitt – 229-758-5592 ext. 5025

- Moultrie – 229-217-4181
- Sylvester - 229-777-2177
- Thomasville - 229-225-5292
- Tifton - 229-391-2615

**Is there a charge to participate in the graduation ceremony?**

- There is a \$40 graduation fee (payable one month prior to graduation).

**Academic Advisement Procedures**

The academic advisement program at Southern Regional Technical College (SRTC) is provided by the Academic Affairs faculty and staff. Each student is assigned an advisor who will assist the student with academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. It is the student's responsibility to be aware of courses required for graduation/ completion of the chosen major, to meet all graduation/completion requirements, and to complete the registration process each semester.

**First Semester Students: Degree, Diploma, & Certificate Programs**

Student advisement will take place every semester at designated times for new students and will be completed so that all students may participate in new student registration.

**Currently Enrolled Students**

Student advisement will take place every semester at designated times for currently enrolled students and will be completed so that all students may participate in early registration.

**First Semester Students: Continuing Education**

The Economic Development department staff will enroll students in courses based on criteria established by the department.

**First Semester Students: Adult Education**

Students enrolled in Adult Education will be assigned an advisor by appropriate personnel in that department.

**Student Status/Load**

The normal rate of progress through a program is established by the program length in the specific standard and program guide.

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per semester. However, considerably more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to eighteen (18) credit hours per semester. Written permission from the Vice President for Academic Affairs is required for any credit hours above eighteen (18).

It is strongly recommended that students adhere closely to their advisors' recommended course load per semester.

### **Web Registration & Advisement**

As a convenience for students, Southern Regional Technical College (SRTC) offers web-registration. The student is required to seek his/her advisor's counsel prior to using the web-registration services. This counsel may be received in person, over the phone, or electronically by fax or email. Failure to seek the advisor's counsel may cause the College to remove students from classes for which they were ineligible. The College reserves the right to remove the web-registration privilege from students who abuse the privilege.

### **To Drop/Add a Course**

If the student should decide to drop a course(s) during the first three days of the semester, the student may do so via BannerWeb or by contacting his/her instructor for the course. Students who officially drop from course(s) may be entitled to a refund based on the refund policy.

Students who desire to withdraw from a course after the first three (3) days of the semester but prior to the last two weeks of the term, must complete the Online Withdrawal available through the SRTC Website. A student should not assume that non-attendance constitutes an official withdrawal.

### **Student Withdrawal from COLLEGE**

Any student wishing to discontinue enrollment and/or attendance after the first three (3) days in any class at Southern Regional Technical College is responsible for formally withdrawing from each class enrolled by using the Online Withdrawal Form available through the SRTC Website. Failure to do so may result in:

- Loss or severe penalty to Financial Aid Status (Includes Pell & HOPE)
- Issuance of unsatisfactory or failing grades in each class
- Being placed in an unsatisfactory academic status

### **Curriculum Changes**

If a student withdraws and re-enters into a new curriculum, the student will be required to meet the requirements of the new curriculum. The previous transcript will be evaluated and equated to the new curriculum. Courses are subject to revision and/or cancellation without notice.

### **Grading**

Each student's academic progress, conduct, and attitude are continuously appraised. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

**CREDIT COURSES**

Grade	Numeric Score	Quality Points
A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	0 – 59	0
W	Withdrawn	Not Computed
I	Incomplete	
IP	In Progress	
AC (A, B, C)	Articulated Credit	Not Computed
AU	Audit	Not Computed
TR (A, B, C, M)	Transfer Credit	Not Computed
EXE, EXP	Exemption Credit	Not Computed

**NON-CREDIT COURSES**

Grade	Numeric Score	Quality Points
S	Satisfactory	Not Computed
U	Unsatisfactory	Not Computed

**W** – This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of “**W**” is not included in calculating the grade point average but is counted as coursework attempted.

**IP** – This grade signifies that for administrative reasons the course continues beyond the end of the term. Grades of “**IP**” not cleared by the end of the following term will be converted to an “**F**”.

**I** – This grade signifies that a student has satisfactorily completed 80% of the class days of the required course work, but for non-academic reasons beyond the student’s control, has not been able to complete the course. The Incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grades of “**I**” not cleared within the first two weeks of the next term will be converted to an “**F**”. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term.

**AC (A, B, C)** – Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. A grade of “**AC**” will be given for the course(s).

**AU** – A student may choose to audit a course rather than take it for credit. By auditing a course, the student is allowed to attend course in accordance with the following guidelines: (1) meet established admissions requirements for Southern Regional Technical College (SRTC), (2) have the approval of the instructor and follow regular registration procedures, (3) obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and (4) pay the appropriate fee for auditing the course. Anyone auditing must attend class and observe normal attendance regulations. The audit period of a course must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be later changed to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide “practice tests” for the audit student. Students auditing a course are not eligible for financial aid for that course.

**TR (A, B, C, M)** – A grade of “**TR**” indicates that the student has successfully completed the course at another postsecondary institution or earned military credit. A grade of “**TR**” carries no quality points. The student will, however, receive comparable credit hours at SRTC for the credit hours received at the former institution.

**EXE** – A grade of “**EXE**” indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

**EXP** – A grade of “**EXP**” indicates a course being held in escrow or that the student received credit for the course through portfolio presentation. Credit is given but grade points are not calculated.

**S** – A grade of “**S**” indicates that the student has successfully mastered all of the course competencies. A grade of “**S**” carries no quality points, but institutional credit hours for that course will be awarded to the student.

**U** – A grade of “**U**” indicates that the student did not master all of the course competencies. A grade of “**U**” carries no quality points.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Southern Regional Technical College, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study. SRTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of “**C**” or better, at least two-thirds or 66.67% of all credit hours attempted.

All courses in degree, diploma, and certificate programs of study require a grade of “**C**” or higher in order to satisfy program, graduation, and transfer requirements. **(Effective Summer 2016)**

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Southern Regional Technical College.

### **Satisfactory Academic Standing**

Students must maintain a minimum of a 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic semester. The semester GPA must be 2.0 or above at the end of the probationary semester to maintain satisfactory status. Failure to maintain satisfactory status during a probationary semester will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full semester. Upon readmission, the student must make a 2.0 or above each semester to maintain satisfactory standing or will be dismissed.

Overall GPA must be 2.0 or better before graduation can occur. Graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final attempt will be used in calculating the grade point average for graduation.

### **Time Limits on Occupationally Related Technical Course Work**

For Health Sciences there is a 5-year time limit on math, science, and occupational courses required in the major. There is a 10-year time limit on all other occupational courses. The student may appeal these deadlines and, in agreement with the advisor and the registrar, may choose to take an exemption examination.

### **Licensure and Registry**

The graduates of the following programs have the opportunity to apply for state or national licensure/registry or board examinations: Associate of Science in Nursing, Clinical Laboratory Technology, Cosmetology, EMT, Medical Assisting, Paramedicine, Nurse Aide, Patient Care Assisting, Practical Nursing, Respiratory Care, Radiologic Technology, and Veterinary Technology. It is recommended that students graduating from these programs take the respective examinations in order to have greater employment opportunities.

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/registry exam.

### **Work Ethics**

The Technical College System of Georgia (TCSG) instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete assignments in Blackboard. The Work Ethics coursework will be offered in conjunction with the entry level occupational course and/or a capstone occupational course appropriate for their program. For more information, please see the Distance Education Director or your Advisor.

**Work Ethic Learning Outcome:** Students will successfully pass a work ethics assessment which will demonstrate knowledge of personal characteristics in demand in the workplace which are reflected in the College's work ethics initiative. Those characteristics include: appearance, attendance, attitude, character, communication, cooperation, organization skills, productivity, respect, and teamwork. These characteristics have been included in each program of study through entry level occupational courses and capstone occupational courses and are identified on each program page.

## PROGRAMS

The following tables list the occupational course for each program in which the student is required to complete the Entry Level Occupational Course Work Ethics and the Capstone Occupational Course Work Ethics in order to graduate.

AWARD	Entry Course	Capstone Course
<b>SCHOOL OF BUSINESS</b>		
<b>ACCOUNTING</b>		
Accounting, AAS (AC13)	ACCT 1100	ACCT 2000
Accounting, Diploma (AC12)	ACCT 1100	ACCT 1115
Office Accounting Specialist, TCC (OA31)	ACCT 1100	ACCT 1115
Payroll Accounting Specialist, TCC (PA61)	ACCT 1100	ACCT 1115
<b>BUSINESS TECHNOLOGY</b>		
Administrative Support Assistant, TCC (AS21)	BUSN 1440	BUSN 1400
Medical Billing Clerk, TCC (MB21)	BUSN 1440	BUSN 2370
Medical Front Office Assistant, TCC (MF21)	BUSN 1440	BUSN 2340
Microsoft Word Application Professional, TCC (MWA1)	BUSN 1440	BUSN 1400
Technical Specialist, TCC (TC31)	N/A	N/A
Business Technology, Diploma (BT12)	BUSN 1240	BUSN 2190
Business Technology, AAS (BT23)	BUSN 1240	BUSN 2190
<b>BUSINESS MANAGEMENT</b>		
Applied Technical Management, AAS (AS33)	MGMT 1100	MGMT 2125
Business Management, AAS (MD13)	MGMT 1100	MGMT 2215
Business Management, Diploma (MD12)	MGMT 1100	MGMT 2215
Human Resource Management Specialist, TCC (HRM1)	MGMT 1105	MGMT 2130
Management and Leadership Specialist, TCC (MAL1)	MGMT 1100	MGMT 2130
Operations Management Specialist, TCC (OM11)	MGMT 1100	MGMT 2130
Small Business Management Specialist, TCC (SB41)	ACCT 1100	MGMT 2150
Supervisor/Management Specialist, TCC (SS31)	MGMT 1100	MGMT 2115
Technical Management Specialist, TCC (TMS1)	MGMT 1100	MGMT 2115
General Business, AS (GB13)	ACCT 1100	ACCT 2000
<b>CYBER AND RELATED</b>		
Computer Support Specialist, AAS (CS23)	CIST 1001	CIST 1130
Computer Support Specialist, Diploma (CS14)	CIST 1001	CIST 1130
Networking Specialist, AAS (NS13)	CIST 1001	CIST 1130
Networking Specialist, Diploma (NS14)	CIST 1001	CIST 1130
CompTIA A+ Certified Technician Preparation, TCC (CA71)	CIST 1001	CIST 1130
CompTIA A+ Certified Preparation, TCC (CA61)	CIST 1001	CIST 1130
Microsoft Network Administrator, TCC (MS11)	CIST 2411	CIST 2413
Network Technician, TCC (NT41)	CIST 1001	CIST 1130
PC Repair and Network Technician, TCC (PR21)	CIST 1001	CIST 1130
Cybersecurity, AAS (IS23)	CIST 1001	CIST 2613
Cybersecurity, Diploma (IS12)	CIST 1001	CIST 2613
iOS App Development in Swift	CIST 1306	CIST 2302
Cisco Network Specialist, TCC (CN71)	CIST 2451	CIST 2453
AWS Cloud Solutions Specialist, TCC (AA91)	CIST 2480	CIST 2482
Cyber Crime Specialist, TCC (CCR1)	N/A	N/A
<b>MARKETING MANAGEMENT</b>		
Marketing Management, AAS (MM13)	MKTG 1100	MKTG 2300

Marketing Management, Diploma (MM12)	MKTG 1100	MKTG 2300
Entrepreneurship, TCC (EN11)	MKTG 2010	MKTG 2210
Small Business Marketing Manager, TCC (SB51)	MKTG 1100	MKTG 1190
<b>BUSINESS TECHNOLOGY COURSES</b>		
Business Healthcare Technology, Diploma (BHT2)	BUSN 1015	BUSN 2350
Business Healthcare Technology, AAS (BHT3)	BUSN 1015	BUSN 2350
<b>FILM TECHNOLOGY</b>		
Film Production - On-Set Production Assistant I, TCC (FI31)	FILM 1100	FILM 1040
Film Production - Grip & Rigging Technician I, TCC (FP31)	DMPT 1000	DMPT 2120
<b>DESIGN AND MEDIA PRODUCTION</b>		
Design and Media Production Technology, AAS (DAM3)	N/A	N/A
Graphic Design & Prepress Technician, TCC (GD21)	DMPT 1000	DMPT 2120
Design and Media Production Specialist, TCC (DAM1)	DMPT 1000	DMPT 1010

<b>AWARD</b>	<b>Entry Course</b>	<b>Capstone Course</b>
<b>SCHOOL OF HEALTH SCIENCES</b>		
<b>MEDICAL LABORATORY TECHNOLOGY</b>		
Medical Laboratory Technology, AAS (CLT3)	MLBT 1010	MLBT 2200
Clinic Assistant (Phlebotomy), TCC (CA51)	PHLT 1030	PHLT 1050
Accelerated Phlebotomy Technician, TCC (AP81)	PHLT 1030	PHLT 1050
<b>HEALTH INFORMATION MANAGEMENT TECHNOLOGY</b>		
Health Information Coding, Diploma (HI12)	HIMT 1100	HIMT 2410
Health Information Management Technology, AAS (HI13)	HIMT 1100	HIMT 2410
<b>MEDICAL ASSISTING</b>		
Medical Assisting, Diploma (MA22)	MAST 1060	MAST 1180
Medical Assisting, AAS (MA23)	MAST 1060	MAST 1180
<b>NURSING</b>		
Associate of Science in Nursing (LPN-RN Bridge) (AD13)	RNSG 1931	RNSG 2941
Associate of Science in Nursing (Generic) (NC73)	RNSG 1931	RNSG 2941
Nurse Aide, TCC (CN21)	NAST 1100	NAST 1100
Nurse Aide Accelerated, TCC (NAA1)	NAST 2100	NAST 2100
Practical Nursing, TCC (PN21)	PNSG 1605	PNSG 1645
Associate of Applied Science Degree in Allied Health Professions, AAS (AFA3)	N/A	N/A
<b>PARAMEDICINE</b>		
Paramedicine, Diploma (PT12)	EMSP 2110	EMSP 2720
Paramedicine, AAS (PT13)	EMSP 2110	EMSP 2720
<b>EMERGENCY MEDICAL SERVICES</b>		
Advanced Emergency Medical Technician, TCC (EMH1)	EMSP 1110	EMSP 1160
Emergency Medical Responder, TCC (EB71)	EMSP 1010	EMSP 1010
EMS Professions, Diploma (EP12)	EMSP 1110	EMSP 1160
Emergency Medical Technician: EMT, TCC (ED91)	EMSP 1210	EMSP 1230
<b>RADIOLOGIC TECHNOLOGY</b>		
Radiologic Technology, AAS (RT23)	RADT 1010	RADT 2260
<b>RESPIRATORY CARE</b>		
Respiratory Care, AAS (RCT3)	RESP 1120	RESP 2170
<b>SURGICAL TECHNOLOGY</b>		
Surgical Technology, AAS (ST13)	SURG 1010	SURG 2240
Central Sterile Supply Processing Tech (Basic), TCC (CJ31)	CSSP 1010	CSSP 1022
Central Sterile Supply Processing Tech (Advanced), TCC (CK91)	N/A	N/A



<b>VETERINARY TECHNOLOGY</b>		
Veterinary Technology, AAS (VT23)	VETT 1010	VETT 2230
<b>PATIENT CARE ASSISTANT</b>		
Patient Care Technician/Assistant (PCT5)	PCTA 1000	PCTA 1000
<b>ECHOCARDIOGRAPHY</b>		
Echocardiography, AAS (EC23)	DMSO 1040	ECHO 2370

AWARD	Entry Course	Capstone Course
<b>SCHOOL OF INDUSTRIAL TECHNOLOGY</b>		
<b>AIR CONDITIONING TECHNOLOGY</b>		
Air Conditioning Technology, Diploma (ACT2)	N/A	N/A
Air Conditioning Repair Specialist, TCC (ACY1)	AIRC 1005	AIRC 1030
Air Conditioning System Maintenance Technician, TCC (AZ21)	AIRC 1005	AIRC 1030
Air Conditioning Technician Assistant, TCC (AZ31)	N/A	N/A
Air Conditioning Electrical Technician, TCC (ACK1)	N/A	N/A
<b>AUTOMOTIVE TECHNOLOGY</b>		
Automotive Technology, Diploma (AT14)	AUTT 1010	AUTT 1020
Auto Maintenance and Light Repair Tech, TCC (ALR1)	AUTT 1010	AUTT 1013
Automotive Chassis Technician Specialist, TCC (ASG1)	AUTT 1010	AUTT 1020
Automotive Climate Control Technician, TCC (AH21)	AUTT 1010	AUTT 1020
Automotive Electrical/Electronic Systems Technician, TCC (AE41)	AUTT 1010	AUTT 1020
Automotive Engine Performance Technician, TCC (AE51)	AUTT 1010	AUTT 1020
Automotive Engine Repair Technician, TCC (AE61)	AUTT 1010	AUTT 1020
Automotive Fundamentals, Diploma (AF12)	AUTT 1010	AUTT 1020
Automotive Transmission/Transaxle Tech Specialist, TCC (AA71)	AUTT 1010	AUTT 1020
Automotive Technology, AAS (AT23)	N/A	N/A
Lawn Equipment/Small Engine Repair, TCC (LEE1)	N/A	N/A
Motorcycle Maintenance Technician, TCC (MM61)	N/A	N/A
Motorcycle Service Technology, Diploma (MST2)	N/A	N/A
<b>AUTOMOTIVE COLLISION AND REFINISHING</b>		
Auto Collision Repair, Diploma (ACR2)	ACRP 1000	ACRP 1010
Automotive Collision Repair Assistant I, TCC (AB51)	ACRP 1000	ACRP 1015
Automotive Refinishing Assistant I, TCC (ARA1)	ACRP 1000	ACRP 1010
Automotive Refinishing Assistant II, TCC (AP71)	ACRP 2001	ACRP 2002
<b>CARPENTRY</b>		
Carpentry, Diploma (CA22)	COFC 1080	COFC 1050
Certified Construction Worker, TCC (CCW1)	COFC 1080	COFC 1050
Finish Carpenter, TCC (FC31)	N/A	N/A
Framing Carpenter, TCC (FC71)	N/A	N/A
Cabinetmaking, Diploma (CA12)	COFC 1080	COFC 1050
<b>DRAFTING TECHNOLOGY</b>		
Advanced CAD Technician, TCC (AC51)	DFTG 1101	DFTG 1103
CAD Operator, TCC (CP41)	DFTG 1101	DFTG 1103
Drafters Assistant, TCC (DA31)	DFTG 1101	DFTG 1103
Drafting Technology, AAS (DT13)	DFTG 1101	DFTG 1103
Drafting Technology, Diploma (DT12)	DFTG 1101	DFTG 1103
<b>ELECTRICAL CONSTRUCTION AND MAINTENANCE</b>		
Commercial Wiring, TCC (CW31)	IDFC 1007	IDFC 1011
Electrical Construction Technology, Diploma (EC12)	IDFC 1007	IDFC 1011
Electrical Systems Technology, Diploma (ES12)	IDFC 1007	IDFC 1011

Industrial Electrical Technology, Diploma (IET2)	IDFC 1007	IDFC 1011
Industrial Wiring Technician, TCC (IW11)	IDFC 1007	IDFC 1011
Manufacturing Maintenance Specialist, TCC (MM21)	IDFC 1011	IDSY 1190
Residential Wiring Technician, TCC (RW21)	IDFC 1007	IDFC 1011
Electrical Systems Technology, AAS (EST3)	IDFC 1007	IDFC 1011
Electrical Lineworker, TCC (EL11)	N/A	N/A
<b>AUTOMATION TECHNOLOGY</b>		
Basic Mechatronics Specialist, TCC (MS41)	IDSY 1110	AUMF 1120
Basic Mechatronics Technician, TCC (BM51)	MCTX 1011	MCTX 1014
Industrial Electrician, TCC (IE41)	IDSY 1101	IDSY 1130
Industrial Fluid Power Technician, TCC (IF11)	IDSY 1170	IDSY 1195
Industrial Motor Control Technician, TCC (IM41)	IDSY 1110	IDSY 1210
Automation Technology, Diploma (IST4)	IDSY 1101	IDSY 1195
Programmable Control Technician, TCC (PC81)	IDSY 1110	IDSY 1220
Mechatronics Specialist, TCC (AM11)	AUMF 1150	ELCR 2150
Automation Technology, AAS (IS13)	N/A	N/A
<b>WELDING AND JOINING TECHNOLOGY</b>		
Basic Shielded Metal Arc Welder, TCC (FS31)	WELD 1000	WELD 1040
Gas Metal Arc Welder, TCC (GM31)	WELD 1000	WELD 1090
Vertical Shielded Metal Arc Welder Fabricator, TCC (VSM1)	WELD 1000	WELD 1060
Welding and Joining Technology, Diploma (WAJ2)	WELD 1000	WELD 1120
Submerged Arc Welder Operator, TCC (SAW1)	WELD 1000	WELD 1160
Gas Tungsten Arc Welder (GTA1), TCC	WELD 1000	WELD 1110
<b>MANUFACTURING ENGINEERING TECHNOLOGY</b>		
CNC Specialist, TCC (CS51)	AMCA 2110	AMCA 2190
Manufacturing Engineering Technology, AAS (ME23)	N/A	N/A
Precision Machining and Manufacturing, AAS (MT13)	N/A	N/A
Precision Machining and Manufacturing (MTT2), Diploma	MCHT 1011	MCHT 1220
Basic Machinist (BM31), TCC	N/A	N/A
Basic Machining Operator (BM01), TCC	N/A	N/A
Manufacturing Engineering Technology, Diploma (ME22)	ENGT 1000	IDSY 1120
Manufacturing Engineering Technology Assistant I, TCC (MK71)	N/A	N/A
Manufacturing Engineering Technology Assistant II, TCC (ML71)	N/A	N/A
Lathe Operator, TCC (LP11)	MCHT 1011	MCHT 1219
Mill Operator, TCC (MP11)	MCHT 1011	MCHT 1220
<b>CIVIL ENGINEERING TECHNOLOGY</b>		
Civil Engineering Technology, AAS (CEE3)	ENGT 1000	CETC 1113

AWARD	Entry Course	Capstone Course
<b>SCHOOL OF PROFESSIONAL SERVICES</b>		
<b>COMMERCIAL DRIVING</b>		
Commercial Driving-Class A, TCC (CT61)	CTDL 1010	CTDL 1021
<b>COSMETOLOGY</b>		
Esthetician, TCC (CE11)	ESTH 1000	ESTH 1070
Salon and Spa Support Specialist, TCC (ST11)	COSM 1000	COSM 1120
Barbering Assistant I (BST1)	BARB 1000	BARB 1030
Master Barber, TCC (BA31)	BARB 1000	BARB 1084
Cosmetology for Licensure, TCC (CGL1)	COSM 1000	COSM 1125
Hair Designer, TCC (HD21)	COSM 1000	COSM 1120
<b>CRIME SCENE INVESTIGATION</b>		
Crime Scene Fundamentals, TCC (CZ31)	CRJU 1010	CRJU 1063

Crime Scene Investigation Technology, AAS (CS33)	CRJU 1010	CRJU 2050
<b>CRIMINAL JUSTICE TECHNOLOGY</b>		
Criminal Justice, AS (AF33)	CRJU 1010	CRJU 2050
Criminal Justice Specialist, TCC (CJ21)	CRJU 1010	CRJU 1040
Criminal Justice Technology, AAS (CJT3)	CRJU 1010	CRJU 2050
Criminal Justice Technology, Diploma (CJT2)	CRJU 1010	CRJU 2050
Introduction to Criminal Justice, TCC (IT51)	CRJU 1010	CRJU 2050
Basic Jail/Detention Officer, TCC (DH91)	N/A	N/A
<b>EARLY CHILDHOOD CARE AND EDUCATION</b>		
Child Development Specialist, TCC (CD61)	ECCE 1101	ECCE 1112
Early Childhood Care and Education, AAS (EC13)	ECCE 1101	ECCE 2245
Early Childhood Care and Education, Diploma (ECC2)	ECCE 1101	ECCE 2245
Early Childhood Exceptionalities, TCC (EC41)	ECCE 2201	ECCE 2362
Early Childhood Care and Education Basics (EC31), TCC	ECCE 1101	ECCE 1105
Advanced Child Development Specialist, TCC (AE71)	N/A	N/A
<b>HORTICULTURE</b>		
Horticulture, AAS (EH13)	HORT 1010	HORT 1430
Landscape Design Technician, TCC (LDT1)	HORT 1010	HORT 1430
Nursery/Greenhouse Technician, TCC (PPS1)	HORT 1010	HORT 1050
<b>LAND, FOREST, WILDLIFE MANAGEMENT</b>		
Land, Forest, Wildlife Management, Diploma (LF12)	FWMT 1000	FWMT 1020
Land, Forest, Wildlife Management Specialist, TCC (LF11)	FWMT 1000	FWMT 1020
Land, Forest, Wildlife Management, AAS (LF23)	FWMT 1000	FWMT 1020
<b>SOCIAL WORK</b>		
Social Work, AS (AS13)	SOCW 2010	SOCW 2090
Social Work Assistant, Diploma (SW12)	SOCW 2010	SOCW 2090
Social Work Assistant, AAS (SW23)	SOCW 2010	SOCW 2090

AWARD	Entry Course	Capstone Course
<b>SCHOOL OF ARTS AND SCIENCES</b>		
<b>INTERDISCIPLINARY STUDIES</b>		
Interdisciplinary Studies (General Education Track), AAS (AF53)	N/A	N/A
Interdisciplinary Studies (Marketing Track), AAS (AF53)	N/A	N/A
Interdisciplinary Studies (Health Track), AAS (AF53)	N/A	N/A
Early College Essentials (EC21), TCC	N/A	N/A

## TECHNICAL STANDARDS FOR HEALTH SCIENCE

The School of Health Sciences has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the programs of the School of Health Science and professional practice.

1. Working in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 600 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required by clinical facilities for most health science programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

## DOCUMENTATION OF STANDARDS

\*Items 1-5 are documented by physical exam.

\*Item 6 is documented by satisfactory completion of SPCH 1101 (Public Speaking), ENGL 1101 (Literature and Composition) for degree level students, and by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students. Satisfactory completion of these courses is documented by the attainment of a grade of C or better in the course.

\*Item 7 is documented by satisfactory Admissions Placement Exams.

\*Item 8 is documented by satisfactory criminal background checks and drug toxicology, as appropriate for the selected program.

## ADMISSIONS FOR THE ASN PROGRAM

The Associate of Science in Nursing has limited enrollment and requires specific criteria for admission; however, compliance with admission criteria DOES NOT guarantee admission. The admission requirements and criteria used by the ASN faculty to select students for admission are discussed. The applicants will be ranked according to the admission criteria in order to determine which applicants demonstrate the greatest potential for success in the program.

Students preparing to enter an Associate of Science Degree in the School of Health Sciences program must complete prerequisite courses. Anyone failing to meet the criteria will be counseled regarding a School of Health Science diploma or certificate program that will best fit their needs or for a degree program that does not require the failed prerequisite course(s).

ASN applicants are required to complete the following pre-requisite courses by the deadline indicated for their desired cohort according to the ASN Admissions Booklets, which must meet a 3.0 GPA requirement:

- ENGL 1101 Composition and Rhetoric (3 hours)
- Any Degree-Level Math (3 hours)
- BIOL 2113 Anatomy and Physiology I (3 hours)
- BIOL 2113L Anatomy and Physiology Lab (1 hour)
- BIOL 2114 Anatomy and Physiology II (3 hours)
- BIOL 2114L Anatomy and Physiology II Lab (1 hour)

The remainder of the required prerequisite courses listed below must be completed before the student can start the ASN Program:

- PSYC 1101 Introductory Psychology (3 hours)
- General Education Elective (3 hours)
- Humanities/Fine Arts (3 hours)
- COLL 1500 Student Success (3 hours)
- BIOL 2117 Intro Microbiology (3 hours)
- BIOL 2117L Intro Microbiology Lab (1 hour)

**NOTE:** BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, and any degree level math will not be considered if completed more than 5 years before admission to the ASN Program.

In addition to all program requirements, **LPN-RN Bridge option students** must have at least 6 months of in-field LPN work experience as well as have and maintain a current and unencumbered LPN license throughout the course of the ASN Program. Failure to maintain this document may result in dismissal from the Program.

Applicants are subject to the competitive admissions selection process for these programs. The number of applicants admitted for any given semester is based on the number of available clinical spaces in the program as a whole and may vary by campus and semester. If an additional competitive process is necessary due to the number of qualified applicants, the following process will be used:

A total score will be calculated using 60% (prerequisite GPA) and 40% (TEAS total score). Applicants are allowed two attempts to take the TEAS – calculations will be made using the composite score obtained on the TEAS in the areas of Reading, English & Language Usage, Math, and Science.

In the event of a tie in the ranking, the student's original college nursing application date (with no break in enrollment) will be used.

All nursing pre/co-requisite courses must be completed prior to entrance into the program. All Nursing Students working on pre/co-requisite courses must maintain grades of “C” (70% or better in all pre/co-requisites). ***All Nursing courses must be taken in the designated sequence and time frame allowed.***

Students applying for the ASN Program must wait and apply to the nursing program three (3) years from the last nursing course failure if they have failed the ASN/ADN/BSN Program at another institution. However, the student who completes a PN Program does not have to wait three (3) years before applying for the LPN-RN Bridge Option.

All students must maintain a “C” (70%) or better in all courses. Nursing courses may be repeated one time only with the exception of RNSG 1960 which may only be taken one time.

Generic option nursing students who fail one course with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 3-year period for completing their program of study. Generic nursing students who fail any two courses with a D or F will not qualify for readmission for three years after the last failure.

Students who are unsuccessful in RNSG 1920 may apply for readmission for RNSG 1920 (limited to one readmission). Students who are unsuccessful in RNSG 1960 must apply for the Generic Option and are not eligible for the LPN-RN Bridge Option.

Generic option students who do not wish to wait the three-year period have the option of completing an LPN program and, once licensed with at least 6 months of in-field LPN work experience, may apply for the LPN-RN Bridge Option. (Student must meet all LPN-RN Bridge Program admissions standards to qualify).

LPN-RN Bridge Option students who fail one course (excluding RNSG 1960) with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 2-year time frame for completing their program of study. Bridge students who fail RNSG 1960 have the option to apply for the Generic program. LPN-RN Bridge Option nursing students who fail any two courses with a D or F will not qualify for readmission for the LPN-RN Bridge Option for three years after the last failure, but do have the option to apply for the Generic program. (Student must meet all Generic Program admission standards to qualify).

Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

W-This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of “W” is not included in the calculating the grade point average but is counted as coursework attempted in the nursing program.

All ASN applicants are required to take and attain the required score on a Pre-Admission Assessment (TEAS) exam prior to being accepted into the ASN Program. The SRTC Admission Office will only accept scores derived from testing conducted in an in-person testing environment. An in-person testing environment is one where the candidate's identity verification is performed through direct, face-to-face interaction without the reliance on web conferencing technologies.

The ATI TEAS (Test of Essential Academic Skills) is a timed exam that includes questions in the following areas: English & Language Usage, Math, Reading, and Science. Applicants are strongly encouraged not to take the TEAS exam until completing A&P I and II OR at least completing A&P I and some of A&P II. Applicants must also have a completed file prior to taking the TEAS exam (excluding current college coursework).

The total TEAS score requirement for the ASN Generic Program is 60% and for the LPN-RN Bridge Option is 64%. Applicants will be allowed two attempts to meet the appropriate score. Any applicant that is unsuccessful on the first TEAS exam is strongly encouraged to remediate prior to retaking the TEAS exam. Several copies of the ATI TEAS Study Manual are available in the SRTC libraries. The TEAS study book can also be purchased online at <https://atitesting.com/teas/study-manual>.<sup>39</sup>

Any applicant that does not attain the appropriate TEAS score after two attempts will not be considered for admission into the ASN Program. However, applicants can reapply to the ASN Program and take the ASN Pre-Admission exam again after waiting one year. At such time, the applicant will be allowed two attempts to meet the qualifying ASN Pre-Admission TEAS Assessment exam scores, which are good for two years from the month and year of the exam.

#### HEALTH SCIENCE ACADEMIC REQUIREMENTS

**Any students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must**

- Successfully complete with a minimum grade of “C” all core required in the major. Grades of “D, F, and W” are considered unsuccessful attempts.
- All ALHS, science, and math courses required in the major must have been taken within five (5) years.

**Any student accepted into a competitive portion of a program in the School of Health Sciences who**

- Fails to attain a minimum grade of “C” in an occupational or technically specific course required in the major within two attempts or in two separate courses, will be withdrawn from the program and not be allowed to re-apply to that program in the School of Health Sciences for a period of three (3) years.
- 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 program in the School of Health Sciences that does not require the failed courses.
- A student returning for a second attempt in a program in the School of Health Sciences will be admitted based on seat availability and meeting competitive admissions requirements.
- Please be aware that programs in the School of Health Sciences 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.

## **PROGRAMS IN SCHOOL OF ARTS AND SCIENCES**

### **Interdisciplinary Studies**

Early College Essentials (EC21), TCC

Interdisciplinary Studies (General Education Track), AAS  
(AF53)

Interdisciplinary Studies (Health Track), AAS (AF53)

Interdisciplinary Studies (Marketing Track), AAS (AF53)



## EARLY COLLEGE ESSENTIALS (EC21), TCC

### Technical Certificate of Credit

This Technical Certificate of Credit is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level and some are disengaged at the high school and are at risk of dropping out.

**Length of Program:** 2 Semesters

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Early College Essentials, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

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

### Curriculum Outline (18 hours)

1. General Education Courses	18
ENGL 1101 Composition and Rhetoric	3
<b>Select 15 or 16 hours from the list of courses below. If you select a science, you must also take the respective lab.</b>	<b>15</b>
ARTS 1101 Art Appreciation	3
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
BIOL 1112 Biology II	3
BIOL 1112L Biology II Lab	1
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
ENGL 1102 Literature and Composition	3
ENGL 2110 World Literature	3
ENGL 2130 American Literature	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 US History I	3
HIST 2112 US History II	3
HUMN 1101 Introduction to Humanities	3

MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
MATH 1112 College Trigonometry	3
MATH 1113 Pre-Calculus	3
MATH 1127 Introduction to Statistics	3
MATH 1131 Calculus I	4
MUSC 1101 Music Appreciation	3
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
PHYS 1112 Introductory Physics II	3
PHYS 1112L Introductory Physics Lab II	1
POLS 1101 American Government	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
SPCH 1101 Public Speaking	3

## INTERDISCIPLINARY STUDIES (GENERAL EDUCATION TRACK), AAS (AF53)

### Degree

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) is designed based on each student's academic and professional goals. The AIS requires 61 semester credit hours. Areas of concentration include General Education, Marketing, and Health Sciences. The program curriculum is strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through the college's existing degrees, diplomas, and certificates.

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Program Final Exit Point:** Interdisciplinary Studies, Associate of Applied Science.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

### Curriculum Outline (61 hours)

<b>1. General Education Courses</b>	<b>21</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Choose 3 credit hours from the Area I courses below:</b>	<b>3</b>
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
<b>Area II: Social/Behavioral Sciences</b>	<b>6</b>
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
POLS 1101 American Government	3
PSYC 2250 Abnormal Psychology	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 US History I	3
HIST 2112 US History II	3
<b>Area III: Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Choose 3 credit hours from the Area III courses below:</b>	<b>3</b>
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
PHYS 1110L Conceptual Physics Lab	1
CHEM 1151 Survey of Inorganic Chemistry	3

CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1	<b>3. Occupational Courses</b>		<b>37</b>
PHYS 1110 Conceptual Physics	3	ENGL 1102 Literature and Composition	3	
PHYS 1110L Conceptual Physics Lab	1	SPCH 1101 Public Speaking	3	
PHYS 1111 Introductory Physics I	3	PSYC 1101 Introductory Psychology	3	
PHYS 1111L Introductory Physics Lab I	1	SOCI 1101 Introduction to Sociology	3	
MATH 1113 Pre-Calculus	3	POLS 1101 American Government	3	
MATH 1127 Introduction to Statistics	3	PSYC 2250 Abnormal Psychology	3	
<b>Area IV: Humanities</b>	<b>3</b>	PSYC 2103 Human Development	3	
ARTS 1101 Art Appreciation	3	ECON 1101 Principles of Economics	3	
ENGL 2130 American Literature	3	ECON 2105 Macroeconomics	3	
ENGL 2110 World Literature	3	ECON 2106 Microeconomics	3	
HUMN 1101 Introduction to Humanities	3	HIST 1111 World History I	3	
MUSC 1101 Music Appreciation	3	HIST 1112 World History II	3	
<b>2. Institutional Credit</b>	<b>3</b>	HIST 2111 US History I	3	
COLL 1500 Student Success	3	HIST 2112 US History II	3	
		BIOL 1111 Biology I	3	
		BIOL 1111L Biology I Lab	1	
		BIOL 1112 Biology II	3	
		BIOL 1112L Biology II Lab	1	
		BIOL 2113 Anatomy and Physiology I	3	
		BIOL 2113L Anatomy and Physiology I Lab	1	
		BIOL 2114 Anatomy and Physiology II	3	
		BIOL 2114L Anatomy and Physiology II Lab	1	
		BIOL 2117 Introductory Microbiology	3	
		BIOL 2117L Introductory Microbiology Lab	1	
		CHEM 1151 Survey of Inorganic Chemistry	3	
		CHEM 1151L Survey of Inorganic Chemistry Lab	1	
		CHEM 1152 Surv of Organic Chemistry	3	

CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1
PHYS 1110 Conceptual Physics	3
PHYS 1110L Conceptual Physics Lab	1
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
MATH 1113 Pre-Calculus	3
MATH 1127 Introduction to Statistics	3
ARTS 1101 Art Appreciation	3
ENGL 2110 World Literature	3
ENGL 2130 American Literature	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3

## INTERDISCIPLINARY STUDIES (HEALTH TRACK), AAS (AF53)

### Degree

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) is designed based on each student's academic and professional goals. The AIS requires 61 semester credit hours. Areas of concentration include General Education, Marketing, and Health Sciences. The program curriculum is strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through the college's existing degrees, diplomas, and certificates.

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Program Final Exit Point:** Interdisciplinary Studies, Associate of Applied Science.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

### Curriculum Outline (61 hours)

<b>1. General Education Courses</b>	<b>21</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Choose 3 credit hours from the Area I courses below:</b>	<b>3</b>
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
<b>Area II: Social/Behavioral Sciences</b>	<b>6</b>
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
POLS 1101 American Government	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 US History I	3
HIST 2112 US History II	3
<b>Area III: Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Choose 3 credit hours from the Area III courses below:</b>	<b>3</b>
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
BIOL 1112 Biology II	3
BIOL 1112L Biology II Lab	1
BIOL 2113 Anatomy and Physiology I	3

BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
CHEM 1152 Surv of Organic Chemistry	3
CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1
PHYS 1110 Conceptual Physics	3
PHYS 1110L Conceptual Physics Lab	1
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
MATH 1113 Pre-Calculus	3
MATH 1127 Introduction to Statistics	3
<b>Area IV: Humanities</b>	<b>3</b>
ARTS 1101 Art Appreciation	3
ENGL 2110 World Literature	3
ENGL 2130 American Literature	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3
<b>2. Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Courses</b>	<b>37</b>
<b>Health Sciences Track</b>	<b>21</b>
ALHS 1011 Structure and Function of Human Body	5
ALHS 1040 Introduction to Health Care	3
ALHS 1060 Diet and Nutrition for Allied Health Services	2
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
<b>Select the remaining 15 credit hours from the courses listed below:</b>	<b>15</b>
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
POLS 1101 American Government	3
PSYC 2250 Abnormal Psychology	3
PSYC 2103 Human Development	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 US History I	3

HIST 2112 US History II	3	MUSC 1101 Music Appreciation	3
BIOL 1111 Biology I	3		
BIOL 1111L Biology I Lab	1		
BIOL 1112 Biology II	3		
BIOL 1112L Biology II Lab	1		
BIOL 2113 Anatomy and Physiology I	3		
BIOL 2113L Anatomy and Physiology I Lab	1		
BIOL 2114 Anatomy and Physiology II	3		
BIOL 2114L Anatomy and Physiology II Lab	1		
BIOL 2117 Introductory Microbiology	3		
BIOL 2117L Introductory Microbiology Lab	1		
CHEM 1151 Survey of Inorganic Chemistry	3		
CHEM 1151L Survey of Inorganic Chemistry Lab	1		
CHEM 1152 Surv of Organic Chemistry	3		
CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1		
PHYS 1110 Conceptual Physics	3		
PHYS 1110L Conceptual Physics Lab	1		
PHYS 1111 Introductory Physics I	3		
PHYS 1111L Introductory Physics Lab I	1		
MATH 1101 Mathematical Modeling	3		
MATH 1103 Quantitative Skills & Reasoning	3		
MATH 1111 College Algebra	3		
MATH 1113 Pre-Calculus	3		
MATH 1127 Introduction to Statistics	3		
ARTS 1101 Art Appreciation	3		
ENGL 2110 World Literature	3		
ENGL 2130 American Literature	3		
HUMN 1101 Introduction to Humanities	3		



## INTERDISCIPLINARY STUDIES (MARKETING TRACK), AAS (AF53)

### Degree

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) is designed based on each student's academic and professional goals. The AIS requires 61 semester credit hours. Areas of concentration include General Education, Marketing, and Health Sciences. The program curriculum is strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through the college's existing degrees, diplomas, and certificates.

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Program Final Exit Point:** Interdisciplinary Studies, Associate of Applied Science.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

### Curriculum Outline (61 hours)

<b>1. General Education Courses</b>	<b>21</b>	BIOL 2114 Anatomy and Physiology II	3
<b>Area I: Language Arts/Communication</b>	<b>3</b>	BIOL 2114L Anatomy and Physiology II Lab	1
ENGL 1101 Composition and Rhetoric	3	BIOL 2117 Introductory Microbiology	3
<b>Choose 3 credit hours from the Area I below:</b>	<b>3</b>	BIOL 2117L Introductory Microbiology Lab	1
ENGL 1102 Literature and Composition	3	CHEM 1151 Survey of Inorganic Chemistry	3
SPCH 1101 Public Speaking	3	CHEM 1151L Survey of Inorganic Chemistry Lab	1
<b>Area II: Social/Behavioral Sciences</b>	<b>6</b>	CHEM 1152 Surv of Organic Chemistry	3
PSYC 1101 Introductory Psychology	3	CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1
SOCI 1101 Introduction to Sociology	3	PHYS 1110 Conceptual Physics	3
POLS 1101 American Government	3	PHYS 1110L Conceptual Physics Lab	1
ECON 1101 Principles of Economics	3	MATH 1101 Mathematical Modeling	3
ECON 2105 Macroeconomics	3	MATH 1103 Quantitative Skills & Reasoning	3
ECON 2106 Microeconomics	3	MATH 1111 College Algebra	3
HIST 1111 World History I	3	MATH 1113 Pre-Calculus	3
HIST 1112 World History II	3	MATH 1127 Introduction to Statistics	3
HIST 2111 US History I	3	<b>Area IV: Humanities</b>	<b>3</b>
HIST 2112 US History II	3	ARTS 1101 Art Appreciation	3
<b>Area III: Natural Sciences/Mathematics</b>	<b>3</b>	ENGL 2130 American Literature	3
MATH 1101 Mathematical Modeling	3	ENGL 2110 World Literature	3
MATH 1103 Quantitative Skills & Reasoning	3	HUMN 1101 Introduction to Humanities	3
MATH 1111 College Algebra	3	MUSC 1101 Music Appreciation	3
<b>Choose 3 credit hours from the Area III courses below:</b>	<b>3</b>	<b>2. Institutional Credit</b>	<b>3</b>
BIOL 1111 Biology I	3	COLL 1500 Student Success	3
BIOL 1111L Biology I Lab	1		
BIOL 1112 Biology II	3		
BIOL 1112L Biology II Lab	1		
BIOL 2113 Anatomy and Physiology I	3		
BIOL 2113L Anatomy and Physiology I Lab	1		

<b>3. Occupational Courses</b>	<b>37</b>
<b>Marketing Track</b>	<b>21</b>
MKTG 1100 Principles of Marketing	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2010 Small Business Management	3
MKTG 1130 Business Regulations and Compliance	3
MKTG 2210 Entrepreneurship	6
<b>Select the remaining 15 credit hours from any of the courses listed below:</b>	<b>15</b>
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
POLS 1101 American Government	3
PSYC 2250 Abnormal Psychology	3
PSYC 2103 Human Development	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 US History I	3
HIST 2112 US History II	3
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
BIOL 1112 Biology II	3
BIOL 1112L Biology II Lab	1

BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
CHEM 1152 Surv of Organic Chemistry	3
CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab	1
PHYS 1110 Conceptual Physics	3
PHYS 1110L Conceptual Physics Lab	1
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1113 Pre-Calculus	3
MATH 1127 Introduction to Statistics	3
ARTS 1101 Art Appreciation	3
ENGL 2130 American Literature	3
ENGL 2110 World Literature	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3
MATH 1103 Quantitative Skills & Reasoning	3



## GENERAL EDUCATION

The purpose of General Education at Southern Regional Technical College (SRTC) is to provide high quality educational courses in humanities/fine arts, social/behavioral sciences, natural science/ mathematics, and language arts/ communication 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 written form; and 3) apply the use of mathematics to solve common problems. SRTC students with associate degrees and diplomas are required to demonstrate to what extent he/she has mastered appropriate General Education competencies.

### Learning Support

The ability of a student to succeed in an occupational program at SRTC is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia (TCSG) is committed to assisting each student achieve at their maximum potential. Students applying for diploma, degree and certificate programs may be assessed prior to acceptance into a program of study. Some programs have specific requirements, so placement scores may still be required for admission into those areas. The admissions process is designed to determine the applicant's reading, writing and math skills in order to guide the student in educational and career decisions. It is not designed as a barrier to enrollment in a program.

All students, no matter their admission status, will be offered the appropriate learning support to help them find success in their course work. Such support is available from the following:

All General Education faculty have posted office hours and are available to assist students. Students can drop in or make appointments with instructors for supplemental instruction. Instructors can assist students over the phone, in person on campus, and/or in a virtual meeting space, like the WebEx virtual classroom in Blackboard.

Supplemental content is embedded in each course and available to all students. These modules will offer support in areas identified by faculty as topics where students commonly struggle to include grammar, punctuation, mechanics, or MLA in writing courses and algebraic expressions, problem solving strategies, or quadratics in math courses.

Tutor.com offers 24/7 tutoring on demand in over 250 subjects with voice, text and video options to accommodate a variety of learner preferences. Students can schedule sessions or visit on demand. They can also drop off assignments for review.

Student Success Centers located on the Bainbridge, Moultrie, Thomasville and Tifton campuses offer tutoring to students in any subject.

**Student Success (COLL 1500) Requirement:** All students seeking a diploma or degree are required to complete a 3 semester-hour course in Student Success (COLL1500) during their first semester of enrollment. Students who already have an Associates Degree or higher are given exemption credit for the COLL 1500 course.

**Diploma programs** offered through the College also include a required component of 8 semester hours of Basic Skills courses providing background in one Language Arts/Communication course, one Social/Behavioral Sciences course, and one Natural Science/Mathematics course.

### Diploma Level

Courses offered within the Basic Skills area for **Diploma programs** are:

1. Language Arts/Communication

- ENGL 1010 Fundamentals of English I

2. Social/Behavioral Sciences Course

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

3. Natural Science/Mathematics

- MATH 1012 Foundations of Mathematics

The College offers a variety of General Education courses as enrollment warrants. Students should contact their academic advisor to inquire about course availability.

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## Degree Level

The College requires a minimum of 30 semester credit hours of General Education core courses for the Associate of Science (AS) degree.

The College requires a minimum of 15 semester credit hours of General Education core courses for the Associate of Applied Science (AAS) degree.

The College requires a minimum of 15 semester credit hours of General Education core courses for the Associate of Science in Nursing (ASN) degree.

A minimum of at least one course each from Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences), Area III (Natural Science/Mathematics), and Area IV (Humanities/Fine Arts).

Courses offered for **Degree programs** are:

### Area I: Language Arts/Communication

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

### Area II: Social/Behavioral Sciences

- ECON 2105 Macroeconomics
- ECON 1101 Principles of Economics
- ECON 2106 Microeconomics
- HIST 1111 World History I
- HIST 1112 World History II
- HIST 2111 U.S. History I
- HIST 2112 U.S. History II
- POLS 1101 American Government
- PSYC 1101 Introductory Psychology
- SOCI 1101 Introduction to Sociology

### Area III: Natural Sciences/Mathematics

- BIOL 1111 Biology I
- BIOL 1111L Biology Lab I
- BIOL 1112 Biology II
- BIOL 1112L Biology Lab II
- CHEM 1151 Survey of Inorganic Chemistry
- CHEM 1151L Survey of Inorganic Chemistry Lab I
- CHEM 1152 Survey of Organic Chemistry and Biochemistry
- CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab 1
- PHYC 1110 Conceptual Physics
- PHYC 1110L Conceptual Physics Lab I
- PHYS 1111 Introductory Physics I
- PHYS 1111L Introductory Physics Lab I
- PHYS 1112 Introductory Physics II
- PHYS 1112L Introductory Physics Lab II
  
- Mathematics Courses
- MATH 1101 Mathematical Modeling
- MATH 1103 Quantitative Skills and Reasoning
- MATH 1111 College Algebra
- MATH 1112 College Trigonometry
- MATH 1113 Pre-Calculus
- MATH 1127 Intro to Statistics
- MATH 1131 Calculus I

#### **Area IV: Humanities/Fine Arts**

- ARTS 1101 Art Appreciation
- ENGL 2110 World Literature
- ENGL 2130 American Literature
- HUMN 1101 Introduction to Humanities
- MUSC 1101 Music Appreciation

The College offers a variety of General Education courses as enrollment warrants. Students should contact their academic advisor to inquire about course availability.

Degree Works Plans are available to all students.

Degree Electives that do not count as General Education Core Electives include:

- BIOL 2113 Anatomy and Physiology I
- BIOL 2113L Anatomy and Physiology I Lab
- BIOL 2114 Anatomy and Physiology II
- BIOL 2114L Anatomy and Physiology II Lab
- BIOL 2117 Introductory Microbiology
- BIOL 2117L Introductory Microbiology Lab
- PSYC 2103 Human Development
- PSYC 2250 Abnormal Psychology

## PROGRAMS IN SCHOOL OF BUSINESS

### Accounting

Accounting, AAS (AC13)  
Accounting, Diploma (AC12)  
Office Accounting Specialist, TCC (OA31)  
Payroll Accounting Specialist, TCC (PA61)

### Business Management

Applied Technical Management, AAS (AS33)  
Business Management, AAS (MD13)  
Business Management, Diploma (MD12)  
General Business, AS (GB13)  
Human Resource Management Specialist, TCC (HRM1)  
Management and Leadership Specialist, TCC (MAL1)  
Operations Management Specialist, TCC (OM11)  
Small Business Management Specialist, TCC (SB41)  
Supervisor/Management Specialist, TCC (SS31)  
Technical Management Specialist, TCC (TMS1)

### Business Technology

Administrative Support Assistant, TCC (AS21)  
Business Technology, AAS (BT23)  
Business Technology, Diploma (BT12)  
Medical Billing Clerk, TCC (MB21)  
Medical Front Office Assistant, TCC (MF21)  
Microsoft Word Application Professional, TCC (MWA1)  
Technical Specialist, TCC (TC31)

### Business Technology Courses

Business Healthcare Technology, AAS (BHT3)  
Business Healthcare Technology, Diploma (BHT2)

### Cyber and Related

AWS Cloud Solutions Specialist, TCC (AA91)  
Cisco Network Specialist, TCC (CN71)  
CompTIA A+ Certified Preparation, TCC (CA61)  
CompTIA A+ Certified Technician Preparation, TCC (CA71)  
Computer Support Specialist, AAS (CS23)  
Computer Support Specialist, Diploma (CS14)  
Cyber Crime Specialist, TCC (CCR1)  
Cybersecurity, AAS (IS23)  
Cybersecurity, Diploma (IS12)  
iOS App Development in Swift  
Microsoft Network Administrator, TCC (MS11)  
Network Technician, TCC (NT41)  
Networking Specialist, AAS (NS13)  
Networking Specialist, Diploma (NS14)  
PC Repair and Network Technician, TCC (PR21)

### Design and Media Production

Design and Media Production Specialist, TCC (DAM1)  
Design and Media Production Technology, AAS (DAM3)  
Graphic Design & Prepress Technician, TCC (GD21)

### Film Technology

Film Production - Grip & Rigging Technician I, TCC (FP31)  
Film Production - On-Set Production Assistant I, TCC (FI31)

### Marketing Management

Entrepreneurship, TCC (EN11)  
Marketing Management, AAS (MM13)  
Marketing Management, Diploma (MM12)  
Small Business Marketing Manager, TCC (SB51)



## ACCOUNTING, AAS (AC13)

### Degree

The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of accounting careers in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

**Length of Program:** 5 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Accounting, Associate of Applied Science.

**Credits Required for Graduation:** 67 Minimum semester hour credits required for graduation

**\*students can use up to 9 hours of SRTC coursework from any program for elective credit**

**Accreditation Information:** The Accounting program is in candidacy with the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213, Phone 913-339-9356, <http://www.acbsp.org><sup>942</sup>.

### Curriculum Outline (67 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (One Mathematics Course)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1103 Quantitative Skills & Reasoning	3
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>49</b>
ACCT 1100 Financial Accounting I	4
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 1105 Financial Accounting II	4
ACCT 2000 Managerial Accounting	3
ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
<b>Electives</b>	<b>18</b>
ACCT 0000 Accounting Elective (9 Credits)	9
Elective 0000 Elective Open (9 Credits)	9

## ACCOUNTING, DIPLOMA (AC12)

### Diploma

The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level accounting positions in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Accounting, Diploma.

**Credits Required for Graduation:** 45 Minimum semester hour credits required for graduation.

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

### Curriculum Outline (45 hours)

<b>1: Basic Skills Courses (8-9 hours)</b>	<b>8</b>
<b>Select 1 of the 2 English courses - 3 hrs</b>	<b>3</b>
ENGL 1010 Fundamentals of English	3
ENGL 1102 Literature and Composition	3
<b>Select one of the following Social/Behavioral Science courses - 2 credits</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>Select one of the following Math Courses - 3 credits</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (28 hours)</b>	<b>34</b>
ACCT 1100 Financial Accounting I	4
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
<b>Electives</b>	<b>6</b>
ACCT 0000 Accounting Elective (3 Credits)	3
Elective Open 0000 Elective Open (3 Credits)	3

## OFFICE ACCOUNTING SPECIALIST, TCC (OA31)

### Technical Certificate of Credit

The Office Accounting Specialist Technical Certificate of Credit provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Office Accounting Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hour credits required for graduation.

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

### Curriculum Outline (14 hours)

1: Occupational Courses (14 hours)		14
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computer Literacy	3

## PAYROLL ACCOUNTING SPECIALIST, TCC (PA61)

### Technical Certificate of Credit

The Payroll Accounting Specialist Technical Certificate of Credit provides entry-level skills in payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Payroll Accounting Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 17 minimum semester hour credits required for graduation.

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

### Curriculum Outline (17 hours)

1: Occupational Courses (17 hours)		17
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computer Literacy	3

## APPLIED TECHNICAL MANAGEMENT, AAS (AS33)

### Degree

The AAS in Applied Technical Management allows a student to complete a Diploma in a TCSG program area and to continue to this AAS. In addition to the skills and knowledge obtained in the Diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** Applied Technical Management, Associate of Applied Science.

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

### Curriculum Outline (71 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communications</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>3</b>
<b>Area III: Natural Sciences \Mathematics</b>	<b>3</b>
<b>One Mathematics Course</b>	
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>

<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>53</b>
ACCT 1100 Financial Accounting I	4
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 2125 Performance Management	3
<b>Select One of the Following (3 Credits) - Legal-Related Course</b>	<b>3</b>
ACCT 2140 Legal Environment of Business	3
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3
<b>Completion of Diploma program required for this AAS program</b>	<b>37</b>

## BUSINESS MANAGEMENT, AAS (MD13)

### Degree

The Business Management program is designed to prepare students for entry into management and supervisory positions within a wide variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Small Business Management, Operations Management, or Human Resource Management.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>41</sup>

**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.

**Program Final Exit Point:** Business Management, Associate of Applied Science.

**Credits Required for Graduation:** 66 minimum semester hour credits required for graduation.

**Accreditation Information:** The Business Management program is in candidacy with the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, Kansas 66213, Phone 913-339-9356, <http://www.acbsp.org>.<sup>42</sup>

### Curriculum Outline (66 hours)

<b>1: General Education Courses</b>	<b>18</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1127 Introduction to Statistics	3
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>General Education Elective</b>	<b>6</b>
General Education 0000 General Education Core Elective	3
General Education 0000 General Education Core Elective	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3



<b>3. Occupational Courses</b>	<b>45</b>
ACCT 1100 Financial Accounting I	4
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3
<b>Select One of the following Two Courses:</b>	<b>3</b>
COMP 1000 Introduction to Computer Literacy	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1120 Introduction to Business	3
MGMT 1115 Leadership	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2215 Team Project	3
<b>Specializations - Select one area</b>	<b>12</b>
<b>General Management Specialization</b>	<b>12</b>
MGMT 0000 Guided Elective	3
MGMT 0000 Guided Elective	3
MGMT 0000 Guided Elective	3
MGMT 0000 Guided Elective	3
<b>Human Resources Management Specialization</b>	<b>12</b>
MGMT 2120 Labor Management Relations	3
MGMT 2130 Employee Training & Development	3
MGMT 0000 Guided Elective	3
<b>Select one of three</b>	<b>3</b>
MGMT 2205 Service Sector Management	3
MGMT 2210 Project Management	3
MGMT 2220 Management OBI	3

<b>Small Business Management Specialization</b>	<b>12</b>
MGMT 2140 Retail Management	3
MGMT 2145 Business Plan Development	3
MGMT 2150 Small Business Management	3
MGMT 0000 Guided Elective	3

## **BUSINESS MANAGEMENT, DIPLOMA (MD12)**

### **Diploma**

The Business Management program prepares experienced workers for entry into management or supervisory positions within a wide variety of businesses and industries. The Business Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Program Final Exit Point:** Business Management, Diploma.

**Credits Required for Graduation:** 51 minimum semester hour credits required for graduation.

### **Curriculum Outline (51 hours)**

<b>1: General Education Courses</b>	<b>8</b>
ENGL 1010 Fundamentals of English	3
<b>and one of the following (2 Hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>and one of the following (3 Hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>40</b>
COMP 1000 Introduction to Computer Literacy	3
ACCT 1100 Financial Accounting I	4
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2215 Team Project	3
General Management Specialization Elective- Business Management Elec-MGMT	6
<b>and one of the following (3 Hours)</b>	<b>3</b>
ACCT 2140 Legal Environment of Business	3
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3

## GENERAL BUSINESS, AS (GB13)

### Degree

The Associate of Science in General Business Degree program provides an introductory foundation to core aspects of the business environment while also preparing students for continued study in the field of business. The program develops skills through course work in communication, social/behavioral sciences, natural sciences, mathematics, and the humanities, as well as in the business disciplines. Graduates may pursue additional education opportunities at senior institutions or pursue a variety of entry-level positions in the broad career field of business.

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

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

**Entrance Requirements:** Refer to Admission criteria.

**\*\*ACCT 1120** requires COMP 1000 as a pre-requisite or passing the COMP 1000 exemption test in order to enroll in the ACCT 1120 class.

**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.

**Program Final Exit Point:** General Business, Associate of Science.

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

### Accreditation Council for Business Schools and Programs (ACBSP)

11520 West 119<sup>th</sup> Street  
Overland Park, Kansas 66213  
Phone 913-339-9356  
<http://www.acbsp.org><sup>92</sup>

### Curriculum Outline (71 hours)

1: General Education Courses	44
<b>Area I: Language Arts/Communication (9 Hours)</b>	<b>9</b>
ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
<b>Area II: Social/Behavioral Sciences (15 Hours)</b>	<b>9</b>
POLS 1101 American Government	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
<b>and one of the following (3 Hours)</b>	<b>3</b>
HIST 2111 US History I	3
HIST 2112 US History II	3
<b>and one of the following (3 Hours)</b>	<b>3</b>
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
<b>Area III: Natural Sciences \Mathematics</b>	<b>14</b>
MATH 1127 Introduction to Statistics	3
<b>Choose One (1) Natural Science Sequence</b>	
<b>Physics</b>	<b>8</b>
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
PHYS 1112 Introductory Physics II	3
PHYS 1112L Introductory Physics Lab II	1
<b>Chemistry</b>	<b>8</b>
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
CHEM 1152 Surv of Organic Chemistry	3
CHEM 1152L Survey of Organic Chemistry and	1

## Biochemistry Lab

**Biology 8**

BIOL 1111L Biology I Lab 1

BIOL 1112 Biology II 3

BIOL 1112L Biology II Lab 1

BIOL 1111 Biology I 3

**Area IV: Humanities/Fine Arts (6 Hour) 3**

ENGL 2130 American Literature 3

**and one of the following (3 Hours) 3**

PSYC 1101 Introductory Psychology 3

SOCI 1101 Introduction to Sociology 3

ECON 1101 Principles of Economics 3

HIST 1111 World History I 3

HIST 1112 World History II 3

**and one of the following (3 Hours) 3**

HUMN 1101 Introduction to Humanities 3

ARTS 1101 Art Appreciation 3

**2: Institutional Credit 3**

COLL 1500 Student Success 3

**3: Occupational Courses 24**

ACCT 1100 Financial Accounting I 4

ACCT 1105 Financial Accounting II 4

ACCT 1120 Spreadsheet Applications 4

ACCT 2000 Managerial Accounting 3

ACCT 2140 Legal Environment of Business 3

ACCT 2145 Personal Finance 3

MGMT 1120 Introduction to Business 3

## HUMAN RESOURCE MANAGEMENT SPECIALIST, TCC (HRM1)

### Technical Certificate of Credit

This certificate serves as a concentrated study emphasizing the knowledge needed by human resource managers.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Human Resources Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

### Curriculum Outline (18 hours)

1: Occupational Courses	18
MGMT 1105 Organizational Behavior	3
MGMT 1110 Employment Rules & Regulations	3
MGMT 2115 Human Resource Management	3
MGMT 2120 Labor Management Relations	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training & Development	3

# MANAGEMENT AND LEADERSHIP SPECIALIST, TCC (MAL1)

## Technical Certificate of Credit

This certificate serves as an expanded overview in the field of management.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Management and Leadership Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

## Curriculum Outline (18 hours)

1: Occupational Courses	18
COMP 1000 Introduction to Computer Literacy	3
MGMT 1100 Principles of Management	3
MGMT 1110 Employment Rules & Regulations	3
MGMT 1115 Leadership	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training & Development	3

## OPERATIONS MANAGEMENT SPECIALIST, TCC (OM11)

### Technical Certificate of Credit

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

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

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

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

[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Operations Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation.

### Curriculum Outline (18 hours)

1: Occupational Courses		18
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training & Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3



## SMALL BUSINESS MANAGEMENT SPECIALIST, TCC (SB41)

### Technical Certificate of Credit

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, production, and manufacturing.

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

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

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

[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Small Business Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 19 minimum semester hour credits required for graduation.

### Curriculum Outline (19 hours)

1: Occupational Courses	19
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computer Literacy	3
MGMT 1110 Employment Rules & Regulations	3
MGMT 2125 Performance Management	3
MGMT 2140 Retail Management	3
MGMT 2150 Small Business Management	3

## SUPERVISOR/MANAGEMENT SPECIALIST, TCC (SS31)

### Technical Certificate of Credit

This certificate serves as an introduction to the basics of supervision and/or management.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Supervisor/Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

<b>1: Occupational Courses</b>	<b>12</b>
MGMT 1100 Principles of Management	3
MGMT 1115 Leadership	3
MGMT 2115 Human Resource Management	3
<b>and one of the following (3 hours)</b>	<b>3</b>
MGMT 1110 Employment Rules & Regulations	3
MGMT 2120 Labor Management Relations	3

## TECHNICAL MANAGEMENT SPECIALIST, TCC (TMS1)

### Technical Certificate of Credit

This certificate is designed to allow integration of management knowledge and other areas of technical training.

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

**Entrance Date:** Beginning of every semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Technical Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 24 minimum semester hour credits required for graduation.

### Curriculum Outline (24 hours)

<b>1: Occupational Courses</b>	<b>24</b>
COMP 1000 Introduction to Computer Literacy	3
MGMT 1100 Principles of Management	3
MGMT 2115 Human Resource Management	3
<b>XXXX xxxx - Guided Electives</b>	<b>12</b>
<b>and one of the following (3 hours)</b>	<b>3</b>
MGMT 1110 Employment Rules & Regulations	3
MGMT 2120 Labor Management Relations	3

## ADMINISTRATIVE SUPPORT ASSISTANT, TCC (AS21)

### Technical Certificate of Credit

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures.

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

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

**Entrance Requirements:** Refer to Admission criteria.

[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** Administrative Support Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 20 minimum semester hour credits required for graduation.

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

### Curriculum Outline (20 hours)

<b>1: Occupational Courses (20 hours)</b>	<b>20</b>
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
<b>Guided Electives</b>	<b>6</b>

## BUSINESS TECHNOLOGY, AAS (BT23)

### Degree

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The 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 terminology that encompasses office management and executive assistant qualification 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 Technology Associate of Applied Science degree.

**Length of Program:** 5 Semesters

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

**Entrance Requirements:** Refer to Admission criteria.

[Click for Entrance Score Requirements.](#)<sup>41</sup>

**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.

**Program Final Exit Point:** Business Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

### Curriculum Outline (63 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II Social/Behavioral Sciences</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III - Natural Sciences/Mathematics (Choose one)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>45</b>
COMP 1000 Introduction to Computer Literacy	3
BUSN 1240 Office Procedures	3
BUSN 1450 Computer Applications for the Business Professiona	4
BUSN 1470 Professional Communication Skills	3
BUSN 1460 Keyboarding and Document Formatting	4
BUSN 2150 Social Media and Electronic Communication	3
BUSN 2190 Business Document Proofreading and Editing	3
ELEC 0000 Guided Elective	3
ELEC 0000 Guided Elective	3
<b>Select one of two courses:</b>	<b>3</b>
BUSN 1300 Introduction to Business	3
MGMT 1120 Introduction to Business	3
<b>Select One of Two Accounting courses</b>	<b>4</b>
BUSN 2200 Office Accounting	4
ACCT 1100 Financial Accounting I	4
<b>Office Management Track</b>	<b>12</b>
BUSN 2130 Expert Spreadsheet Analysis	3
BUSN 2140 Expert Word Processing	3
MGMT 1100 Principles of Management	3
BUSN 2290 Applied Business Technology	3
<b>Human Resources Track</b>	<b>9</b>
MKTG 1130 Business Regulations and Compliance	3
MGMT 2115 Human Resource Management	3
MGMT 2130 Employee Training & Development	3

<b>Social Media Track</b>	<b>12</b>
CIST 1510 Web Development I	3
MKTG 1100 Principles of Marketing	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2500 Exploring Social Media	3
<b>Project Management Track</b>	<b>9</b>
BUSN 2130 Expert Spreadsheet Analysis	3
MGMT 1105 Organizational Behavior	3
MGMT 2210 Project Management	3

## BUSINESS TECHNOLOGY, DIPLOMA (BT12)

### Diploma

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The 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 terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Graduates of the program receive a Business Technology Diploma.

**Length of Program:** 3 Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Program Final Exit Point:** Business Technology, Diploma.

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

### Curriculum Outline (45 hours)

<b>1. General Education Courses</b>	<b>9</b>
PSYC 1010 Basic Psychology	3
<b>Select 1 of the 2 English courses - 3 hrs.</b>	<b>3</b>
<b>Select 1 of the 2 Math courses - 3 hrs.</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
<b>2. Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3. Occupational Courses</b>	<b>33</b>
COMP 1000 Introduction to Computer Literacy	3
BUSN 1460 Keyboarding and Document Formatting	4
BUSN 1450 Computer Applications for the Business Professiona	4
BUSN 2150 Social Media and Electronic Communication	3
BUSN 1240 Office Procedures	3
BUSN 1470 Professional Communication Skills	3
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 1460 Keyboarding and Document Formatting	4
<b>Guided Electives - Select One of Two Accounting courses</b>	<b>6</b>
BUSN 2200 Office Accounting	4
ACCT 1100 Financial Accounting I	4



## MEDICAL BILLING CLERK, TCC (MB21)

### Technical Certificate of Credit

The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

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

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)

**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.

**Program Final Exit Point:** Medical Billing Clerk, Technical Certificate of Credit.

**Credits Required for Graduation:** 22 minimum semester hour credits required for graduation.

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

### Curriculum Outline (22 hours)

2: Occupational Courses (22 hours)		22
COMP 1000	Introduction to Computer Literacy	3
ALHS 1011	Structure and Function of Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
BUSN Elec - Occupational Guided Elective		2
Elective		3

## **MEDICAL FRONT OFFICE ASSISTANT, TCC (MF21)**

### **Technical Certificate of Credit**

The Medical Front Office Assistant Technical Certificate of Credit is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Medical Front Office Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 22 minimum semester hour credits required for graduation.

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

### **Curriculum Outline (22 hours)**

<b>1 : Occupational Courses</b>	<b>22</b>
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BUSN 1440 Document Production	4
BUSN 2340 Healthcare Administrative Procedures	4
ENGL 1101 Composition and Rhetoric	3
<b>Elective - Occupationally guided elective</b>	<b>6</b>

# MICROSOFT WORD APPLICATION PROFESSIONAL, TCC (MWA1)

## Technical Certificate of Credit

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Microsoft Word Application Professional, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hour credits required for graduation.

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

### Curriculum Outline (14 hours)

<b>1: Occupational Courses (14 hours)</b>	<b>14</b>
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
<b>XXXX xxxx - Occupational Elective</b>	<b>3</b>

## TECHNICAL SPECIALIST, TCC (TC31)

### Technical Certificate of Credit

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

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Technical Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 36 minimum semester hour credits required for graduation.

### Curriculum Outline (36 hours)

<b>1: General Core Courses</b>	<b>24</b>
<b>Required Course(s):</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>6</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (6 Hours)</b>	<b>6</b>
<b>and two additional courses from Area I, II, III, and/or IV (as approved by program advisor)</b>	<b>6</b>

<b>2: Occupational Courses</b>	<b>12</b>
COMP 1000 Introduction to Computer Literacy	3
<b>XXXX xxxx - Occupationally Guided Elective(s)</b>	<b>9</b>

## BUSINESS HEALTHCARE TECHNOLOGY, AAS (BHT3)

### Degree

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare 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 software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification 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 Healthcare Technology Associate of Applied Science degree.

**Length of Program:** 5 Semesters

**Entrance Date:** Beginning of each semester

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>841</sup>

**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.

**Credits Required for Graduation:** 59 minimum semester hour credits required for graduation.

### Curriculum Outline (59 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
ECON 1101 Principles of Economics	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
<b>Area III - Natural Sciences/Mathematics (Choose one)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
HUMN 1101 Introduction to Humanities	3
<b>Program Specific General Education Course</b>	<b>3</b>
General Education 0000 General Education Core Elective	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>41</b>
BUSN 1015 Introduction to Healthcare Reimbursement	3
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 2340 Healthcare Administrative Procedures	4
BUSN 2375 Healthcare Coding	3
<b>Technology Course - Select One</b>	<b>3</b>
COMP 1000 Introduction to Computer Literacy	3
<b>Medical Terminology and Anatomy Courses</b>	<b>6</b>
ALHS 1011 Structure and Function of Human Body	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2
<b>Select one course:</b>	<b>2</b>
BUSN 2350 Electronic Health Records	3
HIMT 1250 Health Record Content and Structure	2
<b>Accounting Course</b>	<b>3</b>
ACCT 1100 Financial Accounting I	4
<b>Completion of one of the following Specializations:</b>	
<b>Compliance and Reimbursement Specialization</b>	<b>15</b>
BUSN 2420 Advanced Medical Coding	3
BUSN 2810 Healthcare Compliance	3
BUSN 2400 Healthcare Procedural Coding	3
BUSN 2410 ICD Coding	3
BUSN 2850 Health Record Auditing	3
<b>Business Healthcare Specialization (BUSN Electives)</b>	<b>15</b>
Elective 0001 ELEC-Occup	3

Elective 0001 ELEC-Occup	3
Elective 0001 ELEC-Occup	3
Elective 0001 ELEC-Occup	3
Elective 0001 ELEC-Occup	3



## BUSINESS HEALTHCARE TECHNOLOGY, DIPLOMA (BHT2)

### Diploma

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare 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 software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification 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 Healthcare Technology Diploma.

**Length of Program:** 4 Semesters

**Entrance Requirements:** Refer to Admission criteria.

[Click for Entrance Score Requirements.](#)<sup>941</sup>

**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.

**Credits required for graduation:** 49 minimum semester hour credits required for graduation.

*Students may pursue the National Certified Medical Office Assistant (NCMOA) certification exam and become a certified medical office assistant.*

### Curriculum Outline (49 hours)

<b>1. General Education Courses</b>	<b>12</b>
MATH 1012 Foundations of Mathematics	3
PSYC 1010 Basic Psychology	3
<b>Select one of Social/Behavior Science Courses</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>34</b>
BUSN 2375 Healthcare Coding	3
BUSN 2340 Healthcare Administrative Procedures	4
<b>Technology Course - Select One</b>	<b>3</b>
BUSN 1000 Computers in Healthcare	3
COMP 1000 Introduction to Computer Literacy	3
HIMT 1150 Comp Apps in Healthcare	3
<b>Select BUSN 1010 or "Terminology &amp; Anatomy" Course Cluster</b>	<b>6</b>
BUSN 1010 Medical Terminology, Anatomy, and Diseases for Bus	6
<b>Medical Terminology and Anatomy Courses</b>	<b>8</b>
BUSN 1440 Document Production	4
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 1015 Introduction to Healthcare Reimbursement	3
<b>Select One Course:</b>	<b>2</b>
BUSN 2350 Electronic Health Records	3
HIMT 1250 Health Record Content and Structure	2
<b>Select courses from list below for min. of 7 hrs.</b>	<b>7</b>
BUSN XXXX BUSN Guided Elective	3
Elective 0001 ELEC-Occup	3
BUSN xxxx BUSN Guided Elective	4
ELEC xxxx Elective	4
<b>Accounting Course - Select One</b>	<b>3</b>
BUSN 2200 Office Accounting	4
ACCT 1100 Financial Accounting I	4

## AWS CLOUD SOLUTIONS SPECIALIST, TCC (AA91)

### Technical Certificate of Credit

Students acquire Cloud computing skills in the Amazon Web Services Environment through hands-on practical experience and can prepare for AWS Certifications including Cloud Practitioner, Solutions Architect Associate, and Developer Associate.

**Length of Program:** 2 Semesters

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

**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.

**Program Final Exit Point:** AWS Cloud Solutions Specialist, Technical Certificate of Credit

**Credits Required for Graduation:** 16 Minimum semester hour credits required for graduation.

### Curriculum Outline (16 hours)

1. Occupational Courses	16
CIST 2480 AWS Cloud Foundations	4
CIST 2481 AWS Cloud Architecting	4
CIST 2482 AWS Cloud Developing	4
CIS Elective CIS Elective (4 Credits)	4

## CISCO NETWORK SPECIALIST, TCC (CN71)

### Technical Certificate of Credit

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.

**Length of Program:** 3 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria. Applicants must have CIST 1122, a CIS Degree, or Diploma from a regionally accredited college or university, two years experience in field, or receive the approval of the advisor for admission. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** CISCO Network Specialist, Technical Certificate of Credit.

Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.

**Credits Required for Graduation:** 16 minimum semester hour credits required for graduation.

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

The Cisco Network Specialist program is approved by Cisco System, Inc. [Cisco Networking Academy], 170 West Tasman Drive, San Jose, California 95134, <https://www.netacad.com><sup>10</sup>.

### Curriculum Outline (16 hours)

1. Occupational Courses	16
CIST 2451 Introduction to Networks-CISCO	4
CIST 2452 Cisco Switching, Routing, and Wireless Essentials	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIS ELEC 0004 CIS Guided Elective	4

## COMPTIA A+ CERTIFIED PREPARATION, TCC (CA61)

### Technical Certificate of Credit

The CompTIA A+ Certified Technician Preparation Technical Certificate of Credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

**Length of Program:** 1 Semester

**Cost of Program:** [Click Here.](#)<sup>42</sup>

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>41</sup>

**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.

**Program Final Exit Point:** CompTIA A+ Certified Technician Preparation, Technical Certificate of Credit.

**Credits Required for Graduation:** 10 minimum semester hour credits required.

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

### Curriculum Outline (10 hours)

1: Occupational Courses	10
COMP 1000 Introduction to Computer Literacy	3
CIST 1122 Hardware Install & Maintenance	4
CIST 1130 Operating Systems Concepts	3

## COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION, TCC (CA71)

### Technical Certificate of Credit

The CompTIA A+ Certified Technician Preparation Technical Certificate of Credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

**Length of Program:** 2 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** CompTIA A+ Certified Technician Preparation, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required.

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

### Curriculum Outline (18 hours)

1: Occupational Courses	18
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIS Elective CIS Elective (4 Credits)	4
CIST Operating Systems Elective	3

## COMPUTER SUPPORT SPECIALIST, AAS (CS23)

### Degree

The Computer Information Systems – Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. 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, database management, and computer networking. Program graduates are qualified for employment as computer support specialist.

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

**Cost of Program:** [Click Here.](#) <sup>43</sup>

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#) <sup>41</sup>

**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.

**Program Final Exit Point:** Computer Support Specialist, Associate of Applied Science.

**Credits Required for Graduation:** 65 minimum semester hour credits required for graduation

### Curriculum Outline (65 hours)

<b>1: General Education Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	
<b>One Mathematics Course (3 Hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>and one additional course from Area I, II, III or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>47</b>
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIST 1305 Program Design and Development	3
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis Design & Project Management	4
COMP 1000 Introduction to Computer Literacy	3
CIS DB CIS Database Elective Course	4
CIS Elective CIS Elective (12 Credits)	12
<b>and one of the following (4 Hours)</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4



## COMPUTER SUPPORT SPECIALIST, DIPLOMA (CS14)

### Diploma

The Computer Information Systems – Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. 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, database management, and computer networking. Program graduates are qualified for employment as computer support specialist.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>841</sup>

**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.

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

**Credits Required for Graduation:** 58 minimum semester hour credits required for graduation.

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

### Curriculum Outline (58 hours)

1: Basic Skill Courses	8
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations & Professional Development	2
ENGL 1010 Fundamentals of English	3

2: Institutional Credit	3
COLL 1500 Student Success	3
3: Occupational Courses	47
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIST 1305 Program Design and Development	3
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis Design & Project Management	4
CIS DB CIS Database Elective Course	4
CIS Elective CIS Elective (12 Credits)	12
and one of the following (4 Hours)	4
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

## CYBER CRIME SPECIALIST, TCC (CCR1)

### Technical Certificate of Credit

Entry-level Computer Forensics technician.

**Length of Program:** 2 Semesters

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Cyber Crime Specialist, TCC

**Credits Required for Graduation:** 21 minimum semester hour credits required for graduation.

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

### Curriculum Outline (21 hours)

1. Occupational Courses	21
CIST 1601 Information Security Fundamentals	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIST 2612 Computer Forensics and Data Identification	4

## CYBERSECURITY, AAS (IS23)

### Degree

The Computer Information Systems Cybersecurity program is a sequence of courses designed to provide students with the understanding of the concepts, principles and techniques required in computer information processing. 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 are qualified for employment as Cybersecurity Specialists.

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

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

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Cybersecurity, Associate of Applied Science.

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

### Curriculum Outline (75 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>Program Specific General Education Course</b>	<b>3</b>
ELEC-CORE 0001 Core Elective	3
<b>2. Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Courses</b>	<b>57</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIST 1601 Information Security Fundamentals	3
CIST 1602 Security Policies & Procedures	3
CIST 2602 Network Security	4
CIST 2611 Network Defense and Countermeasures	4
CIST 2613 Ethical Hacking and Penetration	4
CIST 2612 Computer Forensics and Data Identification	4
CIST 2601 Implementing Operating Systems Security	4
CIS Elective CIS Elective (12 Credits)	12
<b>Introductory-Level Networking Class</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

## CYBERSECURITY, DIPLOMA (IS12)

### Diploma

The Computer Information Systems Cybersecurity program is a sequence of courses designed to provide students with the understanding of the concepts, principles and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Cybersecurity Specialists.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Cybersecurity, Diploma.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

### Curriculum Outline (61 hours)

<b>1. General Education Courses</b>		<b>5</b>
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
<b>2. Institutional Credit</b>		<b>3</b>
COLL 1500	Student Success	3

<b>3. Occupational Courses</b>	<b>49</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
CIST 1601 Information Security Fundamentals	3
CIST 1602 Security Policies & Procedures	3
CIST 2602 Network Security	4
CIST 2611 Network Defense and Countermeasures	4
CIST 2613 Ethical Hacking and Penetration	4
CIST 2601 Implementing Operating Systems Security	4
CIST 2612 Computer Forensics and Data Identification	4
<b>Introductory Level Networking Choose one of the following:</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

# IOS APP DEVELOPMENT IN SWIFT

## Technical Certificate of Credit

The iOS App Development With Swift TCC includes occupational and specialized courses designed to allow programming and web development majors to augment their existing programs with iOS Development with iOS application development concepts. In addition, this will allow professional programmers and web developers the ability to add iOS App Development with Swift to their skill set.

**Length of Program:** 1 Term

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

### Curriculum Outline (11 hours)

Occupational Courses	11
CIST 1306 Programming Foundations - SWIFT	3
CIST 2301 Application Development in SWIFT I	4
CIST 2302 Application Development in SWIFT II	4

## MICROSOFT NETWORK ADMINISTRATOR, TCC (MS11)

### Technical Certificate of Credit

The Microsoft Network Administrator Technical Certificate of Credit provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Microsoft Network Administrator, Technical Certificate of Credit.

**Credits Required for Graduation:** 16 minimum semester hour credits required for graduation

### Curriculum Outline (16 hours)

<b>1. Occupational Core Courses</b>	<b>16</b>
CIST 2411 Microsoft Client	4
CIST 2412 Installation and Maintenance	4
CIST 2413 Microsoft Server Networking	4
<b>Microsoft Elective (choose one of the following):</b>	<b>4</b>
CIST 2414 Windows Server Identify Services	4
CIST 2420 Microsoft Exchange Server	4



## NETWORK TECHNICIAN, TCC (NT41)

### Technical Certificate of Credit

The Network Technician Technical Certificate of Credit 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.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Network Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hour credits required for graduation.

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

### Curriculum Outline (14 hours)

<b>1: Occupational Courses</b>	<b>14</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
<b>XXXX xxxx - CIST Operating Systems Elective</b>	<b>3</b>
<b>and one of the following (4 Hours)</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

## NETWORKING SPECIALIST, AAS (NS13)

### Degree

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

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

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Networking Specialist, Associate of Applied Science. Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.

**Credits Required for Graduation:** 69 minimum semester hour credits required for graduation.

### Curriculum Outline (69 hours)

<b>1: General Core Courses</b>	<b>18</b>
<b>Area I: Language Arts/Communication (3 hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 hours)</b>	<b>3</b>
<b>One Mathematics Course</b>	
<b>Area IV: Humanities/Fine Arts (3 hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>General Core Elective</b>	<b>3</b>
ELEC-CORE 0001 Core Elective	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3. Occupational Core Courses</b>	<b>32</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1122 Hardware Install & Maintenance	4
ELEC 0000 Guided Elective	3
ELEC 0001 Guided Elective	4
ELEC 0001 Guided Elective	4
ELEC 0002 Guided Security Elective	3
<b>Introductory-Level Networking Class (choose one of the following):</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

<b>Choose One Specialization Area</b>	<b>16</b>
<b>Linux/Unix Specialization</b>	<b>16</b>
CIST 2431 UNIX/Linux Introduction	4
CIST 2432 Unix/Linux Server	4
CIST 2433 UNIX/Linux Advanced Server	4
CIST 2434 UNIX/Linux Scripting	4
<b>Microsoft Specialization</b>	<b>16</b>
CIST 2411 Microsoft Client	4
CIST 2412 Installation and Maintenance	4
CIST 2413 Microsoft Server Networking	4
ELEC 0001 Guided Elective	4
<b>CISCO Specialization</b>	<b>16</b>
CIST 2451 Introduction to Networks-CISCO	4
CIST 2452 Cisco Switching, Routing, and Wireless Essentials	4
CIST 2453 Enterprise Networking, Security, and Automation	4
ELEC 0001 Guided Elective	4
<b>Cloud Computing</b>	<b>16</b>
CIST 2480 AWS Cloud Foundations	4
CIST 2481 AWS Cloud Architecting	4
CIST 2482 AWS Cloud Developing	4
ELEC 0001 Guided Elective	4

## NETWORKING SPECIALIST, DIPLOMA (NS14)

### Diploma

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

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>41</sup>

**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.

**Program Final Exit Point:** Networking Specialist, Diploma. Graduates who complete CIST 2451, CIST 2452, CIST 2453, and CIST 2454 are eligible to sit for the Cisco CCNA certification exam.

**Credits Required for Graduation:** 57 minimum semester hour credits required for graduation.

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

### Curriculum Outline (57 hours)

<b>1: Basic Skills Courses</b>	<b>9</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
MATH 1012 Foundations of Mathematics	3
ENGL 1010 Fundamentals of English	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>45</b>
CIST 1122 Hardware Install & Maintenance	4
CIST 1001 Computer Concepts	4
COMP 1000 Introduction to Computer Literacy	3
<b>CIST Elec - CIST Elective</b>	<b>9</b>
XXXX xxxx - CIST Operating Systems Elective	3
<b>CIST Sec - CIST Security Course</b>	<b>3</b>

## PC REPAIR AND NETWORK TECHNICIAN, TCC (PR21)

### Technical Certificate of Credit

The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** PC Repair and Network Technician, Technical Certificate of Credit. Eligible to apply to take the CompTia A+ certification exam.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation plus prerequisites.

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

### Curriculum Outline (18 hours)

<b>1: Occupational Courses</b>	<b>18</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Install & Maintenance	4
<b>XXXX xxxx - CIST Operating Systems Elective</b>	<b>3</b>
<b>and one of the following (4 Hours)</b>	<b>4</b>
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks-CISCO	4

## DESIGN AND MEDIA PRODUCTION SPECIALIST, TCC (DAM1)

### Technical Certificate of Credit

The Design and Media Production Specialist TCC prepares students with basic design and media production skills, including those in vector graphics and raster imaging. Additionally, the program provides opportunities to upgrade present knowledge or skills. Graduates will receive a technical certificate of credit.

**Length of Program:** 2 Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Design and Media Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

1. Occupational Courses		12
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4

## DESIGN AND MEDIA PRODUCTION TECHNOLOGY, AAS (DAM3)

### Degree

Design and Media Production Technology prepares students for employment in a variety of media production industries. The program emphasizes hands on production in the following specialized areas: Computer Animation, Graphic Design and Prepress, Motion Graphics, Photography, Video Production, and Web Interface Design.

**Length of Program:** 5 Semesters

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Total Credit Hours:** 64 minimum semester hour credits required for graduation.

### Curriculum Outline (64 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>Elective</b>	<b>3</b>
General Education 0000 General Education Core Elective	3
<b>2. Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>46</b>
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2930 Exit Review	4
<b>Technology Cluster</b>	<b>3</b>
COMP 1000 Introduction to Computer Literacy	3
CIST 1101 Working with Microsoft Windows	3
DMPT 1055 Introduction to Media Technology	4
<b>Computer Animation</b>	<b>27</b>
DMPT 2400 Basic 3D Modeling and Animation	4
DMPT 2405 Intermediate 3D Modeling	4
<b>Select 5 of the following courses for a minimum of 19 Hours:</b>	<b>19</b>
DMPT 2410 Digital, Texture and Lighting	4
DMPT 2415 Character Rigging	4
DMPT 2420 3D Production and Animation	4
DMPT XXXX Digital Media Production Technology Elective	4
DMPT XXXX Digital Media Production Technology Elective	4
<b>Guided Elective (Minimum of 3 Hours)</b>	<b>3</b>
DMPT XXXX Digital Media Production Technology Elective	4
DMPT XXXX Digital Media Production Technology Elective	3
DMPT XXXX Digital Media Production Technology Elective	3
<b>Graphic Design and Prepress</b>	<b>27</b>
DMPT 2100 Identity Design	4
DMPT 2105 Page Layout (201512) 4 hrs	4



DMPT 2110 Publication Design	4		
DMPT 2115 Advertising and Promotional Design	4		
DMPT 2120 Prepress and Output	4		
<b>Select one of the following courses:</b>	<b>4</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
<b>Guided Elective (Minimum of 3 Hours)</b>	<b>3</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
MKTG Elective MKTG Elective (3 Credits)	3		
<b>Web Interface Design</b>	<b>28</b>		
DMPT 2300 Foundations of Interface Design	4		
DMPT 2305 Web Interface Design	4		
DMPT 2330 Introduction to Content Management Systems	4		
DMPT 2335 Web Interface Structure	4		
<b>Select one of the following courses (Minimum 4 Hours):</b>	<b>4</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
<b>Complete 2 of the following courses (Minimum of 8 Hours):</b>	<b>8</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
DMPT XXXX Digital Media Production Technology Elective	4		
CIST XXXX Computer Information Systems Technology	4		
CIST XXXX Computer Information Systems Technology	4		
<b>Post-Production Technology</b>	<b>27</b>		
DMPT 2605 Introduction to Video Compositing and Broadcast An	4		
<b>Complete 5 of the following courses (19 Hours):</b>	<b>19</b>		
DMPT 1040 Introduction to Animation	4		
DMPT 2610 Intermediate Video Compositing and Broadcast Anima	4		
DMPT 2620 Intermediate Graphics for Television	4		
DMPT 2625 DVD Authoring	4		
DMPT 2630 Post-Production Audio	4		
DMPT 2640 Color Grading	4		
DMPT 2650 Visual Effects	4		
DMPT 2660 Special Projects	4		
<b>Guided Elective (Minimum of 3 Hours)</b>	<b>3</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
ELEC xxxx Elective	4		
DMPT XXXX Digital Media Production Technology Elective	3		
<b>Photography</b>	<b>27</b>		
DMPT 1020 Introduction to Photography	4		
DMPT 1025 Production Photography	4		
DMPT 2125 Advanced Raster Imaging	4		
DMPT 2700 Portraiture Photography	4		
DMPT 2705 Photography II	4		
<b>Select one of the following courses:</b>	<b>4</b>		
DMPT 2135 Documentary Photography	4		
DMPT 2660 Special Projects	4		
DMPT XXXX Digital Media Production Technology Elective	4		
<b>Elective (Minimum 3 Hours):</b>	<b>3</b>		
DMPT XXXX Digital Media Production Technology Elective	4		

DMPT XXXX Digital Media Production Technology Elective	3	DMPT 1505 Introduction to Digital Post Production	4
<b>Video and Film Production</b>	<b>27</b>	DMPT 1600 Introduction to Video Production	4
DMPT 2800 Intermediate Video Production	4	DMPT 2510 Field Video Production	4
DMPT 2805 Narrative Filmmaking	4	DMPT 2520 Lighting for Television	4
DMPT 2810 Documentary Filmmaking	4	DMPT 2525 Writing for Broadcast	4
<b>Guided Elective (Minimum of 3 Hours)</b>	<b>3</b>	<b>Select one of the following courses:</b>	<b>3</b>
DMPT XXXX Digital Media Production Technology Elective	4	DMPT 2530 Advanced Video Projects	4
ELEC xxxx Elective	4	DMPT 2900 Practicum/Internship I	3
DMPT XXXX Digital Media Production Technology Elective	3	ELEC xxxx Elective	4
<b>Design and Media Production</b>	<b>27</b>		
DMPT, RART, or FILM XXXX DMPT, RART, or FILM Elective	4		
DMPT, RART, or FILM XXXX DMPT, RART, or FILM Elective	4		
DMPT, RART, or FILM XXXX DMPT, RART, or FILM Elective	4		
DMPT, RART, or FILM XXXX DMPT, RART, or FILM Elective	4		
DMPT, RART, or FILM XXXX DMPT, RART, or FILM Elective	4		
DMPT XXXX Digital Media Production Technology Elective	4		
<b>Guided Elective (Minimum of 3 Hours)</b>	<b>3</b>		
DMPT XXXX Digital Media Production Technology Elective	4		
ELEC xxxx Elective	4		
DMPT XXXX Digital Media Production Technology Elective	3		
<b>Television Production</b>	<b>27</b>		
DMPT 1500 Introduction to Television Production	4		

## GRAPHIC DESIGN & PREPRESS TECHNICIAN, TCC (GD21)

### Technical Certificate of Credit

The Graphic Design & Prepress Technician certificate provides students with the fundamental skills required for graphic design, image editing, and prepress production.

**Length of Program:** 2 Semesters

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

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

**Age:** N/A

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

**Program Final Exit Point:** Graphic Design & Prepress Technician, Technical Certificate of Credit.

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

### Curriculum Outline (23 hours)

<b>1: Occupational Courses</b>	<b>23</b>
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2105 Page Layout (201512) 4 hrs	4
DMPT 2120 Prepress and Output	4
<b>Technology Cluster (Select one of the following courses)</b>	<b>3</b>
DMPT 1055 Introduction to Media Technology	4
CIST 1101 Working with Microsoft Windows	3
COMP 1000 Introduction to Computer Literacy	3

## FILM PRODUCTION - GRIP & RIGGING TECHNICIAN I, TCC (FP31)

### Technical Certificate of Credit

This program is designed to prepare entry level workers for a job as a production assistant assigned to the Grip / Rigging Department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of stage production and on-location production operation. With skills in Grip Department protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skill-set to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

**Length of Program:** 2 Semesters

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

**Entrance Requirements:** Refer to Admission criteria. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Film Production - Grip & Rigging Technician I, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

Basic Skills of Film		6
FILM 1100	GFA Introduction to On-Set Film Production	6
FILM 1010	Basic Skills of Film and Television Production I	3
FILM 1020	Basic Skills for Film and Television Production II	3
Grip Skills in Film		6
FILM 1450	GFA Grip and Rigging	6
FILM 1410	Basic Skills of Grip/Rigging for Film I	3
FILM 1420	Basic Skills of Grip/Rigging for Film II	3

## **FILM PRODUCTION - ON-SET PRODUCTION ASSISTANT I, TCC (FI31)**

### **Technical Certificate of Credit**

Film Production - On-Set Production Assistant certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in On-Set production protocols, the pre-production / production / post-production process and crew responsibilities / hierarchy. Hands on labs provide student with real world Film and TV production simulations.

**Length of Program:** 2 Semesters

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

**Entrance Date:** Beginning of each Fall semester.

**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.

**Program Final Exit Point:** Film Production - On-Set Production Assistant I, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

### **Curriculum Outline (15 hours)**

<b>1. Occupational Courses</b>	<b>15</b>
<b>Choose 6 Credits</b>	<b>6</b>
FILM 1100 GFA Introduction to On-Set Film Production	6
FILM 1010 Basic Skills of Film and Television Production I	3
FILM 1020 Basic Skills for Film and Television Production II	3
<b>Choose One Option Below</b>	
<b>Option 1</b>	<b>9</b>
FILM 1030 Essentials of Film and Television Post-Production	3
FILM 1040 Film and Television Production Scheduling/Movie Ma	3
FILM 1050 Film and Television Production Budgeting/Movie Mag	3
<b>Option 2</b>	<b>12</b>
FILM 2010 Advanced Skills for Film and TV Production I	3
FILM 2020 Advanced Skills for Film and TV Production II	3
FILM 2500 Film and TV Production Practicum/Internship	6

## ENTREPRENEURSHIP, TCC (EN11)

### Technical Certificate of Credit

The Entrepreneurship Technical Certificate of Credit prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Entrepreneurship, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a degree or a Diploma program.

### Curriculum Outline (12 hours)

<b>1: Occupational Courses</b>	<b>12</b>
MKTG 2210 Entrepreneurship	6
<b>and one of the following (3 Hours)</b>	<b>3</b>
MKTG 1130 Business Regulations and Compliance	3
ACCT 2140 Legal Environment of Business	3
<b>and one of the following (3 Hours)</b>	<b>3</b>
MGMT 1100 Principles of Management	3
MKTG 2010 Small Business Management	3



## MARKETING MANAGEMENT, AAS (MM13)

### Degree

The Marketing Management Associate of Applied Science Degree program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that 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 area of marketing. Graduates of the program receive a Marketing Management, Associate of Applied Science Degree with specializations in Marketing Management and/or Entrepreneurship.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>841</sup>

**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.

**Program Final Exit Point:** Marketing Management, Associate of Applied Science.

**Credits Required for Graduation:** 65 minimum semester hour credits required for graduation.

### Curriculum Outline (65 hours)

<b>1: General Education Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
MATH 1111 College Algebra	3
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>and one additional course from Area I, II, III or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Courses</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>36</b>
COMP 1000 Introduction to Computer Literacy	3
ACCT 1100 Financial Accounting I	4
MKTG 1100 Principles of Marketing	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2090 Marketing Research	3
MGMT 1100 Principles of Management	3
<b>and one of the following (3 Hours)</b>	<b>3</b>
MKTG 1130 Business Regulations and Compliance	3
ACCT 2140 Legal Environment of Business	3
<b>Elective - 3 hrs</b>	<b>3</b>
<b>and two of the following (6 Hours)</b>	<b>6</b>
MKTG 2000 Global Marketing	3
MKTG 2290 Marketing Internship/Practicum	3
MKTG 2300 Marketing Management	3
<b>and one of the following (2-4 Hours)</b>	<b>2</b>
BUSN 1190 Digital Technologies in Business	2
BUSN 1430 Desktop Publishing and Presentation Applications	4
MKTG 2030 Digital Publishing Design	3

<b>Specializations - Select One Area</b>	<b>11</b>
<b>Marketing Management</b>	<b>12</b>
MKTG 1370 Consumer Behavior	3
MKTG 1210 Services Marketing	3
MKTG 2070 Buying and Merchandising	3
MKTG 2060 Marketing Channels	3
Elective 0001 ELEC-Occup	3
<b>Entrepreneurship</b>	<b>12</b>
MKTG 2210 Entrepreneurship	6
MKTG 2010 Small Business Management	3
MKTG 2070 Buying and Merchandising	3
MKTG 1210 Services Marketing	3
<b>Social Media Marketing</b>	<b>12</b>
MKTG 2500 Exploring Social Media	3
MKTG 1370 Consumer Behavior	3
Elective 0001 ELEC-Occup	3

## MARKETING MANAGEMENT, DIPLOMA (MM12)

### Diploma

The Marketing Management Diploma program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that 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 area of marketing. Graduates of the program receive a Marketing Management, Diploma with specializations in Marketing Management and/or Entrepreneurship.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>841</sup>

**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.

**Program Final Exit Point:** Marketing Management, Diploma.

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

### Curriculum Outline (45 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>	<b>3: Occupational Courses</b>	<b>34</b>
ENGL 1010 Fundamentals of English	3	MKTG 1100 Principles of Marketing	3
<b>Select one of the following math courses - 3 hrs.</b>	<b>3</b>	MKTG 1160 Professional Selling	3
MATH 1012 Foundations of Mathematics	3	MKTG 1190 Integrated Marketing Communications	3
MATH 1111 College Algebra	3	MKTG 2090 Marketing Research	3
<b>and one of the following (2 Hours)</b>	<b>2</b>	<b>and one of the following (3 Hours)</b>	<b>3</b>
EMPL 1000 Interpersonal Relations & Professional Development	2	MKTG 2030 Digital Publishing Design	3
PSYC 1010 Basic Psychology	3	BUSN 1190 Digital Technologies in Business	2
<b>2: Institutional Courses</b>	<b>3</b>	BUSN 1430 Desktop Publishing and Presentation Applications	4
COLL 1500 Student Success	3	COMP 1000 Introduction to Computer Literacy	3
		<b>and one of the following (2 Hours)</b>	<b>2</b>
		MKTG 1130 Business Regulations and Compliance	3
		ACCT 2140 Legal Environment of Business	3
		<b>and one of the following (3 Hours)</b>	<b>3</b>
		MKTG 2290 Marketing Internship/Practicum	3
		MKTG 2300 Marketing Management	3
		<b>Guided Elective</b>	<b>3</b>
		ELEC 0000 Guided Elective	3
		<b>Choose One Specialization Areas:</b>	<b>11</b>
		<b>Marketing Management</b>	<b>12</b>
		MKTG 1370 Consumer Behavior	3
		Elective 0001 ELEC-Occup	3
		MKTG 2060 Marketing Channels	3
		Elective 0001 ELEC-Occup	3
		<b>Entrepreneurship</b>	<b>12</b>
		MKTG 2210 Entrepreneurship	6
		MKTG 2010 Small Business Management	3

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<b>Select one:</b>	<b>3</b>
MKTG 1210 Services Marketing	3
MKTG 2070 Buying and Merchandising	3

## SMALL BUSINESS MARKETING MANAGER, TCC (SB51)

### Technical Certificate of Credit

The Small Business Marketing Manager Technical Certificate of Credit prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Small Business Marketing Manager, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

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

### Curriculum Outline (15 hours)

1: Occupational Courses		15
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2010	Small Business Management	3
<b>and one of the following (3 Hours)</b>		<b>3</b>
MKTG 1130	Business Regulations and Compliance	3
ACCT 2140	Legal Environment of Business	3



## PROGRAMS IN SCHOOL OF HEALTH SCIENCES

### Echocardiography

Echocardiography, AAS (EC23)

### Emergency Medical Services

Advanced Emergency Medical Technician, TCC (EMH1)  
Emergency Medical Responder, TCC (EB71)  
Emergency Medical Technician: EMT, TCC (ED91)  
EMS Professions, Diploma (EP12)

### Health Information Management Technology

Health Information Coding, Diploma (HI12)  
Health Information Management Technology, AAS (HI13)

### Medical Assisting

Medical Assisting, AAS (MA23)  
Medical Assisting, Diploma (MA22)

### Medical Laboratory Technology

Accelerated Phlebotomy Technician, TCC (AP81)  
Clinic Assistant (Phlebotomy), TCC (CA51)  
Medical Laboratory Technology, AAS (CLT3)

### Nursing

Associate of Applied Science Degree in Allied Health Professions, AAS (AFA3)  
Associate of Science in Nursing (Generic) (NC73)  
Associate of Science in Nursing (LPN-RN Bridge) (AD13)  
Nurse Aide Accelerated, TCC (NAA1)  
Nurse Aide, TCC (CN21)  
Practical Nursing, TCC (PN21)

### Paramedicine

Paramedicine, AAS (PT13)  
Paramedicine, Diploma (PT12)

### Patient Care Assistant

Patient Care Technician/Assistant (PCT5)

### Radiologic Technology

Radiologic Technology, AAS (RT23)

### Respiratory Care

Respiratory Care, AAS (RCT3)

### Surgical Technology

Central Sterile Supply Processing Tech (Advanced), TCC (CK91)  
Central Sterile Supply Processing Tech (Basic), TCC (CJ31)  
Surgical Technology, AAS (ST13)

### Veterinary Technology

Veterinary Technology, AAS (VT23)



## ECHOCARDIOGRAPHY, AAS (EC23)

### Degree

The Echocardiography associate of applied science degree program is designed to prepare students for work in the allied health field as Echocardiographers. The program offers both clinical and didactic instruction in patient care using ultrasound waves to create images of the heart muscle, valves, and blood vessels, as well as techniques to correctly position and obtain ultrasound images that aid in the diagnosis and treatment of cardiac and vascular disease.

**Length of Program:** 6 semesters

**Entrance Date:** Fall Semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

- [Fall Semester 2025 Echocardiography Admission Criteria](#)<sup>944</sup>

**Age:** Applicant must be 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.

**The Southern Regional Technical College goals of the Echocardiography program are to:**

1. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To prepare graduates for employment in the field of Echocardiography.
3. To prepare graduates to think critically, communicate effectively and possess problem solving skills that are required to be successful in this field.
4. To demonstrate program effectiveness by graduating employable, registry eligible echocardiographers.
5. Retain 75% of each echocardiography student cohort
6. Have 75% of students employed as echocardiographers after program completion

**Credits Required for Graduation:** 74 Minimum semester hour credits required for graduation

Information Sessions

### Curriculum Outline (74 hours)

<b>1: General Core Courses</b>	<b>26</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
<b>Area III - Natural Sciences/Mathematics (Choose one of the following)</b>	<b>3</b>
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Select one of the following courses and corresponding lab (4 Hours):</b>	<b>4</b>
PHYS 1110 Conceptual Physics	3
PHYS 1110L Conceptual Physics Lab	1
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>Non General Education Degree Courses</b>	<b>8</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
<b>Elective (Minimum 2-3 Hours):</b>	<b>2</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2

<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3. Occupational Core Courses</b>	<b>45</b>
ECHO 2310 Pediatric Echocardiography	3
DMSO 1090 Introduction to Vascular Sonography	1
CAVT 1030 Electrophysiology and Cardiac Anatomy	3
ECHO 1100 Echocardiography Fundamentals	3
ECHO 1310 Echocardiography I	3
ECHO 1370 Echocardiography Clinical I	7
DMSO 1040 Sonographic Physics and Instrumentation	3
DMSO 1080 Sonographic Physics and Instrumentation Registry R	1
ECHO 1320 Echocardiography II	3
ECHO 2360 Echocardiography Clinical II	7
ECHO 2370 Echocardiography Clinical III	10
ECHO 2400 Comprehensive Registry Review	1

## ADVANCED EMERGENCY MEDICAL TECHNICIAN, TCC (EMH1)

### Technical Certificate of Credit

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

**Length of Program:** One (1) Semester

**Entrance Date:** Fall and Summer Semesters

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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:** An applicant must be a high school graduate or the equivalent (GED). Must hold current EMT License/Certification. College transcripts will be evaluated on an individual basis.

**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.

**Program Final Exit Point:** Advanced Emergency Medical Technician, Technical Certificate of Credit. Eligible to apply for the National Registry AEMT Boards.

**Credits Required for Graduation:** 10 Minimum semester hour credits required.

**Accreditation Information:** The Advanced Emergency Medical Technician, TCC program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

### Curriculum Outline (9 hours)

<b>1: Occupational Courses (10 hours)</b>	<b>9</b>
EMSP 1550 Advanced Emergency Medical Technician (AEMT) Theor	2
EMSP 1550L Advanced Emergency Medical Technician Lab I	1
EMSP 1560 Advanced Emergency Medical Technician (AEMT)Theory	2
EMSP 1560L Advanced Emergency Medical Technician (AEMT) Lab I	1
EMSP 1570 Advanced Emergency Medical Technician Clinical	2
EMSP 1580 Advanced Emergency Medical Technician (AEMT) Capst	1

## EMERGENCY MEDICAL RESPONDER, TCC (EB71)

### Technical Certificate of Credit

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of pre-hospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

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

**Entrance Date:** Fall Semester

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Emergency Medical Responder, Technical Certificate of Credit. Eligible to apply for the National Registry EMR Boards.

**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.

**Credits Required for Graduation:** 11 Minimum semester hour credits required.

**Accreditation Information:** The Emergency Medical Responder, TCC program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov><sup>3</sup>.

### Curriculum Outline (11 hours)

1: Occupational Courses (11 hours)		11
ALHS 1011	Structure and Function of Human Body	5
EMSP 1010	Emergency Medical Responder (EMR)	4
ALHS 1090	Medical Terminology for Allied Health Sciences	2

## EMERGENCY MEDICAL TECHNICIAN: EMT, TCC (ED91)

### Technical Certificate of Credit

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMJ1: Emergency Medical Technician (EMT) technical certificate of credit.

**Length of Program:** 1 Semester

*\*Pending SACSCOC Approval*

**Entrance Date:** Spring and Fall

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

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

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

**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.

**Program Final Exit Point:** Emergency Medical Technician, Technical Certificate of Credit. Eligible to apply for the National Registry EMT Boards.

**Credits Required for Graduation:** 12 Minimum semester hour credits required.

**Curriculum Outline (12 hours)**

Occupational Courses		12
EMSP 1210 Emergency Medical Technician (EMT) Theory I	3	
EMSP 1211 Emergency Medical Technician (EMT) Lab I	2	
EMSP 1220 Emergency Medical Technician (EMT) Theory II	3	
EMSP 1221 Emergency Medical Technician (EMT) Lab II	3	
EMSP 1230 Emergency Medical Technician (EMT) Clinical	1	

## EMS PROFESSIONS, DIPLOMA (EP12)

### Diploma

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

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

**Entrance Date:** Fall and Summer Semesters

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

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

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

**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.

**Program Final Exit Point:** EMS Professions, Diploma. Eligible to apply for the National Registry Advanced EMT Boards.

**Credits Required for Graduation:** 40 Minimum semester hour credits required.

### Curriculum Outline (40 hours)

1: Basic Skills Courses (9 hours)	16
<b>English Requirement (3hrs)</b>	<b>3</b>
ENGL 1010 Fundamentals of English	3
ENGL 1101 Composition and Rhetoric	3
<b>Math Requirement (3hrs)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1101 Mathematical Modeling	3
<b>Psychology Requirement (3hrs)</b>	<b>3</b>
PSYC 1010 Basic Psychology	3
PSYC 1101 Introductory Psychology	3
<b>Medical Terminology Requirement</b>	<b>2</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2
<b>Human Anatomy Requirement</b>	<b>5</b>
ALHS 1011 Structure and Function of Human Body	5
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3



<b>3: Occupational Courses (33 hours)</b>	<b>21</b>
<b>Emergency Medical Technician (EMT)</b>	<b>12</b>
EMSP 1210 Emergency Medical Technician (EMT) Theory I	3
EMSP 1211 Emergency Medical Technician (EMT) Lab I	2
EMSP 1220 Emergency Medical Technician (EMT) Theory II	3
EMSP 1221 Emergency Medical Technician (EMT) Lab II	3
EMSP 1230 Emergency Medical Technician (EMT) Clinical	1
<b>Advanced Emergency Medical Technician (AEMT)</b>	<b>9</b>
EMSP 1550 Advanced Emergency Medical Technician (AEMT) Theor	2
EMSP 1550L Advanced Emergency Medical Technician Lab I	1
EMSP 1560 Advanced Emergency Medical Technician (AEMT)Theory	2
EMSP 1560L Advanced Emergency Medical Technician (AEMT) Lab I	1
EMSP 1570 Advanced Emergency Medical Technician Clinical	2
EMSP 1580 Advanced Emergency Medical Technician (AEMT) Capst	1

## HEALTH INFORMATION CODING, DIPLOMA (HI12)

### Diploma

Health Information Coding prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

**Length of Program:** Four (4) Semesters

**Entrance Date:** Fall semester.

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Additional Requirements:** A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

**Program Final Exit Point:** Health information Coding, Diploma.

**Credits Required for Graduation:** 50 minimum semester hour credits required for graduation.

### Curriculum Outline (50 hours)

#### 1: Basic Skills Courses (8-9 hours) 8

ENGL 1010 Fundamentals of English 3

#### and one of the following (2 Hours) 2

MATH 1012 Foundations of Mathematics 3

MATH 1013 Algebraic Concepts 3

#### Select one of the following courses: 3

EMPL 1000 Interpersonal Relations & Professional Development 2

PSYC 1010 Basic Psychology 3

#### 2: Institutional Credit (3 hours) 3

COLL 1500 Student Success 3

<b>3: Occupational Courses (40 hours)</b>	<b>39</b>
ALHS 1011 Structure and Function of Human Body	5
HIMT 1100 Introduction to Health Information Technology	3
HIMT 1151 Computer Applications in Healthcare	4
HIMT 1200 Legal Aspects of Healthcare	3
HIMT 1250 Health Record Content and Structure	2
HIMT 1360 Introduction to Pathopharmacotherapy	3
HIMT 1400 Coding & Classification-ICD	4
HIMT 1410 Coding and Classification-ICD Advanced	3
HIMT 2400 Coding and Classification - CPT/HCPCS	3
HIMT 2410 Revenue Cycle Management	3
HIMT 2500 Certification Seminar	4
<b>Choose one of the following</b>	<b>2</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BUSN 2300 Medical Terminology	2

## HEALTH INFORMATION MANAGEMENT TECHNOLOGY, AAS (HI13)

### Degree

The Health Information Management Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

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

**Entrance Date:** Fall semester

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Additional Requirements:** A Criminal background check and drug toxicology may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with your advisor.

**Program Final Exit Point:** Health Information Management Technology, Associate of Applied Science.

**Credits Required for Graduation:** 64 minimum semester hour credits required for graduation.

### Curriculum Outline (64 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>General Education courses and electives for the Associate Level can be found on this page.</b>	
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (46 hours)</b>	<b>46</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
HIMT 1100 Introduction to Health Information Technology	3
HIMT 1151 Computer Applications in Healthcare	4
HIMT 1200 Legal Aspects of Healthcare	3
HIMT 1250 Health Record Content and Structure	2
HIMT 1360 Introduction to Pathopharmacotherapy	3
HIMT 2150 Healthcare Statistics	3
HIMT 2200 Performance Improvement	3
HIMT 2300 Healthcare Management	3
HIMT 2460 HIT Practicum	3
<b>Choose one of the following</b>	<b>2</b>
BUSN 2300 Medical Terminology	2
ALHS 1090 Medical Terminology for Allied Health Sciences	2
<b>Revenue Cycle Specialization</b>	<b>13</b>
HIMT 1400 Coding & Classification-ICD	4
HIMT 1410 Coding and Classification-ICD Advanced	3
HIMT 2400 Coding and Classification - CPT/HCPCS	3
HIMT 2410 Revenue Cycle Management	3

## MEDICAL ASSISTING, AAS (MA23)

### Degree

Medical Assisting is a six (6) semester 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, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

**Length of Program:** Two (2) Semesters of prerequisite courses and Four (4) of occupational courses

**Minimum Expectations:** [MAST Minimum Expectations](#)<sup>46</sup>

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, One Degree level Mathematics Course, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Moultrie: Fall Semester; Thomasville: Spring Semester; Tifton: Spring Semester.

**Entrance Requirements:** Refer to Admissions criteria. Contact Advisor or Admissions for details. [Click for Entrance Score Requirements](#).<sup>40</sup>

**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.

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, First Aid Certification, Physical Exam, Current Immunizations, Drug Toxicology, Criminal Background Check, and TB Screening.

**Medical Assisting Occupational Risks:** The [US Equal Employment Opportunity Commission](#)<sup>47</sup> reports that workers in the healthcare industry have a high incidence of injury and illness and medical assistants are likely to encounter a number of workplace hazards while performing their duties, such as exposure to infectious diseases, injuries from sharps, back injuries and latex allergy. Medical assisting can be a mentally stressful and physically challenging career. However, it can also be a very rewarding profession to work in.

**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 Southern Regional Technical College Medical Assisting Program Director.

In order for a student to graduate, he/she must sit for the Certified Medical Assistant Exam prior to graduation.

**Program Final Exit Point:** Medical Assisting, Associate of Applied Science. Eligible to apply for additional national certification exams.

**Credits Required for Graduation:** 65 minimum semester hour credits required for graduation.

### Curriculum Outline (65 hours)

1: General Core Courses	15
<b>Area I: Language Arts/Communications (3 Hours)</b>	3
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	3
PSYC 1101 Introductory Psychology	3
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	3
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	3
<b>and one additional course from Area I, II, III and IV (3 Hours)(as approved by program advisor)</b>	3

<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (47 hours)</b>	<b>47</b>
COMP 1000 Introduction to Computer Literacy	3
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
MAST 1030 Pharmacology in the Medical Office	4
MAST 1060 Medical Office Procedures	4
MAST 1120 Human Diseases	3
MAST 1010 Legal and Ethical Concerns in the Medical Office	2
MAST 1080 Medical Assisting Skills I	4
MAST 1100 Medical Insurance Management	2
MAST 1090 Medical Assisting Skills II	4
MAST 1110 Administrative Practice Management	3
MAST 1170 Medical Assisting Externship	4
MAST 1180 Medical Assisting Seminar	4

## MEDICAL ASSISTING, DIPLOMA (MA22)

### Diploma

Medical Assisting is a five (5) semester 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, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Length of Program:** One (1) semester of prerequisite courses and Four (4) semesters of occupational courses

**Minimum Expectations:** [MAST Minimum Expectations](#)  
%46

**Entrance Date:** Beginning of each term for general education courses; however, all prerequisite courses (ALHS 1011 –Structure and Function of the Human Body, MATH 1012 – Foundations of Mathematics, and ALHS 1090 – Medical Terminology for AHS) must be successfully completed prior to beginning certain cohort occupational courses.

**Program Admission:** Moultrie: Fall Semester; Thomasville: Spring Semester; Tifton: Spring Semester.

**Entrance Requirements:** Refer to Admissions criteria. Contact Advisor or Admissions for details. [Click for Entrance Score Requirements.](#)  
%40

**Age:** Applicant 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.

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Current Immunizations, Criminal Background Check. TB Screening.

**Medical Assisting Occupational Risks:** The [US Equal Employment Opportunity Commission](#)<sup>%47</sup> reports that workers in the healthcare industry have a high incidence of injury and illness and medical assistants are likely to encounter a number of workplace hazards while performing their duties, such as exposure to infectious diseases, injuries from sharps, back injuries and latex allergy. Medical assisting can be a mentally stressful and physically challenging career. However, it can also be a very rewarding profession to work in.

**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 Southern Regional Technical College Medical Assisting Program Director.

In order for a student to graduate, he/she must sit for the Certified Medical Assistant Exam prior to graduation.

**Program Final Exit Point:** Medical Assisting, Diploma. Eligible to apply for additional national certification exams.

**Note:** Certain Credits from this program may be applied to the Medical Assisting degree program.

### Program Outcomes:

The Medical Assisting Program at Southern Regional Technical College reports the following outcome data from the 2024 Annual Report.

- Exam passage rate: overall 5-year average for 2019 - 2023 is 83.91%.
- Student retention rate: overall 5-year average for 2019 - 2023 is 83.17%.
- Graduate satisfaction: overall 5-year average for 2019 - 2023 is 100%.
- Employer satisfaction: overall 5-year average for 2019 - 2023 is 97.44%.

**Credits Required for Graduation:** 56 minimum semester hour credits required for graduation.



**Accreditation Information:** The Southern Regional Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, 727-210-2350 ([www.caahep.org](http://www.caahep.org)<sup>8,12</sup>). The program was last reviewed June 2017.

### Curriculum Outline (56 hours)

<b>1: General Core Courses</b>	<b>9</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1010 Fundamentals of English	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
PSYC 1010 Basic Psychology	3
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>44</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of Human Body	5
COMP 1000 Introduction to Computer Literacy	3
MAST 1030 Pharmacology in the Medical Office	4
MAST 1060 Medical Office Procedures	4
MAST 1100 Medical Insurance Management	2
MAST 1080 Medical Assisting Skills I	4
MAST 1120 Human Diseases	3
MAST 1010 Legal and Ethical Concerns in the Medical Office	2
MAST 1090 Medical Assisting Skills II	4
MAST 1110 Administrative Practice Management	3
MAST 1170 Medical Assisting Externship	4
MAST 1180 Medical Assisting Seminar	4

## ACCELERATED PHLEBOTOMY TECHNICIAN, TCC (AP81 )

### Technical Certificate of Credit

The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. This accelerated program would offer a condensed curriculum that covers the fundamental knowledge and techniques of phlebotomy, infection control, and venipuncture procedures. It would also provide hands-on training through clinical rotations and simulations, allowing students to gain practical experience and develop confidence in their abilities.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Accelerated Phlebotomy Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

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

### Curriculum Outline (13 hours)

1. Occupational Courses	13
ALHS 1011 Structure and Function of Human Body	5
PHLT 1030 Introduction to Venipuncture	3
PHLT 1055 Accelerated Phlebotomy Clinical Practice	5

## CLINIC ASSISTANT (PHLEBOTOMY), TCC (CA51)

### Technical Certificate of Credit

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.

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

**Entrance Date:** See admissions office for program start dates

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** Applicant must be 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.

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

**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 and/or attend a clinical site.

**Program Final Exit Point:** Clinic Assistant, Technical Certificate of Credit. Eligible to apply for the Phlebotomy Technician exam.

**Credits Required for Graduation:** 17 minimum semester hour credits required for graduation.

### Curriculum Outline (17 hours)

<b>1: Occupational Courses (17 hours)</b>	<b>17</b>
ALHS 1011 Structure and Function of Human Body	5
PHLT 1030 Introduction to Venipuncture	3
PHLT 1050 Clinical Practice	4
ALHS 1058 Laboratory Screening and Monitoring	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2

## MEDICAL LABORATORY TECHNOLOGY, AAS (CLT3)

### Degree

Program Mission Statement: The purpose of the Clinical Laboratory Technology, Associate of Applied Science Degree (CLT3) program, is to teach students how 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 a national certification examination, which is necessary for clinical employment.

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

#### Medical Laboratory Technology Resources:

[Program Handbook](#) <sup>48</sup>

[SRTC Clinical Sites List](#) <sup>49</sup>

[Essential Functions](#) <sup>50</sup><sup>51</sup>

[Service Work Policy and Clinical Assignments](#) <sup>52</sup>

[Consumer Information](#) <sup>53</sup>

[MLT Professional Licensure Disclosure and Resources](#) <sup>54</sup>

**Program Outcomes:** [Medical Laboratory Technology Program Outcomes](#) <sup>55</sup>

**Service Work:** N/A

Testing performed in the Medical Laboratory Technology program including clinical rotations will be educational in nature.

Students will not receive payment or any type of compensation for clinical experience or any testing performed in the students' medical lab. Students will not be substituted for hired staff personnel within the clinical institution. Clinical rotations are utilized to provide knowledge and experience to enable students to build on the skills that are learned in the laboratory setting. Please see the [Service Work Procedure](#) <sup>56</sup> for more information. <sup>56</sup>

**Entrance Date:** Fall Semester

**Entrance Requirements:** Refer to Admissions criteria. Contact the program advisor or admissions for details. [Click for Entrance Score Requirements.](#) <sup>40</sup>

**Age:** Applicant must be 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.

**Additional Requirements:** Physical Exam, Criminal Background Check, Drug Toxicology, up-to-date immunizations, 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 and/or attend a clinical site.

**Program Final Exit Point:** Medical Laboratory Technology, Associate of Applied Science and eligible to apply for the ASCP Board of Certification (BOC) exam, American Association of Bioanalysts (AAB), or American Medical Technologists (AMT). Granting of the degree or certificate is not contingent upon passing an external certification or licensure exam.

**Credits Required for Graduation:** 77 minimum semester credit hours required for graduation.

**PLEASE NOTE:** In the event of a Clinical Affiliate immediate unexpected closure that is predicted to last greater than three weeks, students will be placed at an alternate Clinical Affiliate. Those students currently at the Affiliate will have first choice to complete before placement of additional students; Clinical completion dates will be extended to accommodate replaced students.

**Career Opportunities:** Graduates are most often employed by hospital laboratory, government and private research laboratories; physician's offices and clinics; crime labs, home health care agencies, safety and health research laboratories, and as a sales representatives for laboratory equipment and supplies.

*In the event that the number of students admitted to the program exceeds the number who can be accommodated in the affiliated hospitals, students will be assigned on a competitive basis based on a cumulative GPA of their MLT occupational courses. Students who have never been assigned to a practicum will have preference over any students who are repeating the practicum. Those who are not assigned immediately will be placed on an alternate list. As places become available, these student will be given preference to progress to the clinical-related courses.*

**Accreditation Information:** This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: [www.naaccls.org](http://www.naaccls.org)<sup>13</sup>. The program was last reviewed March 2017.

### Curriculum Outline (77 hours)

<b>1: General Education Courses</b>	<b>20</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics**</b>	<b>7</b>
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And the following (3 Hours)</b>	<b>4</b>
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
<b>2: Institutional Courses</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>54</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
MLBT 1010 Introduction to Medical Laboratory Technology	2
MLBT 1030 Urinalysis/Body Fluids	2
MLBT 1040 Hematology/Coagulation	5
MLBT 1050 Serology/Immunology	3
MLBT 1060 Immunohematology	4
MLBT 1070 Clinical Chemistry	4
MLBT 1080 Microbiology	5
MLBT 2090 Clinical Urinalysis and Preanalytic Specimen Proc	3
MLBT 2100 Clinic Immunohematology Practicum	4
MLBT 2110 Clinical Hematology/Coagulation Practicum	4
MLBT 2120 Clinical Microbiology Practicum	4
MLBT 2130 Clinical Chemistry Practicum	4
MLBT 2200 CLT Certification Review	2

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN ALLIED HEALTH PROFESSIONS, AAS (AFA3)

### Degree

The Associate of Applied Science Degree in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** Associate of Applied Science Degree in Allied Health Professions, Associate of Applied Science.

**Credits Required for Graduation:** 67 Minimum semester hour credits required for graduation.

### Curriculum Outline (67 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
PSYC 2103 Human Development	3
SOCI 1101 Introduction to Sociology	3
<b>Area III - Natural Sciences/Mathematics (choose one)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV - Humanities/Fine Arts (choose one)</b>	<b>3</b>
ARTS 1101 Art Appreciation	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3
ENGL 2130 American Literature	3
<b>General Education Core Electives</b>	<b>3</b>
SPCH 1101 Public Speaking	3
SOCI 1101 Introduction to Sociology	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>49</b>
PNSG 1600 Introduction to Pharmacology and Clinical Calculat	3
PNSG 1605 Fundamentals	6
PNSG 1610 Adult Health Nursing I	6
PNSG 1615 Adult Health Nursing II	6
PNSG 1620 Adult Health Nursing III	6
PNSG 1625 PNSG 1625 - Adult Health Nursing IV	6
PNSG 1630 Mental Health Nursing	4
PNSG 1635 Maternal Nursing	4
PNSG 1640 Pediatric Nursing	3
PNSG 1645 PNSG 1645 - Practical Nursing Capstone	5



## ASSOCIATE OF SCIENCE IN NURSING (GENERIC) (NC73)

### Degree

The Associate of Science in Nursing program supports commitment of Southern Regional Technical College to serve the surrounding counties, the state of Georgia, and the southeast region. The ASN Program has been granted approval by the Georgia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing.

**Length of Program:** Two (2) semesters of prerequisite courses and Four (4) semesters of general education and occupational courses.

[ASN Program Effectiveness Data](#)<sup>57</sup>

[ASN Student Handbook](#)<sup>58</sup>

The purpose of the Associate of Science in Nursing Program is to prepare students as entry-level practitioners who can provide safe and effective nursing care by utilizing clinical reasoning, as well as promote contemporary concepts that address evidence-based practice, diversity, equity, and/or inclusion for clients in a variety of settings. Furthermore, this program develops clinical judgment; integrates accumulated knowledge from nursing, the sciences, and humanities; incorporates knowledge acquired from general education courses, information literacy, and healthcare technology; and emphasizes the values of caring, accountability, responsibility, and professional ethics resulting in a professional identity for students.

### Program Outcomes:

1. The Program demonstrates an 80% or higher on all first-time takers on the licensure exam.

**Licensure Examination Passage Rate:** Expected Level of Achievement – 80% for all first-time test-takers during the same 12 month based on a calendar year (January to December). 3-year average 2021-2023 (80.7%)

2. The Program demonstrates evidence of students completing the nursing program to be 60% or higher.

**Program Completion Rate:** Expected Level of Achievement – not less than 60% established by SRTC ASN faculty. The ELA was based on research from the program completion rates for the program over three years (AY2022-AY2024) which averaged 60.1%. After reviewing this data, the ASN Program adopted not less than a 60% completion rate for each cohort. Also, assisting in the decision to adopt the 60% was the program three year retention rate based on the Performance Accountability System (PAS) trend data acquired from TCSG, which was not less than 60.18% as the College Benchmark. The ASN Program retention rate average over the three years (AY2023-AY2024) was 60.1%.

3. The Program demonstrates evidence of a 90% or higher of graduates achieving job placement.

**Job Placement Rule:** Expected Level of Achievement – not less than 90% within 12 months of graduation. This ELA was established by the ASN faculty after reviewing the Perkins Local Application FY2021-2024, which cites the Local Level of Performance for Placement is at 99.10% for the College. The ASN Program's three-year (AY2021-AY2023) placement rate average was 100%.

**Associate of Science in Nursing End-of-Program Student Learning Outcomes** ASN EOPSLOs are decided on by the ASN faculty and are learner-oriented expectations. The outcomes express the knowledge, skills, or behaviors that SRTC ASN students should be able to demonstrate upon completion of the program. SRTC has developed EOPSLOs based on established professional TCSG standards for the Generic and LPN-RN Bridge options, guidelines, and competencies. The outcomes provide a framework for all curricular matters and represent the change from student to entry-level practitioner at the ASN level.

#### **End-of-Program Student Learning Outcomes (EOPSLOs):**

1. Upon completion of the Program, the graduate will synthesize knowledge, skills, attitudes, safety, and quality of care competencies in order to provide patient-centered care incorporating teamwork, collaboration, evidence-based practice, and informatics.

**Expected Level of Achievement (ELA):** 60% of students will complete the program by individual scoring of a 74% or higher (Level 2) in overall performance on the program comprehensive predictor benchmark exam.

ELA for the percentage of students is based on research from the Program Completion Rates for the Program over three years (AY2020-AY2022) which averaged 62.3%. The Level 2 proficiency achievement (scoring between 74.0%-78.0%) is based on the 94% predicted probability of passing the NCLEX-RN.

**Expected Level of Achievement (ELA):** 85% of students will achieve 10/10 points in section 7 (Managing Care) of RNSG 2941 Clinical Evaluation Tool.

ELA for the percentage of students is based on research from the Clinical Evaluation Tools for the Program over the past three years (AY2022-AY2025) which found that 16% of students had at least one notation in the managing care content area of the Clinical Evaluation Tool in RNSG 2941.

2. Upon completion of the Program, the graduate will achieve basic comprehension of pharmacological principles while utilizing knowledge relating to the safe administration, monitoring, and evaluation of client medications.

**Expected Level of Achievement (ELA):** 75% of students will achieve a Level 2 score on the Pharmacology ATI proctored assessment given in RNSG 2941.

ELA of 75% based on the average percentage of students (71.7%) for graduating cohort (Spring 2023) receiving a Level 2 or higher on the Pharmacology content mastery assessment. The Level 2 proficiency achievement (scoring between 71.7% -86.6%) is based on the expectation of the student to readily meet NCLEX-RN standards in this content area.

**Expected Level of Achievement (ELA):** 90% of students will achieve 15/15 points in section 6 (Nursing Interventions) of RNSG 2941 Clinical Evaluation Tool.

ELA for the percentage of students is based on research from the Clinical Evaluation Tools for the Program over the past three years (AY2022-AY2025) which found that 11% of students had at least one notation in the nursing interventions content area of the Clinical Evaluation Tool in RNSG 2941.

3. Upon completion of the Program, the graduate will evaluate data using critical thinking skills to formulate appropriate action in response to changes in the health status of the client.

**Expected Level of Achievement (ELA):** 80% of students will score 20/20 points in section 5 (Clinical Decision-Making) of RNSG 2941 Clinical Evaluation Tool.

The student percentage is set at 80% based on the average percentage of students (79.9%) for AY2022 receiving 20/20 points in section 5 of RNSG 2941 Clinical Evaluation Tool.

**Expected Level of Achievement (ELA):** 80% of students will score 80% or higher on the Thinking Skills: Clinical judgment content area of the program comprehensive predictor benchmark exam in RNSG 2941.

The student percentage is set at 80%, based on the alignment with the Georgia Board of Nursing Rule 410-8-.09: Performance of Graduates, which requires each nursing education program to achieve a minimum pass rate of 80% for first-time test-takers within any given graduating cohort. The ELA rationale for scores of 80% is based on the average group performance (77.7%) in clinical judgment content area of the comprehensive predictor benchmark exam for AY2023 graduating cohorts

4. Upon completion of the Program, the graduate will be able to demonstrate effective communication using the SBAR technique (written and verbal).

**Expected Level of Achievement (ELA):** 90% of the students will receive a score of 80% or higher on the SBAR assignment in RNSG 2941. Failure to meet the 80% will result in losing the privilege of preceptorship in the capstone course RNSG 2941.

The ELA is based on the on the research article published 9/12/2017 Joint Commission Sentinel Event Alert: Inadequate Hand-Off Communication. In this article, the Joint Commission stated that in their research project, only 37 percent of the handoff reports were unsuccessful. That would mean only 63% of licensed nurses could give a sufficient report. The original ELA was set at 60%, however it was noted previous cohorts were meeting the ELA, thus prompting the increase of the ELA to 90%.

**Expected Level of Achievement (ELA):** 80% of the students will receive a score of 80% or higher in the Nursing Process: RN Analysis content area of the program comprehensive predictor benchmark exam in RNSG 2941.

The rationale for the student percentage is set at 80%, based on the alignment with the Georgia Board of Nursing Rule 410-8-.09: Performance of Graduates, which requires each nursing education program to achieve a minimum pass rate of 80% for first-time test-takers within any given graduating cohort. The rationale for the score of 80% is based on the average group performance (77.92%) in the Nursing Process: RN Analysis content area of the comprehensive predictor benchmark exam for AY2024 graduating cohorts

5. Upon completion of the program, the graduate will be able to effectively demonstrate situational awareness by accurately perceiving, comprehending, and projecting situational elements to enhance clinical judgment and decision-making.

**Expected Level of Achievement (ELA):** 70% of the students will receive a score of 80% or higher on the situational awareness portion of the SBAR assignment in RNSG 2941.

**Expected Level of Achievement (ELA):** 70% of the students will receive a score of 80% or higher on the NLN Competency: Nursing Judgment content area of the program comprehensive predictor benchmark exam in RNSG 2941.

These ELAs for student performance, 70%, are based on the research article published 1/31/2021 *Crisis in Competency: A Defining Moment in Nursing Education*. In this article, Dr. Joan Kavanagh and Dr. Patricia Sharpnack aggregated the Performance Based Development System (PBDS) assessment data with the conclusion of 29% of new graduate registered nurses failing to recognize urgency or change in patient's status. This aggregated data from 2016-2020 indicated a continued decline in the situational awareness competency of novice nurses.

The rationale for the score of 80% is based on the average group performance (80.46%) in the NLN Competency: Nursing Judgment area of the program comprehensive predictor benchmark exam for AY2024 graduating cohorts

6. Upon completion of the program, the graduate will be able to demonstrate effectiveness in the recognition and management of incivility incidents in the workplace through the utilization of conflict resolution strategies to foster a culture of equity, inclusion, and diversity in nursing practice.

**Expected Level of Achievement:** 90% of students will receive an 85% or higher on the RNSG 2941 quality improvement assignment that utilizes informatics tools to address incivility, conflict resolution strategies, and/or promote equity, inclusion, and diversity in the nursing profession.

**Expected Level of Achievement (ELA):** 90% of the students will receive a score of 85% or higher on the NLN competency: Professional Identity content area of the program comprehensive predictor benchmark exam in RNSG 2941.

These ELAs for student performance, 90%, are based on support from a research article published in 2022 entitled *Incivility in Nursing Education: Sources of Bullying and their Impact on Nursing and Psychiatric Nursing Students* and the research of Dr. Cynthia Clark surrounding interactive online civility training.

As stated by Cynthia Clark and Michelle Duhman in *Civility Mentor* (2019), these online modules have been reviewed by over 22,000 students with 90% reporting being able to recognize incivility, identify its negative impact on patient care, and use communication strategies to address these issues.

The rationale for the score of 85% is based on the average group performance (86.94%) in NLN Competency: Professional Identity area of the ATI Comprehensive Predictor for AY2023 graduating cohorts.

**Entrance Date:** ASN applicants are required to complete all pre-requisite courses listed below. These pre-requisite courses must meet the **3.0 GPA** requirement. If a pre-requisite course has been taken, more than once, only the last attempt is counted for pre-requisite GPA purposes. Courses exempted or articulated do not carry GPA points. **A TEAS Entrance exam is required to enter the ASN Program. Please see the Admissions Criteria Booklets linked below."**

BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab, ENGL 1101 – Composition & Rhetoric, and any Degree-Level Math.

**Program Admission:** Thomasville – Spring and Fall Semester Intake; Tifton – Spring Semester Intake.

All materials to be considered for the Spring Generic Option must be completed by the end of Summer semester. All materials to be considered for the Fall Generic Option must be completed by the end of Spring semester.

**Entrance Requirements:** Entry into this program is based on admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. The generic option must be completed within 3 years of successful completion of **RNSG 1931**.

[Click for Entrance Score Requirements.](#) <sup>940</sup>

General Information: Students who are unsuccessful in RNSG 1920 may apply for readmission to RNSG 1920 (limited to one readmission).

Students will not be eligible to apply for admission to the ASN Generic Option if they have failed out of any ASN, ADN, or BSN Programs at another institution. Students will be considered for admission to the ASN Generic option **three (3) years** after the last nursing course failure. However, the student who completes a PN Program does not have to wait **three (3) years** before applying for the ASN Generic option or the LPN-RN Bridge option.

### Associate of Science in Nursing Competitive Admissions Criteria Requirements:

- [Fall 2026 ASN – Thomasville admissions criteria booklet](#)<sup>59</sup>
- [Spring 2026 ASN – Thomasville admissions criteria booklet](#)<sup>60</sup>
- [Spring 2026 ASN – Tifton admissions criteria booklet](#)<sup>61</sup>

**Age:** Applicant 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. 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**<sup>62</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** 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, 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 ASN 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.

**Program Policies and Procedures:** Students are provided a copy of the **ASN Student Handbook** during their first semester. The ASN Student Handbook is to be used in conjunction with the College Catalog and Student Handbook and serves as a means of informing the students of specific policies and procedures as they relate to the ASN Program. The policies and procedures of the ASN Program may change during a student's period of enrollment in the program and students are expected to be proactive in obtaining information regarding these changes. The most current version of the ASN Student Handbook can be obtained on the College website under Other Resources/Policies & Procedures or the ASN Program pages.

**Program Final Exit Point:** Associate of Science in Nursing, ASN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate of Science 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:** 72 minimum semester hour credits required for graduation

**Collaborative Graduate BSN Cohort:** [SRTC, University of Phoenix](#)<sup>63</sup>, Thomas University, Aspen University and Mercer.

**Accreditation Information:** The nursing program has been granted full approval by: Georgia Board of Nursing, 237 Coliseum Drive, Macon, GA 31217-2858. They can be contacted by phone at (478) 207-1640 or you can view public information here: <http://sos.ga.gov/index.php/licensing/plb/45><sup>65</sup>

**Accreditation:** The Associate of Science in Nursing Program at Southern Regional Technical College at the Thomasville Campus located in Thomasville, Georgia is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. Phone: 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Program is Continuing Accreditation. [View the public information disclosed by the ACEN regarding this program.](#)<sup>66</sup>

### Curriculum Outline (72 hours)

<b>1: General Core Courses (15 Hours)</b>	<b>15</b>	<b>3: Occupational Courses (54 hours)</b>	<b>54</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>	BIOL 2113 Anatomy and Physiology I	3
ENGL 1101 Composition and Rhetoric	3	BIOL 2113L Anatomy and Physiology I Lab	1
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>	BIOL 2114 Anatomy and Physiology II	3
PSYC 1101 Introductory Psychology	3	BIOL 2114L Anatomy and Physiology II Lab	1
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>		BIOL 2117 Introductory Microbiology	3
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>	BIOL 2117L Introductory Microbiology Lab	1
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>	RNSG 1920 Thero and Tech Foundations for Nursing Practice	8
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>	RNSG 1931 Introduction to Nursing Principles of Pharmacy	3
COLL 1500 Student Success	3	RNSG 1940 Life Transition I: Intro to Promotion of Health	6
		RNSG 1950 Life Transitions II: Promotion of Mental Health	5
		RNSG 2910 Life Transitions IV: Maternal/Child Nursing Care	8
		RNSG 2930 Life Transitions V: Medical Surgical II	6
		RNSG 2941 Life Transitions VI: Clinical Decision Making	6

## ASSOCIATE OF SCIENCE IN NURSING (LPN-RN BRIDGE) (AD13)

### Degree

The Associate of Science in Nursing program supports commitment of Southern Regional Technical College to serve the surrounding counties, the state of Georgia, and the southeast region. The ASN Program has been granted approval by the Georgia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing.

**Length of Program:** Two (2) semesters of prerequisite courses and Three (3) semesters of general education and occupational courses

[ASN Program Effectiveness Data](#)<sup>§57</sup>  
[ASN Student Handbook](#)<sup>§58</sup>

The purpose of the Associate of Science in Nursing Program is to prepare students as entry-level practitioners who can provide safe and effective nursing care by utilizing clinical reasoning, as well as promote contemporary concepts that address evidence-based practice, diversity, equity, and/or inclusion for clients in a variety of settings. Furthermore, this program develops clinical judgment; integrates accumulated knowledge from nursing, the sciences, and humanities; incorporates knowledge acquired from general education courses, information literacy, and healthcare technology; and emphasizes the values of caring, accountability, responsibility, and professional ethics resulting in a professional identity for students.

### Program Outcomes:

1. The Program demonstrates an 80% or higher on all first-time takers on the licensure exam.

**Licensure Examination Passage Rate:** Expected Level of Achievement – 80% for all first-time test-takers during the same 12 month based on a calendar year (January to December). 3-year average 2021-2023 (80.7%)

2. The Program demonstrates evidence of students completing the nursing program to be 60% or higher.

**Program Completion Rate:** Expected Level of Achievement – not less than 60% established by SRTC ASN faculty. The ELA was based on research from the program completion rates for the program over three years (AY2022-AY2024) which averaged 60.1%. After reviewing this data, the ASN Program adopted not less than a 60% completion rate for each cohort. Also, assisting in the decision to adopt the 60% was the program three year retention rate based on the Performance Accountability System (PAS) trend data acquired from TCSG, which was not less than 60.18% as the College Benchmark. The ASN Program retention rate average over the three years (AY2023-AY2024) was 60.1%.

3. The Program demonstrates evidence of a 90% or higher of graduates achieving job placement.

**Job Placement Rule:** Expected Level of Achievement – not less than 90% within 12 months of graduation. This ELA was established by the ASN faculty after reviewing the Perkins Local Application FY2021-2024, which cites the Local Level of Performance for Placement is at 99.10% for the College. The ASN Program's three-year (AY2021-AY2023) placement rate average was 100%.

**Associate of Science in Nursing End-of-Program Student Learning Outcomes** ASN EOPSLOs are decided on by the ASN faculty and are learner-oriented expectations. The outcomes express the knowledge, skills, or behaviors that SRTC ASN students should be able to demonstrate upon completion of the program. SRTC has developed EOPSLOs based on established professional TCSG standards for the Generic and LPN-RN Bridge options, guidelines, and competencies. The outcomes provide a framework for all curricular matters and represent the change from student to entry-level practitioner at the ASN level.

#### **End-of-Program Student Learning Outcomes (EOPSLOs):**

1. Upon completion of the Program, the graduate will synthesize knowledge, skills, attitudes, safety, and quality of care competencies in order to provide patient-centered care incorporating teamwork, collaboration, evidence-based practice, and informatics.

**Expected Level of Achievement (ELA):** 60% of students will complete the program by individual scoring of a 74% or higher (Level 2) in overall performance on the program comprehensive predictor benchmark exam.

ELA for the percentage of students is based on research from the Program Completion Rates for the Program over three years (AY2020-AY2022) which averaged 62.3%. The Level 2 proficiency achievement (scoring between 74.0%-78.0%) is based on the 94% predicted probability of passing the NCLEX-RN.

**Expected Level of Achievement (ELA):** 85% of students will achieve 10/10 points in section 7 (Managing Care) of RNSG 2941 Clinical Evaluation Tool.

ELA for the percentage of students is based on research from the Clinical Evaluation Tools for the Program over the past three years (AY2022-AY2025) which found that 16% of students had at least one notation in the managing care content area of the Clinical Evaluation Tool in RNSG 2941.

2. Upon completion of the Program, the graduate will achieve basic comprehension of pharmacological principles while utilizing knowledge relating to the safe administration, monitoring, and evaluation of client medications.

**Expected Level of Achievement (ELA):** 75% of students will achieve a Level 2 score on the Pharmacology ATI proctored assessment given in RNSG 2941.

ELA of 75% based on the average percentage of students (71.7%) for graduating cohort (Spring 2023) receiving a Level 2 or higher on the Pharmacology content mastery assessment. The Level 2 proficiency achievement (scoring between 71.7% -86.6%) is based on the expectation of the student to readily meet NCLEX-RN standards in this content area.

**Expected Level of Achievement (ELA):** 90% of students will achieve 15/15 points in section 6 (Nursing Interventions) of RNSG 2941 Clinical Evaluation Tool.



ELA for the percentage of students is based on research from the Clinical Evaluation Tools for the Program over the past three years (AY2022-AY2025) which found that 11% of students had at least one notation in the nursing interventions content area of the Clinical Evaluation Tool in RNSG 2941.

3. Upon completion of the Program, the graduate will evaluate data using critical thinking skills to formulate appropriate action in response to changes in the health status of the client.

**Expected Level of Achievement (ELA):** 80% of students will score 20/20 points in section 5 (Clinical Decision-Making) of RNSG 2941 Clinical Evaluation Tool.

The student percentage is set at 80% based on the average percentage of students (79.9%) for AY2022 receiving 20/20 points in section 5 of RNSG 2941 Clinical Evaluation Tool.

**Expected Level of Achievement (ELA):** 80% of students will score 80% or higher on the Thinking Skills: Clinical judgment content area of the program comprehensive predictor benchmark exam in RNSG 2941.

The student percentage is set at 80%, based on the alignment with the Georgia Board of Nursing Rule 410-8-.09: Performance of Graduates, which requires each nursing education program to achieve a minimum pass rate of 80% for first-time test-takers within any given graduating cohort. The ELA rationale for scores of 80% is based on the average group performance (77.7%) in clinical judgment content area of the comprehensive predictor benchmark exam for AY2023 graduating cohorts

4. Upon completion of the Program, the graduate will be able to demonstrate effective communication using the SBAR technique (written and verbal).

**Expected Level of Achievement (ELA):** 90% of the students will receive a score of 80% or higher on the SBAR assignment in RNSG 2941. Failure to meet the 80% will result in losing the privilege of preceptorship in the capstone course RNSG 2941.

The ELA is based on the on the research article published 9/12/2017 Joint Commission Sentinel Event Alert: Inadequate Hand-Off Communication. In this article, the Joint Commission stated that in their research project, only 37 percent of the handoff reports were unsuccessful. That would mean only 63% of licensed nurses could give a sufficient report. The original ELA was set at 60%, however it was noted previous cohorts were meeting the ELA, thus prompting the increase of the ELA to 90%.

**Expected Level of Achievement (ELA):** 80% of the students will receive a score of 80% or higher in the Nursing Process: RN Analysis content area of the program comprehensive predictor benchmark exam in RNSG 2941.

The rationale for the student percentage is set at 80%, based on the alignment with the Georgia Board of Nursing Rule 410-8-.09: Performance of Graduates, which requires each nursing education program to achieve a minimum pass rate of 80% for first-time test-takers within any given graduating cohort. The rationale for the score of 80% is based on the average group performance (77.92%) in the Nursing Process: RN Analysis content area of the comprehensive predictor benchmark exam for AY2024 graduating cohorts

5. Upon completion of the program, the graduate will be able to effectively demonstrate situational awareness by accurately perceiving, comprehending, and projecting situational elements to enhance clinical judgment and decision-making.

**Expected Level of Achievement (ELA):** 70% of the students will receive a score of 80% or higher on the situational awareness portion of the SBAR assignment in RNSG 2941.

**Expected Level of Achievement (ELA):** 70% of the students will receive a score of 80% or higher on the NLN Competency: Nursing Judgment content area of the program comprehensive predictor benchmark exam in RNSG 2941.

These ELAs for student performance, 70%, are based on the research article published 1/31/2021 *Crisis in Competency: A Defining Moment in Nursing Education*. In this article, Dr. Joan Kavanagh and Dr. Patricia Sharpnack aggregated the Performance Based Development System (PBDS) assessment data with the conclusion of 29% of new graduate registered nurses failing to recognize urgency or change in patient's status. This aggregated data from 2016-2020 indicated a continued decline in the situational awareness competency of novice nurses.

The rationale for the score of 80% is based on the average group performance (80.46%) in the NLN Competency: Nursing Judgment area of the program comprehensive predictor benchmark exam for AY2024 graduating cohorts

6. Upon completion of the program, the graduate will be able to demonstrate effectiveness in the recognition and management of incivility incidents in the workplace through the utilization of conflict resolution strategies to foster a culture of equity, inclusion, and diversity in nursing practice.

**Expected Level of Achievement:** 90% of students will receive an 85% or higher on the RNSG 2941 quality improvement assignment that utilizes informatics tools to address incivility, conflict resolution strategies, and/or promote equity, inclusion, and diversity in the nursing profession.

**Expected Level of Achievement (ELA):** 90% of the students will receive a score of 85% or higher on the NLN competency: Professional Identity content area of the program comprehensive predictor benchmark exam in RNSG 2941.

These ELAs for student performance, 90%, are based on support from a research article published in 2022 entitled *Incivility in Nursing Education: Sources of Bullying and their Impact on Nursing and Psychiatric Nursing Students* and the research of Dr. Cynthia Clark surrounding interactive online civility training.

As stated by Cynthia Clark and Michelle Duhman in *Civility Mentor* (2019), these online modules have been reviewed by over 22,000 students with 90% reporting being able to recognize incivility, identify its negative impact on patient care, and use communication strategies to address these issues.

The rationale for the score of 85% is based on the average group performance (86.94%) in NLN Competency: Professional Identity area of the ATI Comprehensive Predictor for AY2023 graduating cohorts.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (which are listed as follows) must be successfully completed prior to competitive program admission deadline.

**A TEAS Entrance exam is required to enter the ASN Program. Please see the Admissions Criteria Booklets linked below."**

**Program Admission:** Moultrie – Fall Semester Intake; Thomasville – Spring Semester Intake.

**Bridge Option:** BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology I Lab, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology II Lab, BIOL 2117 – Introductory Microbiology, BIOL 2117L – Introductory Microbiology Lab, ENGL 1101 – Composition and Rhetoric, Any Degree Level Math – College Algebra, PSYC 1101 – Introductory Psychology, one Humanities Elective, and one additional General Education Elective.

**LPN-RN Bridge Option Admission:** All materials to be considered for the Thomasville ASN LPN-RN Bridge Option must be completed by the end of Summer (Thomasville) and Spring (Moultrie) semester.

**Associate of Science in Nursing Competitive Admissions Criteria Requirements:**

- [Fall 2026 ASN Bridge – Moultrie](#)<sup>64</sup>
- [Spring 2026 ASN Bridge – Thomasville](#)<sup>65</sup>

**Entrance Requirements:** 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. The bridge option must be completed within 2 years of successful completion of **RNSG 1931**. [Click for Entrance Score Requirements](#)<sup>40</sup>

**General Information:** Students who are unsuccessful in RNSG 1960 must apply for the Generic Option and are not eligible for the Bridge Option. Generic program students of SRTC who are unsuccessful in the generic option and qualify for the LPN-RN bridge option (must have an active unencumbered LPN License) will receive exemption credit for RNSG 1960 as long as they have completed RNSG 1920, RNSG 1940, and RNSG 1950 with a "C" or above. In addition to all program requirements, LPN-RN Bridge option students must have at least 6 months of in-field LPN work experience as well as have and maintain a current and unencumbered LPN license throughout the course of the ASN Program. Failure to maintain this document may result in dismissal from the program.

Students will not be eligible to apply for admission to the ASN Program if they have unsuccessfully completed any ASN, ADN, or BSN programs at another institution. Students will be considered for admission to the ASN Bridge option **three (3) years** after the last nursing course failure.

**Age:** Applicant 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. 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](#)<sup>66</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Additional Requirements:** 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, 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 ASN 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.

**Program Policies and Procedures:** Students are provided a copy of the ASN Student Handbook during their first semester. The ASN Student Handbook is to be used in conjunction with the College Catalog and Student Handbook and serves as a means of informing the students of specific policies and procedures as they relate to the ASN Program. The policies and procedures of the ASN Program may change during a student's period of enrollment in the program and students are expected to be proactive in obtaining information regarding these changes. The most current version of the ASN Student Handbook can be obtained on the College website under Other Resources/Policies & Procedures or the ASN Program pages.

**Program Final Exit Point:** Associate of Science in Nursing, ASN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate of Science in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination. Note: Upon successful completion of RNSG 1960, eleven (11) additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

**Collaborative Graduate BSN Cohort:** [SRTC & University of Phoenix](#)<sup>63</sup>

**Accreditation Information:** The nursing program has been granted full approval by: Georgia Board of Nursing, 237 Coliseum Drive, Macon, GA 31217-2858. They can be contacted by phone at (478) 207-1640 or you can view public information here: <http://sos.ga.gov/index.php/licensing/plb/45><sup>5</sup>

**Accreditation:** The Associate of Science in Nursing Program at Southern Regional Technical College at the Thomasville Campus located in Thomasville, Georgia is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. Phone: 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Program is Continuing Accreditation. [View the public information disclosed by the ACEN for this program.](#)

### Curriculum Outline (61 hours)

<b>1: General Core Courses (15 Hours)</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (43 hours)</b>	<b>43</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
RNSG 1931 Introduction to Nursing Principles of Pharmacy	3
RNSG 1960 Transition to Associate of Science in Nursing	8
RNSG 2910 Life Transitions IV: Maternal/Child Nursing Care	8
RNSG 2930 Life Transitions V: Medical Surgical II	6
RNSG 2941 Life Transitions VI: Clinical Decision Making	6

## NURSE AIDE ACCELERATED, TCC (NAA1)

### Technical Certificate of Credit

The Nurse Aide Technical Certificate of Credit prepares students with classroom training and laboratory practice; as well as, the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the Georgia State Nurse Aide registry.

**Length of Program:** 5 weeks

**Entrance Date:** Each semester: Fall & Spring Semesters: 1<sup>st</sup> and 3<sup>rd</sup> Five weeks. Summer Semester: 1<sup>st</sup> 5 weeks.

**Entrance Requirements:** [Click for Entrance Score Requirements.](#) <sup>840</sup>

**Age:** Applicant must be 17 years of age or older.

**Education:** A high school transcript or GED is NOT required.

**Additional Requirements:** American Heart Association issued Healthcare Provider BLS and American Heart Association First Aid. TB skin test or current chest x-ray.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation

**Note:** Some credits from this program may be applied to a diploma program. 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.

Upon successful completion of NAST 2100, Students may apply to the National Nurse Aide Assessment Program (NNAAP) which determines competency to be enrolled in the Georgia State Nurse Aide registry.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation

**Program Final Exit Point:** Nurse Aide, Technical Certificate of Credit.

The NAST 2100 course is approved by Alliant Georgia Medical Care Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia 30346, Phone: 800-982-0411, Fax: 678-527-3034, <http://www.gmcf.org><sup>14</sup>

The Nurse Aide Accelerated Technical Certificate of Credit Program is approved by the Georgia Medical Care Foundation.

### Curriculum Outline (9 hours)

Occupational Courses		9
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 2100	Nurse Aide Accelerated	7

## NURSE AIDE, TCC (CN21)

### Technical Certificate of Credit

The Nurse Aide Technical Certificate of Credit prepares students with classroom training and laboratory practice ;as well as, the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the Georgia State Nurse Aide registry.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** Applicant must be 17 years of age or older.

**Education:** A high school transcript or GED is NOT required.

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Drug Toxicology, and Criminal Background Check.

**Program Final Exit Point:** Nurse Aide, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation

**Note:** Some credits from this program may be applied to a diploma program. 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.

Upon successful completion of NAST 1100, Students may apply to the National Nurse Aide Assessment Program (NNAAP) which determines competency to be enrolled in the Georgia State Nurse Aide registry.

**Accreditation Information:** The NAST 1100 course (in the Nurse Aide, TCC and Patient Care Assisting, TCC programs) is approved by Alliant Georgia Medical Care Foundation (GMCF), 1455 Lincoln Parkway, Suite 800, Atlanta, Georgia 30346, Phone: 800-982-0411, Fax: 678-527-3034, <http://www.gmcf.org><sup>15</sup>.

### Curriculum Outline (13 hours)

1: Occupational Courses (13 hours)		13
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Services	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

## PRACTICAL NURSING , TCC (PN21)

### Technical Certificate of Credit

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06( 5a & 5b). A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing certificate and have the qualifications of an entry-level practical nurse. The PN21 program is a certificate program to be implemented with new cohorts of students beginning Fall 2024 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

**Length of Program:** 3 Semesters

[Practical Nursing Student Handbook](#)<sup>67</sup>

**General Entrance Requirements:** [Click for Entrance Score Requirements.](#)<sup>40</sup>

**PN Admissions Criteria Requirements:**

- [Fall 2025 PN Admissions Criteria Booklet](#)<sup>68</sup>
- [Summer 2025 PN Admissions Criteria Booklet](#)<sup>69</sup>
- [Spring 2026 PN Admissions Criteria Booklet](#)<sup>70</sup>

**PN Program Admission Dates** (for PNSG courses):

**Fall Admission:** *Thomasville, Tifton*

- Fall Semester – 18 hours of coursework
- Spring Semester – 18 hours of coursework
- Summer Semester – 13 hours of coursework
- Total Semester Hours Required – 49

**Spring Admission:** *Bainbridge*

- Spring Semester – 18 hours of coursework
- Summer Semester – 14 hours of coursework



- Fall Semester – 17 hours of coursework
- Total Semester Hours Required – 49

**Summer Admission:** *Moultrie*

- Summer Semester – 13 hours of coursework
- Fall Semester – 18 hours of coursework
- Spring Semester – 18 hours of coursework
- Total Semester Hours Required – 49

*Occupational (PNSG) courses:* Students are approved and admitted to PN Program occupational courses per the below PN Competitive Admissions Criteria

**Age:** Applicant for licensure; examination, temporary permits is at least 18 years of age. (O.C.G.A & 43-26 Nurse Practice Act: 43-26-36).

**Education:** An applicant must provide a high school diploma or an equivalent (GED) at the time of application to the program. College transcripts will be evaluated on an individual basis.

**Prerequisite Courses:** Acceptance into the PN program (PNSG courses) is based on a competitive admissions process. Contact the program advisor or admissions for details.

**Applicants must attain an overall score of 56 on the TEAS entrance exam.**

- [Practical Nursing Spring 2025 TEAS Exam Information](#) <sup>71</sup>
- [TEAS study options](#) <sup>72</sup>

**NOTE:**

- The PN program must be completed within 18 months of starting PNSG 1605.

**Additional Requirements:** The student must hold a current American BLS Healthcare Provider CPR AND First Aid Certification cards upon entry into and throughout the program.

Standardized achievement tests as well as comprehensive final exams are given in each PNSG course throughout the PN program. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course.

Once accepted into the PN program (Occupational PNSG courses) the following will be reviewed at the PN program Orientation on the morning of the first day of class: Physical Exam, Drug Toxicology, and Criminal Background Check (all required) as well as an immunization record (including but not limited to a current seasonal Flu immunization, and other current vaccines) are required by clinical facilities in order to participate in the required clinical courses.

**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 or granted permission to take the licensing examination.

**Program Policies and Procedures:** Students are provided a copy of the PN Student Handbook during their first semester of occupational (PNSG) courses. The PN Student Handbook is used in conjunction with the SRTC College Catalog and Student Handbook and serves as a means of informing the student of specific program policies and procedures related to the PN program. The policies and procedures of the PN program may change during a student's period of enrollment in the program. Students are expected to be proactive in obtaining information regarding these changes.

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**The Practical Nursing program has been granted Full approval by:**

Georgia Board of Nursing 237  
Coliseum Drive Macon, GA 31217-2858  
(478) 207-1640

**Curriculum Outline (49 hours)**

<b>1. Occupational Courses</b>	<b>49</b>
PNSG 1600 Introduction to Pharmacology and Clinical Calculat	3
PNSG 1605 Fundamentals	6
PNSG 1630 Mental Health Nursing	4
PNSG 1610 Adult Health Nursing I	6
PNSG 1615 Adult Health Nursing II	6
PNSG 1635 Maternal Nursing	4
PNSG 1640 Pediatric Nursing	3
PNSG 1620 Adult Health Nursing III	6
PNSG 1625 PNSG 1625 - Adult Health Nursing IV	6
PNSG 1645 PNSG 1645 - Practical Nursing Capstone	5

## PARAMEDICINE, AAS (PT13)

### Degree

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The goal is to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

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

**Program Outcomes:** [Program Effectiveness Data and Outcomes](#)

**Entrance Date:** Paramedic specific courses begin at the start of the Spring Semester each term.

**Program Admission:** Spring Semester

**Entrance Requirements:** Refer to Admissions criteria. Contact the program advisor or admissions for details. [Click for Entrance Score Requirements.](#)

**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.

**Additional Requirements:** Applicants for the Paramedicine program must have successfully completed an EMT and AEMT course. Paramedicine candidates must hold a valid EMT or AEMT license. American Heart Association BLS Provider 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.

**Program Final Exit Point:** Paramedicine, Associate of Applied Science Degree. Eligible to apply for the National Registry of Paramedic Boards. The state of Georgia recognizes the National Registry.

**Credits Required for Graduation:** 70 minimum semester hour credits required for graduation.

**Accreditation Information:** The Paramedicine associate degree and diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, <http://www.caahep.org>, upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, Phone: 214-703-8445, Fax: 214-703-8992, <http://www.coaemsp.org>. The Paramedicine program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov>.

### Curriculum Outline (70 hours)

<b>1: General Core Courses (15 Hours)</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>

<b>2: Institutional Credit (3 hours)</b>		<b>3</b>	<b>3: Occupational Courses (52 hours)</b>		<b>52</b>
COLL 1500	Student Success	3	BIOL 2113	Anatomy and Physiology I	3
			BIOL 2113L	Anatomy and Physiology I Lab	1
			BIOL 2114	Anatomy and Physiology II	3
			BIOL 2114L	Anatomy and Physiology II Lab	1
			EMSP 2110	Foundations of Paramedicine	3
			EMSP 2120	Applications of Pathophysiology for Paramedicine	3
			EMSP 2130	Advanced Resuscitative Skills	3
			EMSP 2140	Advanced Cardiovascular Concepts	4
			EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
			EMSP 2320	Therapeutic Modalities of Medical Care	5
			EMSP 2330	Therapeutic Modalities of Trauma Care	4
			EMSP 2340	Therapeutic Modalities for Special Patient Populat	4
			EMSP 2510	Clinical Applications for the Paramedic I	2
			EMSP 2520	Clinical Applications for the Paramedic II	2
			EMSP 2530	Clinical Applications for the Paramedic III	2
			EMSP 2540	Clinical Applications for the Paramedic IV	1
			EMSP 2550	Clinical Applications for the Paramedic V	1
			EMSP 2560	Clinical Applications for the Paramedic VI	1
			EMSP 2570	Clinical Applications for the Paramedic VII	1
			EMSP 2710	Field Internship of Paramedic	2

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EMSP 2720 Practical Applications for the Paramedic	3
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## PARAMEDICINE, DIPLOMA (PT12)

### Diploma

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The goal is to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

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

<sup>77</sup>**Program Outcomes:** <sup>78</sup>[Program Effectiveness Data and Outcomes](#) <sup>76</sup> <sup>78</sup> <sup>77</sup>

**Entrance Date:** Paramedic specific courses begin at the start of the Spring Semester each term.

**Program Admission:** Spring Semester

**Entrance Requirements:** . Refer to Admissions criteria. Contact the program advisor or admissions for details. [Click for Entrance Score Requirements.](#) <sup>40</sup>

**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.

**Additional Requirements:** Applicants for the Paramedicine program must have successfully completed an EMT and AEMT course. Paramedicine candidates must hold a valid EMT or AEMT license. American Heart Association BLS Provider 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.

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

**Credits Required for Graduation:** 61 minimum semester hour credits required for graduation.

**Program Accreditation:** The Paramedicine associate degree and diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, <http://www.caahep.org> <sup>16</sup>, upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, Phone: 214-703-8445, Fax: 214-703-8992, <http://www.coaemsp.org> <sup>17</sup>. The Paramedicine program is approved by the Georgia Department of Public Health Office of Emergency Medical Services and Trauma, 1608 Phoenix Blvd., Suite 200, College Park, GA 30349-5576, Phone: 770-996-3133, <http://ems.ga.gov> <sup>3</sup>.

### Curriculum Outline (61 hours)

1: Basic Skills Courses (9 Hours)		9
ENGL 1010	Fundamentals of English	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
2: Institutional Credit (3 hours)		3
COLL 1500	Student Success	3

<b>3: Occupational Courses (49 hours)</b>	<b>49</b>
ALHS 1011 Structure and Function of Human Body	5
EMSP 2110 Foundations of Paramedicine	3
EMSP 2120 Applications of Pathophysiology for Paramedicine	3
EMSP 2130 Advanced Resuscitative Skills	3
EMSP 2140 Advanced Cardiovascular Concepts	4
EMSP 2310 Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320 Therapeutic Modalities of Medical Care	5
EMSP 2330 Therapeutic Modalities of Trauma Care	4
EMSP 2340 Therapeutic Modalities for Special Patient Populat	4
EMSP 2510 Clinical Applications for the Paramedic I	2
EMSP 2520 Clinical Applications for the Paramedic II	2
EMSP 2530 Clinical Applications for the Paramedic III	2
EMSP 2540 Clinical Applications for the Paramedic IV	1
EMSP 2550 Clinical Applications for the Paramedic V	1
EMSP 2560 Clinical Applications for the Paramedic VI	1
EMSP 2570 Clinical Applications for the Paramedic VII	1
EMSP 2710 Field Internship of Paramedic	2
EMSP 2720 Practical Applications for the Paramedic	3

## PATIENT CARE TECHNICIAN/ASSISTANT (PCT5)

### Technical Certificate of Credit

The Patient Care Technician/Assistant (PCT/A) program is a micro-credential program designed to expand the skills and knowledge of Certified Nurse Aides (CNAs) working within various healthcare settings. Upon completion of the program, students will be eligible to take the Certified Patient Care Technician/Assistant (CPTC/A) exam offered by the National Healthcare Association (NHA).

**Length of Program:** 1 Semester

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

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

**Education:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

**Additional Requirements:** TB skin test or chest x-ray, BLS for Healthcare Provider issued by the American Heart Association, First Aid issued by the American Heart Association, drug screen, background check, vaccination record.

**Program Final Exit Point:** Patient Care Technician/Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 3 minimum semester hour credits required for graduation.

#### Occupational Courses

PCTA 1000 Patient Care Technician/Assistant  
Fundamentals



## RADIOLOGIC TECHNOLOGY, AAS (RT23)

### Degree

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers. Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists.

**Length of Program:** Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Four (4) semesters of occupational courses

Moultrie Program

Thomasville Program

**Program Philosophy:** The concept of professional technical education, regardless of the form such education may take, is firmly based in the belief that the capability of the individual to contribute as a member of the society is related not only to the distinctive capabilities inherent in each person, but also to learned knowledge and to the development of those capabilities.

The entire operation of the Southern Regional Technical College Program of Radiologic Technology shall be directed by a very real concern for the individual student, and recognition that individual advancement, through the acquisition of knowledge and skills, enhances the ability of the student to meet his or her needs as well as those of the society.

Consistent with the philosophy, the administration and faculty of the school take the position that students are here to access a means for personal and professional growth and development. The curriculum, objectives and program policies are intended to promote this position.

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (ALHS 1090 – Medical Terminology, BIOL 2113 - Anatomy & Physiology I, BIOL 2113L - Anatomy & Physiology Lab I, BIOL 2114 - Anatomy & Physiology II, BIOL 2114L - Anatomy & Physiology Lab II, ENGL 1101 - Composition and Rhetoric, a Degree Level Mathematics Course, a Social Science Elective, a Humanities Elective, and a General Core Elective) must be successfully completed prior to competitive program admission deadline.

### Radiologic Technology Competitive Admissions Criteria Requirements:

- [Fall 2025 Radiologic Technology Admission Criteria Booklet](#)<sup>81</sup>

**Program Admission:** Fall Semester

**Entrance Requirements:** 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. For further details, Please see the Competitive Admissions Policy. [Click for Entrance Score Requirements](#).<sup>40</sup>

**Age:** Applicant must be 18 years of age or older prior to first clinical course (RADT 1320).

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

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

**Note:** Individuals who have been convicted of a felony offense may be denied licensure or certification. Applications for state licensure are reviewed by the designated governing body or certification by the A.R.R.T.. Licensure/Certification requirements may vary by state. Graduates of the program will submit application to The American Registry of Radiologic Technologists during the final semester of the program.

**Program Final Exit Point:** Radiologic Technology, Associate of Applied Science. Eligible to apply for the American Registry of Radiologic Technologist exam.

**Credits Required for Graduation:** 80 minimum semester hour credits required for graduation.

**Accreditation Information:** The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology ([JRCERT](http://www.jrcert.org)), 20 North Wacker Drive Suite 2850, Chicago, Illinois 60606-3182, Phone: 312-704-5300, <http://www.jrcert.org>.

The Moultrie Program was affirmed in 2018, and reaffirmed during an interim report in 2022. They received the maximum 8 year accreditation, and the next comprehensive review is expected in 2026.

The Thomasville Program was affirmed July 2022, an interim review is expected in 2026. They received the maximum 8 year accreditation, and the next comprehensive review is expected in 2030.

### Curriculum Outline (80 hours)

<b>1: General Core Courses (15 Hours)</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (62 hours)</b>	<b>62</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
RADT 1200 Principles of Radiation Biology and Protection	2
ALHS 1090 Medical Terminology for Allied Health Sciences	2
RADT 1010 Introduction to Radiology	4
RADT 1030 Radiographic Procedures I	3
RADT 1075 Radiographic Imaging	4
RADT 1320 Clinical Radiography I	4
RADT 1060 Radiographic Procedures II	3
RADT 1065 Radiologic Science	2
RADT 1085 Radiologic Equipment	3
RADT 1330 Clinical Radiography II	7
RADT 2090 Radiographic Procedures III	2
RADT 2340 Clinical Radiography III	6
RADT 2260 Radiologic Technology Review	3
RADT 2360 Clinical Radiography IV	9

## RESPIRATORY CARE, AAS (RCT3)

### Degree

The respiratory care program is a sequence of courses that prepare students for entry into respiratory care professional practice. Learning opportunities encompass general education courses in the arts and sciences in addition to occupation specific courses to facilitate the development of academic knowledge and professional competencies required for job acquisition, retention and advancement in the respiratory care profession. Graduates of the program receive the Associate of Applied Science degree in Respiratory Care, and eligibility to sit for the National Board for Respiratory Care (NBRC) credentialing examinations. Detailed information outlining the NBRC credentialing examination(s) including application procedures, examination fees, the minimum cut-score requirements, and the continuing competency program are available in the NBRC Candidate Handbook at [www.nbrc.org](http://www.nbrc.org).

**Length of Program:** Two (2) semesters of prerequisite courses and Four (4) semesters of occupational courses

**Career Information:** Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings. Respiratory therapists provide a broad range of patient care which includes clinical decision making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data
- assessing the cardiopulmonary status of patients
- performing and assisting in the performance of prescribed diagnostic studies
- evaluating data to assess the appropriateness of prescribed respiratory care
- establishing therapeutic goals for patients with cardiopulmonary disease
- participating in the development and modification of respiratory care plans
- case management of patients with cardiopulmonary and related diseases
- initiating respiratory care protocols and modifying the respiratory care plan
- initiating and conducting prescribed pulmonary rehabilitation
- providing patient, family, and community education

- promoting cardiopulmonary wellness, disease prevention, and disease management
- promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care.

(Reference: CoARC Standards)

**Program Goal:** The goal of the respiratory care program at Southern Regional Technical College is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

**Program Outcome:** Graduates of the respiratory care program will obtain the NBRC's Registered Respiratory Therapist credential. CoARC accredited programs are required to report assessment thresholds on the CoARC Annual Report of Current Status (RCS). Programmatic outcomes data are published by [CoARC](#)

**Entrance Date:** Respiratory Care Program applicants are required to complete all prerequisite courses prior to starting the occupational RESP courses. Prerequisites include all curriculum from Area I, Area II, Area III, Area IV, and the Institutional Credit. Also, the following occupational courses must be complete prior to starting the RESP courses: BIOL 2113, BIOL 2113 L, BIOL 2114, BIOL 2114L, BIOL 2117, and BIOL 2117 L. A GPA of at least 2.0 is required for entry into the Respiratory Care Program.

[Student Advisement Sheet for the Respiratory Care Program](#)

**Program Admission:** Fall Semester

**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.

**Additional Requirements:** Pre-screening processes must be completed by all respiratory care students in order to be permitted to attend clinical rotations at the clinical affiliates. Pre-screening requirements and orientation sessions may vary among clinical affiliates and include: A physical examination, verification the student meets the same technical standards required of employees of the affiliates, immunization records, annual influenza vaccination while enrolled in the program, national criminal background check, and drug toxicology. **A deadline for submission of all documentation to the director of clinical education will be provided on the first day of the semester of the first RESP course.**

Students will be provided a Respiratory Care Program Handbook upon enrollment in the first Respiratory Care occupational course. The handbook provides details regarding all additional program requirements including tools, supplies, uniforms, clinical documentation requirements, completion of certification in the American Heart Association (ACLS, BLS), American Academy of Pediatrics (PALS), and Neonatal Resuscitation (NRP) courses, and the policy on RRT credentialing success.

**Note:** Graduates of a former entry-level diploma program in respiratory therapy who do not have the RRT credential must complete all courses (Areas 1, 2, and 3) in the program curriculum.

**Credentialing Requirements for Employment:** The RRT credential is required for employment by all hospitals listed as clinical affiliates of the program in addition to the majority of hospitals in the region and state of Georgia.

**State Licensure Requirements:** Licensure requirements and application processes vary for each state. The program chair will assist graduates with accurate and timely completion of state licensure requirements. A national directory of state licensure agencies is provided at [www.nbrc.org](http://www.nbrc.org) (reference state licensure).

**Note:** Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed and approved by the governing agency for each state.

**Professionalism:** Students will become student members of the Georgia Society for Respiratory Care ([www.gsrc.org](http://www.gsrc.org)<sup>85</sup>) and the American Association for Respiratory Care ([www.aarc.org](http://www.aarc.org)<sup>86</sup>). The importance of professional growth and service to the community of interest, through community service projects will be emphasized throughout the program.

**Program Final Exit Point:** Respiratory Care, Associate of Applied Science Degree with eligibility to sit for the National Board for Respiratory Care (NBRC) TMC examination.

**Credits Required for Graduation:** 81 minimum semester hour credits required for graduation.

**Accreditation Information:** Respiratory Care, AAS (RCT3) Accreditation Information: The Respiratory Care Program at Southern Regional Technical College is provisionally accredited by the Commission on Accreditation for Respiratory Care (CoARC). The program is classified by CoARC as an Entry into Professional Practice Program (CoARC program reference number: 200631). Graduates of the program are awarded an Associate of Applied Science (AAS) degree.

**Commission on Accreditation for Respiratory Care**  
264 Precision Blvd.  
Telford, TN 37690  
Phone: 817-283-2835  
Website: [www.coarc.com](http://www.coarc.com)<sup>20</sup>

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Program outcomes are available at: <https://coarc.com/students/programmatic-outcomes-data/><sup>21</sup>

## Curriculum Outline (81 hours)

<b>1: General Education Courses (16 Hours)</b>	<b>16</b>
<b>Area I: Language Arts/Communication (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (7 Hours)**</b>	<b>7</b>
MATH 1111 College Algebra	3
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>2: Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (62 Hours)</b>	<b>62</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
RESP 1110 Pharmacology	3
RESP 2090 Clinical Practice I	2
RESP 2110 Pulmonary Disease	3
RESP 1193 Cardiopulmonary Anatomy and Physiology	4
RESP 1120 Intro to Respiratory Therapy	3
RESP 1130 Respiratory Therapy Lab I	4
RESP 2100 Clinical Practice II	2
RESP 2180 Clinical Practice III	2
RESP 2140 Advanced Critical Care Monitoring	1
RESP 2120 Critical Respiratory Care	2
RESP 2130 Mechanical Ventilation & Airway Management	4
RESP 2160 Neonatal Pediatric Respiratory Care	3
RESP 2190 Clinical Practice IV	2
RESP 2200 Clinical Practice V	3
RESP 2150 Pulmonary Function Testing	1
RESP 2170 Advanced Respiratory Care Seminar	3
RESP 2220 Clinical Practice VI	7
RESP 2270 Rehabilitation and Home Care	1

## CENTRAL STERILE SUPPLY PROCESSING TECH (ADVANCED), TCC (CK91)

### Technical Certificate of Credit

The Central Sterile Supply Processing Technician (Advanced) TCC program is designed for individuals seeking specialized expertise in sterile supply processing, with a focus on mastering the reprocessing of complex medical instruments, including endoscopes. The curriculum offers an in-depth understanding of infection control, sterilization techniques, and industry standards critical to preventing healthcare-associated infections (HAIs). Students will explore advanced topics within Instrument decontamination and sterilization, High-level disinfection processes, Care and handling of surgical instruments, Reprocessing of flexible endoscopes following national guidelines, quality assurance and regulatory compliance. In addition to classroom instruction, students will participate in hands-on labs and clinical rotations helping students to develop practical skills in equipment handling, sterilization, and proper documentation. Upon completion, graduates will be well-prepared for certification exams and advanced roles in healthcare settings, ensuring patient safety through proper reprocessing of sterile instruments.

**Length of Program:** 2 Semesters

**Entrance Date:** Fall and Spring Semester

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Central Sterile Supply Processing Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 22 minimum semester hour credits required for graduation.

### Curriculum Outline (22 hours)

Occupational Courses		22
CSSP 1010	CentralSterileSupProcess Tech	5
CSSP 1020	Central Ster SupProcTec Prac 1	4
CSSP 1022	Central Ster Sup Proc Tech Pra	4
CSSP 2010	Endoscope Reprocessing Fundamentals	4
CSSP 2020	Endoscope Reprocessing Practicum	5

## CENTRAL STERILE SUPPLY PROCESSING TECH (BASIC), TCC (CJ31)

### Technical Certificate of Credit

The Central Sterile Supply Processing Technician (Basic) TCC program is designed to equip students with the foundational knowledge and practical skills necessary to ensure the proper sterilization and distribution of medical equipment in healthcare facilities. This comprehensive program introduces students to infection control, sterilization techniques, decontamination procedures, and equipment management, emphasizing the critical role of sterile processing in maintaining patient safety. Through a combination of classroom instruction, hands-on lab experience, and clinical rotations, students will learn about surgical instrumentation, sterilization methods, aseptic techniques, and inventory management. Additionally, they will be trained in safety protocols, quality assurance, and regulatory compliance, preparing them to meet industry standards. Upon successful completion, graduates will be prepared to work in hospitals, outpatient centers, and other healthcare settings as entry-level sterile processing technicians.

**Length of Program:** 1 Semester

**Entrance Date:** Fall and Spring Semester

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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

**Program Final Exit Point:** Central Sterile Supply Processing Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

### Curriculum Outline (13 hours)



<b>Occupational Courses</b>	<b>13</b>
CSSP 1010 CentralSterileSupProcess Tech	5
CSSP 1020 Central Ster SupProcTec Prac 1	4
CSSP 1022 Central Ster Sup Proc Tech Pra	4

## SURGICAL TECHNOLOGY, AAS (ST13)

### Degree

The surgical technology degree program prepares entry-level surgical technologists who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement in surgical technology. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology associate of applied science degree and are qualified for employment as a surgical technologist, as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

**Length of Program:** Two (2) semester of prerequisite courses, Three (3) semesters of occupational courses

**Entrance Date:** Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1090 – Medical Terminology for Allied Health, BIOL 2113 – Anatomy & Physiology I, BIOL 2113L – Anatomy & Physiology Lab I, BIOL 2114 – Anatomy & Physiology II, BIOL 2114L – Anatomy & Physiology Lab II, BIOL 2117 – Microbiology, BIOL 2117L – Microbiology Lab, ENGL 1101 – Composition and Rhetoric, one natural science/mathematics – MATH 1100, MATH 1101, MATH 1103, or MATH 1111, one humanities, one social science, and one general education elective) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

**Program Admission:** Tifton – Fall Semester;  
Thomasville – Fall Semester

**Age:** Applicant must be 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.

**Additional Requirements:** American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology. All may be required to be successfully passed, as prescribed by the clinical institutions.

**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 certification examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

**Program Final Exit Point:** Surgical Technology, Associate of Applied Science. Eligible to apply for a national certification examination.

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

**CAAHEP Accreditation:** Outcomes Assessment Exam (OAE) Results for 2024 Annual Reporting Period:

Thomasville Campus – 33%  
Tifton Campus – 100%

**Accreditation Information:** The Surgical Technical Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, [www.caahep.org](http://www.caahep.org)<sup>16</sup>, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031, phone: 303-694-9262, Fax: 303-741-3655, [www.arcstsa.org](http://www.arcstsa.org)<sup>22</sup>.

### Curriculum Outline (75 hours)

<b>1: General Education Courses (15 Hours)</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>and an additional course from Area I, II, III and IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (57 Hours)</b>	<b>57</b>
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
SURG 1010 Introduction to Surgical Technology	8
SURG 1020 Principles of Surgical Technology	9
SURG 1100 Surgical Pharmacology	2
SURG 2110 Surgical Technology Clinical I	3
SURG 2030 Surgical Procedures I	5
SURG 2120 Surgical Technology Clinical II	3
SURG 2040 Surgical Procedures II	5
SURG 2130 Surgical Technology Clinical III	3
SURG 2140 Surgical Technology Clinical IV	3
SURG 2240 Seminar in Surgical Technology	2

## VETERINARY TECHNOLOGY, AAS (VT23)

### Degree

The Veterinary Technology program is a sequence of courses designed to prepare students for careers in the field of veterinary technology. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

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



**Entrance Date:** Fall Semester

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**Veterinary Technology Competitive Admissions  
Criteria Requirements:**

- [Fall Semester 2025 Veterinary Technology Admission Criteria](#)<sup>887</sup>

**Veterinary Technology Student Handbook:** [Veterinary Technology Student Handbook](#)<sup>888</sup>

**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.

**Additional Requirements:** Physical Exam. Criminal Background Check and Drug Toxicology may be required by internship sites. Rabies vaccination is required prior to enrollment in any program courses.

**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.

**Program Final Exit Point:** Veterinary Technology, Associate of Applied Science. Program graduates are eligible to sit for the Veterinary Technician National Examination, and upon passing VTNE, are qualified to apply for credentials as a Licensed Veterinary Technician (LVT) in the state of Georgia.

#### Job Listings:

- [American Veterinary Medical Association](#)<sup>89</sup>
- [Georgia Veterinary Medical Association](#)<sup>90</sup>
- [National Association for Veterinary Technicians in America](#)<sup>91</sup>

#### Veterinary Technician National Examination 3-year Pass Rate:

January 1, 2022 – December 31, 2024

Three-Year VTNE Pass Percentage	90.9%
First-Time Test Takers	22

**Credits Required for Graduation:** 83 minimum semester hour credits required for graduation.

**Accreditation Information:** The program is accredited by the American Veterinary Medical Association (AVMA) Accreditation Committee on Veterinary Education and Activities (CVTEA), 1931 North Meacham Road, Schaumburg, Illinois 60173, Phone: 800-248-2862 ext. 6624, <https://www.avma.org><sup>23</sup>. Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and upon passing VTNE, are qualified to apply for credentials as a Licensed Veterinary Technician (LVT) in the state of Georgia.

#### Curriculum Outline (83 hours)

<b>1: General Education Courses (20 Hours)</b>	<b>20</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (11 Hours)</b>	<b>11</b>
MATH 1103 Quantitative Skills & Reasoning	3
BIOL 1111 Biology I	3
BIOL 1112 Biology II	3
BIOL 1111L Biology I Lab	1
BIOL 1112L Biology II Lab	1
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (60 hours)</b>	<b>60</b>
COMP 1000 Introduction to Computer Literacy	3
VETT 1000 Veterinary Medical Terminology	2
VETT 1010 Intro to Veterinary Technology	1
VETT 1030 Veterinary Clinical Procedures I	4
VETT 1060 Animal A & P	4
VETT 1110 Veterinary Pathology & Disease	4
VETT 1020 Veterinary Clinical Path I	3
VETT 1070 Veterinary Diagnostic Imaging	3
VETT 2130 Veterinary Clinical Proc II	5
VETT 2220 Veterinary Practice Management	3
VETT 2160 Pharmacology for Veterinary Technology	3
VETT 2230 Veterinary Anesthesiology and Surgical Procedures	5
VETT 2120 Veterinary Clinical Path II	4
VETT 2210 Laboratory and Exotic Animals	4
VETT 2300 Veterinary Technology Clinical Internship	12

## PROGRAMS IN SCHOOL OF INDUSTRIAL TECHNOLOGY

### Air Conditioning Technology

Air Conditioning Electrical Technician, TCC (ACK1)  
 Air Conditioning Repair Specialist, TCC (ACY1)  
 Air Conditioning System Maintenance Technician, TCC (AZ21)  
 Air Conditioning Technician Assistant, TCC (AZ31)  
 Air Conditioning Technology, Diploma (ACT2)

### Automation Technology

Automation Technology , Diploma (IST4)  
 Automation Technology, AAS (IS13)  
 Basic Mechatronics Specialist, TCC (MS41)  
 Basic Mechatronics Technician, TCC (BM51)  
 Industrial Electrician, TCC (IE41)  
 Industrial Fluid Power Technician, TCC (IF11)  
 Industrial Motor Control Technician, TCC (IM41)  
 Mechatronics Specialist, TCC (AM11)  
 Programmable Control Technician, TCC (PC81)

### Automotive Collision and Refinishing

Auto Collision Repair, Diploma (ACR2)  
 Automotive Collision Repair Assistant I, TCC (AB51)  
 Automotive Refinishing Assistant I, TCC (ARA1)  
 Automotive Refinishing Assistant II, TCC (AP71)

### Automotive Technology

Auto Maintenance and Light Repair Tech, TCC (ALR1)  
 Automotive Chassis Technician Specialist, TCC (ASG1)  
 Automotive Climate Control Technician, TCC (AH21)  
 Automotive Electrical/Electronic Systems Technician, TCC (AE41)  
 Automotive Engine Performance Technician, TCC (AE51)  
 Automotive Engine Repair Technician, TCC (AE61)  
 Automotive Fundamentals, Diploma (AF12)  
 Automotive Technology, AAS (AT23)  
 Automotive Technology, Diploma (AT14)  
 Automotive Transmission/Transaxle Tech Specialist, TCC (AA71)  
 Lawn Equipment/Small Engine Repair, TCC (LEE1)  
 Motorcycle Maintenance Technician, TCC (MM61)  
 Motorcycle Service Technology, Diploma (MST2)

### Carpentry

Cabinetmaking, Diploma (CA12)  
 Carpentry, Diploma (CA22)  
 Certified Construction Worker, TCC (CCW1)  
 Finish Carpenter, TCC (FC31)  
 Framing Carpenter, TCC (FC71)

### Civil Engineering Technology

Civil Engineering Technology, AAS (CEE3)

### Drafting Technology

Advanced CAD Technician, TCC (AC51)  
 CAD Operator, TCC (CP41)  
 Drafters Assistant, TCC (DA31)  
 Drafting Technology, AAS (DT13)  
 Drafting Technology, Diploma (DT12)

### Electrical Construction and Maintenance

Commercial Wiring, TCC (CW31)  
 Electrical Construction Technology, Diploma (EC12)  
 Electrical Lineworker, TCC (EL11)  
 Electrical Systems Technology, AAS (EST3)  
 Electrical Systems Technology, Diploma (ES12)  
 Industrial Electrical Technology, Diploma (IET2)  
 Industrial Wiring Technician, TCC (IW11)  
 Manufacturing Maintenance Specialist, TCC (MM21)  
 Residential Wiring Technician, TCC (RW21)

## **Manufacturing Engineering Technology**

Basic Machining Operator (BM01), TCC  
Basic Machinist (BM31), TCC  
CNC Specialist, TCC (CS51)  
Lathe Operator, TCC (LP11)  
Manufacturing Engineering Technology Assistant I, TCC (MK71)  
Manufacturing Engineering Technology Assistant II, TCC (ML71)  
Manufacturing Engineering Technology, AAS (ME23)  
Manufacturing Engineering Technology, Diploma (ME22)  
Mill Operator, TCC (MP11)  
Precision Machining and Manufacturing (MTT2), Diploma  
Precision Machining and Manufacturing, AAS (MT13)

## **Welding and Joining Technology**

Basic Shielded Metal Arc Welder, TCC (FS31)  
Gas Metal Arc Welder, TCC (GM31)  
Gas Tungsten Arc Welder (GTA1), TCC  
Submerged Arc Welder Operator, TCC (SAW1)  
Vertical Shielded Metal Arc Welder Fabricator, TCC (VSM1)  
Welding and Joining Technology, Diploma (WAJ2)



## AIR CONDITIONING ELECTRICAL TECHNICIAN, TCC (ACK1)

### Technical Certificate of Credit

Heating, air conditioning, and refrigeration mechanics and installers held about 308,200 jobs in 2008; about 54% worked for plumbing, heating, and air conditioning contractors. The rest were employed in a variety of industries throughout the country, reflecting a widespread dependence on climate-control systems. Some worked for refrigeration and air conditioning service and repair shops, schools, and stores that see heating, and air conditioning systems. Local governments, the Federal Government, hospitals, office buildings, and other organizations that operate large air conditioning, refrigeration, or heating systems also employed these workers. About 16% of these workers were self-employed. With much faster than average job growth and numerous expected retirements, heating, air conditioning, and refrigeration mechanics and installers should have excellent employment opportunities. Job opportunities are expected to increase 28% in the 2008-2018 decade.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Air Conditioning Electrical Technician, Technical Certificate of Credit

**Credits Required for Graduation:** 12 Minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

1. Occupational Courses	12
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4

## AIR CONDITIONING REPAIR SPECIALIST, TCC (ACY1)

### Technical Certificate of Credit

The Air Conditioning Repair Specialist Technical Certificate of Credit is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

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

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

**Entrance Requirements:** Refer to Admission criteria.

[Click for Entrance Score Requirements.](#) <sup>§40</sup>

**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.

**Program Final Exit Point:** Air Conditioning Repair Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 20 minimum semester hour credits required for graduation.

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

**Additional Costs:** HVAC Excellence Ready/Exit Exams; AIRC 1070 Gas Heat \$15.00, EPA 608 Exam \$25.00, and AIRC 1080 Heat Pump \$15.00.

### Curriculum Outline (20 hours)

1: Occupational Courses	20
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1070 Gas Heat	4
AIRC 1080 Heat Pumps and Related Systems	4

## AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN, TCC (AZ21)

### Technical Certificate of Credit

The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

**Length of Program:** One (1) Semester

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

**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.

**Program Final Exit Point:** Air Conditioning Systems Maintenance, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a diploma program

### Curriculum Outline (12 hours)

1: Occupational Courses		12
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1030	HVACR Electrical Fundamentals	4

## AIR CONDITIONING TECHNICIAN ASSISTANT, TCC (AZ31)

### Technical Certificate of Credit

The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

**Length of Program:** 1 Semester

**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.

**Program Final Exit Point:** Air Conditioning Technician Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1. Occupational Courses	12
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1010 Refrigeration Principles and Practices	4
AIRC 1020 Refrigeration Systems Components	4

## AIR CONDITIONING TECHNOLOGY, DIPLOMA (ACT2)

### Diploma

The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

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

**Additional Cost:** Required Expenses for industry exams. HVAC Excellence competency work ready/exit exam (AIRC 1050) in HVACR Electrical \$15.00, AIRC 1070 Gas Heat \$15.00, EPA 608 Exam \$25.00, and AIRC 1080 Heat Pump \$15.00.

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Air Conditioning Technology, Diploma.

**Credits Required for Graduation:** 54 minimum semester hour credits required for graduation.

**Accreditation Information:** The Air Conditioning Technology program is accredited by Heating, Ventilating, and Air Conditioning (HVAC) Excellence, Home Office PO Box 491, MT. Prospect, IL 60056-0491, Tel: 800-394-5268, Fax: 800-546-3726, <https://www.escogroup.org/accreditation/programs/accredited.aspx><sup>41</sup>. The Air Conditioning Technology Program was renewed for six years as of December 15, 2022.

### Curriculum Outline (54 hours)

<b>1: Basic Skills Courses (</b>	<b>8</b>
<b>And one of the following (2 Hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>43</b>
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1010 Refrigeration Principles and Practices	4
AIRC 1020 Refrigeration Systems Components	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4
AIRC 1060 Air Conditioning System Applications and Installat	4
AIRC 1070 Gas Heat	4
AIRC 1080 Heat Pumps and Related Systems	4
AIRC 1090 Troubleshooting Air Conditioning Systems	4
<b>XXXX xxxx - Occupational Elective</b>	<b>3</b>

# AUTOMATION TECHNOLOGY , DIPLOMA (IST4)

## Diploma

The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician /electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluidpower, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Technology Diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

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

**Entrance Dates:** Beginning of each semester.

**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.

**Program Final Exit Point:** Industrial Systems Technology, Diploma.

**Credits Required for Graduation:** 49 minimum semester hour credits required for graduation.

## Curriculum Outline (49 hours)

<b>1: Basic Skills Courses (8 Hours)</b>	<b>8</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
<b>Select an English Course - 3 hrs.</b>	<b>3</b>
ENGL 1010 Fundamentals of English	3
<b>Select One of the Following Mathematics Courses</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (38 Hours)</b>	<b>38</b>
IDSY 1171 Industrial Mechanics	4
IDSY 1112 Motor Controls I	4
IDSY 2000 PLC I	4
IDSY 1111 Industrial Wiring	4
IDSY 1181 Fluid Power Systems	4
IDSY 1191 Pumps & Piping Systems	3
IDSY XXX1 Occupational Electives 9 Hrs	9
<b>Select One of the following DC courses</b>	<b>3</b>
ELTR 1010 Direct Current Fundamentals	3
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
<b>Select One of the following AC courses</b>	<b>3</b>
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3

## **AUTOMATION TECHNOLOGY, AAS (IS13)**

### **Degree**

The Automation Technology Degree program is designed for the student who wishes to prepare for a career as an Automation technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The Degree program teaches skills in Automation Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, plc's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Automation technology Degree that qualifies them for employment as industrial electricians or industrial systems technicians.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Automation Technology, Associate of Applied Science.

**Credits Required for Graduation:** 66 minimum semester hour credits required for graduation.

### **Curriculum Outline (66 hours)**



<b>General Education Courses</b>	<b>15</b>	<b>Select One of the following DC courses</b>	<b>3</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>	ELTR 1020 Alternating Current Fundamentals	3
ENGL 1101 Composition and Rhetoric	3	IDFC 1012 Alternating Current I	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>	IDSY 1105 AC Circuit Analysis	3
Social/Behavioral Science Elective	3	<b>Select One of the following AC courses</b>	<b>3</b>
0000 Social/Behavioral Sciences		ELTR 1020 Alternating Current Fundamentals	3
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>	IDFC 1012 Alternating Current I	3
MATH 1111 College Algebra	3	IDSY 1105 AC Circuit Analysis	3
MATH 1101 Mathematical Modeling	3		
MATH 1103 Quantitative Skills & Reasoning	3		
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>		
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3		
<b>Program-Specific Core Requirements</b>	<b>3</b>		
<b>Institutional Credit</b>	<b>3</b>		
COLL 1500 Student Success	3		
<b>Occupational Courses</b>	<b>42</b>		
IDSY 1111 Industrial Wiring	4		
IDSY 1171 Industrial Mechanics	4		
IDSY 1112 Motor Controls I	4		
IDSY 1113 Motor Controls II	4		
IDSY 2000 PLC I	4		
IDSY 2001 PLC II	4		
IDSY 1181 Fluid Power Systems	4		
IDSY 1191 Pumps & Piping Systems	3		
IDSY XXXX Occupational Elective Courses	11		

## BASIC MECHATRONICS SPECIALIST, TCC (MS41)

### Technical Certificate of Credit

The Mechatronics Specialist Technical Certificate of Credit provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power, and Robotics.

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

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

**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.

**Program Final Exit Point:** Mechatronics Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

1: Occupational Courses		9
AUMF 1120	Programmable Controllers	5
IDSY 1112	Motor Controls I	4

## BASIC MECHATRONICS TECHNICIAN, TCC (BM51)

### Technical Certificate of Credit

The Basic Mechatronics Technician Technical Certificate of Credit is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment. The skills include an introduction to DC and AC Circuits, Pneumatic Systems, Industrial Controls and PLCs. Students will receive both lecture/instructor led curriculum along with practical hands-on sessions. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

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

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

**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.

**Program Final Exit Point:** Basic Mechatronics Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

1: Occupational Courses	12
MCTX 1011 Basic Mech Fund I	3
MCTX 1012 Basic Mech Fund II	3
MCTX 1013 Basic Mech Fund III	3
MCTX 1014 Basic Mech Fund IV	3

## INDUSTRIAL ELECTRICIAN, TCC (IE41)

### Technical Certificate of Credit

The Industrial Electrician Technical Certificate of Credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

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

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

**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.

**Program Final Exit Point:** Industrial Electrician, Technical Certificate of Credit.

**Credits Required for Graduation:** 10 minimum semester hour credits required for graduation.

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

### Curriculum Outline (10 hours)

<b>1: Occupational Courses</b>	<b>10</b>
IDSY 1105 AC Circuit Analysis	3
IDSY 1111 Industrial Wiring	4
<b>And one of the following (3 Hours)</b>	<b>3</b>
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

## INDUSTRIAL FLUID POWER TECHNICIAN, TCC (IF11)

### Technical Certificate of Credit

The Industrial Fluid Power Technician Technical Certificate of Credit prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

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

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

**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.

**Program Final Exit Point:** Industrial Fluid Power Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

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

### Curriculum Outline (11 hours)

1: Occupational Courses	11
IDSY 1171 Industrial Mechanics	4
IDSY 1181 Fluid Power Systems	4
IDSY 1191 Pumps & Piping Systems	3

## INDUSTRIAL MOTOR CONTROL TECHNICIAN, TCC (IM41)

### Technical Certificate of Credit

The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

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

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

**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.

**Program Final Exit Point:** Industrial Motor Control Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1: Occupational Courses	12
IDSY 1112 Motor Controls I	4
IDSY 1111 Industrial Wiring	4
IDSY 1113 Motor Controls II	4

## MECHATRONICS SPECIALIST, TCC (AM11)

### Technical Certificate of Credit

The Mechatronics Specialist Technical Certificate of Credit provides students with the necessary skills and understanding to perform installation, diagnostics and repair mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power and Robotics.

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

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Mechatronics Specialist, Technical Certificate of Credit.

**Credits Required For Graduation:** 11 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

1: Occupational Courses	9
AUMF 1150 Introduction to Robotics	3
ELCR 2140 Mechanical Devices	2
IDSY 1160 Mechanical Laws & Principles	4

## PROGRAMMABLE CONTROL TECHNICIAN, TCC (PC81)

### Technical Certificate of Credit

The Programmable Controller Technician Technical Certificate of Credit offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Programmable Control Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1: Occupational Courses	12
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
IDSY 1220 Intermediate Industrial PLC's	4



## AUTO COLLISION REPAIR, DIPLOMA (ACR2)

### Diploma

The Automotive Collision Repair Diploma program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair Diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

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

**Program Final Exit Point:** Auto Collision Repair, Diploma.

**Credits Required for Graduation:** 40 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (40 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>	<b>4: And one of the following (9 hours)</b>	<b>9</b>
<b>And one of the following (2-3 hours)</b>	<b>2</b>	<b>Major Collision Repair Specialization</b>	<b>12</b>
EMPL 1000 Interpersonal Relations & Professional Development	2	ACRP 2010 Major Collision Repair	5
PSYC 1010 Basic Psychology	3	ACRP 2015 Major Collision Replacements	5
<b>And one of the following (3 hours)</b>	<b>3</b>	ACRP 2019 Major Collision Repair Internship	2
MATH 1012 Foundations of Mathematics	3	<b>Mechanical/Electrical Specialization</b>	<b>9</b>
MATH 1013 Algebraic Concepts	3	ACRP 1017 Mechanical and Electrical Systems I	4
MATH 1015 Geometry and Trigonometry	3	ACRP 1019 Mechanical and Electrical Systems II	5
<b>2: Institutional Credit</b>	<b>3</b>	<b>Refinishing Specialization</b>	<b>12</b>
COLL 1500 Student Success	3	ACRP 2001 Introduction to Auto Painting and Refinishing	5
<b>3: Occupational Courses</b>	<b>20</b>	ACRP 2002 Painting and Refinishing Techniques	5
ACRP 1000 Introduction to Auto Collision Repair	4	ACRP 2009 Refinishing Internship	2
ACRP 1005 Automobile Component Repair and Replacement	4		
ACRP 1010 Foundations of Collision Repair	5		
ACRP 1015 Fundamentals of Automotive Welding	4		
COMP 1000 Introduction to Computer Literacy	3		

## AUTOMOTIVE COLLISION REPAIR ASSISTANT I, TCC (AB51)

### Technical Certificate of Credit

The Automotive Collision Repair Assistant I Technical Certificate of Credit prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Automotive Collision Repair Assistant I, Technical Certificate of Credit

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (12 hours)

1: Occupational Courses		12
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4

## AUTOMOTIVE REFINISHING ASSISTANT I, TCC (ARA1)

### Technical Certificate of Credit

The Automotive Refinishing Assistant I Technical Certificate of Credit prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include: work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** Applicant must be 16 years of age or older 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](#)<sup>992</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Program Final Exit Point:** Automotive Refinishing Assistant I, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

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

### Curriculum Outline (13 hours)

<b>1: Occupational Courses</b>	<b>13</b>
ACRP 1000 Introduction to Auto Collision Repair	4
ACRP 1005 Automobile Component Repair and Replacement	4
ACRP 1010 Foundations of Collision Repair	5

## AUTOMOTIVE REFINISHING ASSISTANT II, TCC (AP71)

### Technical Certificate of Credit

The Automotive Refinishing Assistant II Technical Certificate of Credit is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics include: surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching colors.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Automotive Refinishing Assistant II, Technical Certificate of Credit.

**Credits Required for Graduation:** 10 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

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

### Curriculum Outline (10 hours)

1: Occupational Courses		10
ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5

## AUTO MAINTENANCE AND LIGHT REPAIR TECH, TCC (ALR1)

### Technical Certificate of Credit

The Auto Maintenance and Light Repair TCC prepares students for entry level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the auto technology diploma or degree programs.

**Length of Program:** Four (4) Semesters

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Auto Maintenance and Light Repair Tech, Technical Certificate of Credit.

**Credits Required for Graduation:** 20 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

**Note:** AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

### Curriculum Outline (20 hours)

<b>1: Occupational Courses</b>	<b>20</b>
AUTT 1010 Automotive Technology Intro	2
AUTT 1011 Basic Auto Maintenance and Light Repair I	6
AUTT 1012 Basic Auto Maintenance and Light Repair II	6
AUTT 1013 Basic Auto Maintenance and Light Repair III	6



## AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST, TCC (ASG1)

### Technical Certificate of Credit

The Automotive Chassis Technician Specialist Technical Certificate of Credit provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Automotive Chassis Technician Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 17 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

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

### Curriculum Outline (17 hours)

1: Occupational Courses		10
AUTT 1010	Automotive Technology Intro	2
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Auto Suspension and Steering Systems	4
Seven (7) credit hours of Electrical System courses		7
AUTT 1020	Automotive Electrical Systems	7
AUTT 1021	Automotive Electrical Systems I	4
AUTT 1022	Automotive Electrical Systems II	3

## AUTOMOTIVE CLIMATE CONTROL TECHNICIAN, TCC (AH21)

### Technical Certificate of Credit

The Automotive Climate Control Technician Technical Certificate of Credit provides students with skills for entering the automotive service industry as an entry level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Automotive Engine Performance Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (14 hours)

<b>1: Occupational Courses</b>	<b>14</b>
AUTT 1010 Automotive Technology Intro	2
AUTT 1060 Automotive Climate Control Systems	5
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3

## AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN, TCC (AE41)

### Technical Certificate of Credit

This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Electrical/Electronic Systems Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

**Note:** Credits from this program may be applied to the Automotive diploma program.

**Note:** AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

### Curriculum Outline (9 hours)

1: Occupational Courses	9
AUTT 1010 Automotive Technology Intro	2
Seven (7) credit hours of Electrical System courses	7
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3

## AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN, TCC (AE51)

### Technical Certificate of Credit

The Automotive Engine Performance Technician Technical Certificate of Credit introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

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

**Program Final Exit Point:** Automotive Engine Performance Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 16 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (16 hours)

<b>1: Occupational Courses</b>	<b>16</b>
AUTT 1010 Automotive Technology Intro	2
<b>Seven (7) credit hours of Electrical Systems courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
<b>Seven (7) credit hours of Engine Performance courses</b>	<b>7</b>
AUTT 1042 Automotive Engine Performance II	4
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	3

## AUTOMOTIVE ENGINE REPAIR TECHNICIAN, TCC (AE61)

### Technical Certificate of Credit

The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Engine Repair Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

**Note:** Credits from this program may be applied to the Automotive diploma program.

**Note:** AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

**Note:** AUTT 2011 and AUTT 2012 are used for part-time day and evening students in place of AUTT 2010. AUTT 2010 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

### Curriculum Outline (15 hours)

1: Occupational Courses	15
AUTT 1010 Automotive Technology Intro	2
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
<b>Six (6) credit hours of Engine Repair courses</b>	<b>6</b>
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	3
AUTT 2012 Automotive Engine Repair II	3

## AUTOMOTIVE FUNDAMENTALS, DIPLOMA (AF12)

### Diploma

The Automotive Fundamentals Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals Diploma that qualifies them as entry-level technicians.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>9&40</sup>

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

**Program Final Exit Point:** Automotive Fundamentals, Diploma.

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

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (43 hours)



<b>1: Basic Skills Courses</b>	<b>8</b>
ENGL 1010 Fundamentals of English	3
<b>And one of the following (2-3 Hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>Select one of the following Math courses:</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>32</b>
COMP 1000 Introduction to Computer Literacy	3
AUTT 1010 Automotive Technology Intro	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Auto Suspension and Steering Systems	4
AUTT 1060 Automotive Climate Control Systems	5
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
<b>Seven (7) credit hours of Engine Performance courses</b>	<b>7</b>
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	3
AUTT 1042 Automotive Engine Performance II	4

## AUTOMOTIVE TECHNOLOGY, AAS (AT23)

### Degree

The Automotive Technology Associates Degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics' theory and practical application necessary for successful employment. Program graduates receive an Auto Technology Associates degree that qualifies them as entry-level technicians.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** [Click for Entrance Score Requirements.](#)<sup>840</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Technology, Degree.

**Credits Required for Graduation:** 65 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

The Automotive Technology program is accredited by The Automotive Service Excellence Education Foundation (ASEEF), 101 Blue Seal Drive, S.E., Suite 101, Leesburg, Virginia, 20175, Phone: 703-669-6650, Fax: 703-669-6125, <sup>847</sup>[www.aseeducationfoundation.org](http://www.aseeducationfoundation.org). The Moultrie Program was last reviewed June 2017. The Thomasville Program was last reviewed April 2020.

### Curriculum Outline (65 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (One Mathematics Course)</b>	<b>3</b>
MATH 1111 College Algebra	3
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>47</b>
COMP 1000 Introduction to Computer Literacy	3
AUTT 1010 Automotive Technology Intro	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Auto Suspension and Steering Systems	4
AUTT 1060 Automotive Climate Control Systems	5
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automatic Transmissions and Transaxles	5
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
<b>Seven (7) credit hours of Engine Performance courses</b>	<b>7</b>
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	3
AUTT 1042 Automotive Engine Performance II	4
<b>Six (6) credit hours of Engine Repair courses</b>	<b>6</b>
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	3
AUTT 2012 Automotive Engine Repair II	3

# AUTOMOTIVE TECHNOLOGY, DIPLOMA (AT14)

## Diploma

The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as entry-level technicians.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Technology, Diploma.

**Credits Required for Graduation:** 58 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

**Accreditation Information:** The Automotive Technology program is accredited by The Automotive Service Excellence Education Foundation (ASEEF), 101 Blue Seal Drive, S.E., Suite 101, Leesburg, Virginia, 20175, Phone: 703-669-6650, Fax: 703-669-6125, <http://www.aseeducationfoundation.org><sup>87</sup>. The Moultrie Program was last reviewed June 2017. The Thomasville Program was last reviewed April 2020.

## Curriculum Outline (58 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>
<b>And one of the following (2-3 Hours)</b>	<b>5</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>Select one Math course (3 hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>47</b>
COMP 1000 Introduction to Computer Literacy	3
AUTT 1010 Automotive Technology Intro	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Auto Suspension and Steering Systems	4
AUTT 1060 Automotive Climate Control Systems	5
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automatic Transmissions and Transaxles	5
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
<b>Seven (7) credit hours of Engine Performance courses</b>	<b>7</b>
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	3
AUTT 1042 Automotive Engine Performance II	4
<b>Six (6) credit hours of Engine Repair courses</b>	<b>6</b>
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	3
AUTT 2012 Automotive Engine Repair II	3

## AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST, TCC (AA71)

### Technical Certificate of Credit

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Additional Requirements:** Students are required to obtain the necessary tools for the program prior to enrollment.

**Program Final Exit Point:** Automotive Transmission/Transaxle Tech Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

**Note:** Credits from this program may be applied to the Automotive diploma program.

**Note:** AUTT 1021 and AUTT 1022 are used for part-time day and evening students in place of AUTT 1020. AUTT 1020 cannot be completed in one (1) semester by students enrolled exclusively in evening courses.

### Curriculum Outline (18 hours)

1: Occupational Courses	18
AUTT 1010 Automotive Technology Intro	2
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automatic Transmissions and Transaxles	5
<b>Seven (7) credit hours of Electrical System courses</b>	<b>7</b>
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3

## LAWN EQUIPMENT/SMALL ENGINE REPAIR, TCC (LEE1)

### Technical Certificate of Credit

This program introduces students to the fundamentals of lawn equipment and small engine repair. Students completing this program will be prepared for entry level employment in the professional lawn care, golf course maintenance, landscaping, and small engine repair industries.

**Length of Program:** 1 Semester

*\*This will be offered first at CHS beginning in the Fall 2025 & Spring 2026. CHS dual enrollment students that complete this certificate can pursue the MMT certificate the following year.*

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** Lawn Equipment/Small Engine Repair, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1. Occupational Courses		12
LEQR 1000	4-Cycle Engines	5
LEQR 1100	General Lawnmower Repair	4
LEQR 1150	2-Cycle Engine Equipment Repair	3

## MOTORCYCLE MAINTENANCE TECHNICIAN, TCC (MM61)

### Technical Certificate of Credit

The Motorcycle Maintenance Technician certificate program is a single semester sequence of courses that prepares students to obtain entry level maintenance positions in the power sports service industry. The program emphasizes a combination of mechanical theory and practical experience relative to the maintenance of power sports equipment. Topics include shop safety, basic electrical theory, wheels and tires, precision measuring, valve adjustments, and battery service.

**Length of Program:** 1 Semester

\*Pending SACSCOC approval

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Motorcycle Maintenance Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

1. Occupational Courses		9
MCST 1000	Intro to Motorcycle Technology	4
MCST 1110	Motorcycle Maintenance	5



## MOTORCYCLE SERVICE TECHNOLOGY, DIPLOMA (MST2)

### Degree

The Motorcycle Service Technology diploma program is a sequence of courses that prepares students for positions in the motorcycle and ATV repair industry. The program emphasizes a combination of mechanical theory and practical experience. This program includes courses in motorcycle engines, chassis systems, electrical systems, fuel systems, and includes an internship experience.

**Length of Program:** 3 Semesters

*\*Pending SACSCOC Approval*

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** Motorcycle Service Technology, Diploma.

**Credits Required for Graduation:** 51 minimum semester hour credits required for graduation.

### Curriculum Outline (51 hours)

1. Basic Skills	8
MATH 1012 Foundations of Mathematics	3
ENGL 1010 Fundamentals of English	3
EMPL 1000 Interpersonal Relations & Professional Development	2
2. Institutional Credit (3 Hours)	3
COLL 1500 Student Success	3

<b>3. Occupational Courses</b>	<b>40</b>
MCST 1000 Intro to Motorcycle Technology	4
MCST 1110 Motorcycle Maintenance	5
COMP 1000 Introduction to Computer Literacy	3
MCST 1020 Motorcycle Electrical Systems	6
MCST 1030 Motorcycle Fuel and Exhaust Systems	4
MCST 1040 Motorcycle Chassis & Suspensio	4
MCST 1010 Motorcycle Engines and Drive Trains	6
MCST 1120 Troubleshooting and Diagnostics	5
<b>Choose one of the following</b>	<b>3</b>
MCST 1050 Customer Service and Product Awareness	3
MCST 2000 Motorcycle Technology Internship	4
MCST 1200 Power Equipment Repair	4

## CABINETMAKING, DIPLOMA (CA12)

### Diploma

The Cabinetmaking program is a sequence of courses that prepares students for careers in cabinetmaking and related fields. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisitions, retention and advancement. The program emphasizes a combination of cabinetmaking theory and practical application necessary for successful employment. Program graduates receive a diploma and have the qualification of cabinetmaker.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Cabinetmaking, Diploma.

**Credits Required for Graduation:** 56 minimum semester hour credits required for graduation.

### Curriculum Outline (56 hours)

General Education Courses	5
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations & Professional Development	2
Institutional Credit	3
COLL 1500 Student Success	3

Occupational Courses	32
COFC 1011 Overview of Building Construction Practices and Ma	3
COFC 1050 Construction Print Reading Fundamentals	3
CABT 1080 Cabinet Design and Layout	3
CABT 1110 Wood Joints and Fastening	5
CABT 1114 Cabinet Components	3
CABT 1117 Cabinet Assembly II	5
CABT 1118 Door, Drawer and Hardware Installation	2
CABT 1120 Laminates and Veneers	2
CABT xxxx Occupationally-Related Elective	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
COFC 1011 Overview of Building Construction Practices and Ma	3
COFC 1080 Construction Trades Core	4
CABT XXXX Occupationally-Related Elective	2
<b>Choose minimum of 5 hours from the following courses:</b>	<b>16</b>
CABT 1340 CNC Woodworking I	3
CABT 1350 CNC Woodworking II	3
CABT 1360 European 32 mm Construction	3
CABT 1380 Furniture Fabrication	2
CABT 2300 Cabinetmaking Internship/Practicum	5

## CARPENTRY, DIPLOMA (CA22)

### Diploma

The Carpentry Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a Carpentry Diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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](#)<sup>993</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Program Final Exit Point:** Carpentry, Diploma.

**Credits Required for Graduation:** 51 minimum semester hour credits required for graduation.

**Accreditation Information:** The Carpentry program is accredited by The National Center for Construction Education and Research (NCCER), 13614 Progressive Boulevard, Alachua, FL 32615, Phone: 386-518-6500, Fax: 386-518-6303, <http://www.nccer.org><sup>99</sup>. The Moultrie Program was last reviewed November 2015.

### Curriculum Outline (51 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>
ENGL 1010 Fundamentals of English	3
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations & Professional Development	2
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>34</b>
COMP 1000 Introduction to Computer Literacy	3
COFC 1000 Safety	2
COFC 1020 Professional Tool Use & Safety	3
COFC 1030 Materials and Fasteners	2
COFC 1050 Construction Print Reading Fundamentals	3
CARP 1070 Site Layout Footing and Foundations	3
CARP 1105 Floor Wall and Stair Framing	4
CARP 1110 Ceiling & Roof Framing	4
CARP 1112 Exterior Finishes and Roof Coverings	4
CARP 1114 Interior Finishes	4
<b>4: And one of the following specializations</b>	<b>6</b>
<b>Residential Specialization</b>	<b>6</b>
CARP 1190 Advanced Residential Finishes and Decks	3
CARP 1340 Carpentry Internship-Practicum	3
<b>Commercial Specialization</b>	<b>5</b>
CARP 1310 Doors and Door Hardware	2
CARP 1340 Carpentry Internship-Practicum	3

## CERTIFIED CONSTRUCTION WORKER, TCC (CCW1)

### Technical Certificate of Credit

The Certified Construction Worker Certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Education:** A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

**Advisor:** A [Program Advisor](#)<sup>993</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Program Final Exit Point:** Certified Construction Worker, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

<b>1: Occupational Courses</b>	<b>3</b>
COFC 1050 Construction Print Reading Fundamentals	3

<b>2: And one of the following Fundamental Clusters</b>	<b>6</b>
<b>Construction Trades Specialization</b>	<b>6</b>
COFC 1080 Construction Trades Core	4
Elective 0001 ELEC-Occup	3
<b>Materials and Safety Specialization</b>	<b>6</b>
COFC 1011 Overview of Building Construction Practices and Ma	3
COFC 1020 Professional Tool Use & Safety	3

## FINISH CARPENTER, TCC (FC31)

### Technical Certificate of Credit

The Finish Carpenter program specializes in interior and exterior finishing of residential structures. Topics include exterior finishes and trim, interior finishes and trim, and cornice and soffit.

\*Completed in the Certified Construction Worker technical certificate of credit program.

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

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

**Entrance Requirements:** Refer to Admission criteria. [Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Finish Carpenter, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

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

### Curriculum Outline (11 hours)

1: Occupational Courses		11
CARP 1112	Exterior Finishes and Roof Coverings	4
CARP 1114	Interior Finishes	4
CARP 1190	Advanced Residential Finishes and Decks	3

## FRAMING CARPENTER, TCC (FC71)

### Technical Certificate of Credit

The Framing Carpenter Technical Certificate of Credit prepares students for employment as framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.

\*Completed in the Certified Construction Worker technical certificate of credit program.

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

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

**Entrance Requirements:** Refer to Admission criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Framing Carpenter, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation.

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

### Curriculum Outline (11 hours)

1: Occupational Courses		11
CARP 1070	Site Layout Footing and Foundations	3
CARP 1105	Floor Wall and Stair Framing	4
CARP 1110	Ceiling & Roof Framing	4



## CIVIL ENGINEERING TECHNOLOGY, AAS (CEE3)

### Degree

The program will prepare students for immediate employment at the technical level in engineering design, drafting, surveying and construction. The program will provide theory and practice to move into the workforce with engineering consultants, surveying firms, state and local government, public works, construction companies, highway departments, and soil and material testing firms.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>941</sup>

**Age:** Applicant must be 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.

**Credits Required for Graduation:** 72 minimum semester hour credits required for graduation

### Curriculum Outline (72 hours)

<b>1. General Education Courses</b>	<b>18</b>
<b>Area I - Language Arts/Communication</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric	3
ENGL 1105 Workplace and Technical Communication	3
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
Social/Behavioral Science Elective 0000 Social/Behavioral Sciences	3
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1111 College Algebra	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
MATH 1112 College Trigonometry	3
MATH 1113 Pre-Calculus	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>2. Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Courses</b>	<b>51</b>
DFTG 1101 CAD Fundamentals	4
CETC 1114 Intermediate Computer Aided Design	4
DRFT 2050 Surveying I	2
ENGT 1000 Introduction to Engineering Technology	3
CETC 1113 Engineering Economics	2
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
MEGT 2030 Statics	3
MEGT 2080 Strength of Materials	4
CETC 1115 Advanced Computer Aided Design	4
CETC 1111 Fundamentals of Hydrology	4
CETC 1112 Fundamentals of Soil Mechanics	3
CETC 1117 Fundamentals of Road Design	3
<b>General Specialization</b>	<b>7</b>
CETC 1118 Construction Materials	3
CETC 1121 Hydraulics and Fluid Mechanics	3
ENGT 2300 Capstone Project	1
<b>Surveying Cluster</b>	<b>4</b>
CETC 1116 Surveying II	4

## ADVANCED CAD TECHNICIAN, TCC (AC51)

### Technical Certificate of Credit

The Advanced CAD Technician certificate 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 mechanical systems for architecture to further enhance their knowledge of building and construction practices in the architectural field.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria. Applicants must be graduates of the Drafting Technology, A.A.S. or Diploma program, or possess equivalent training and experience (as deemed appropriate by the advisor). [Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Advanced CAD Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 31 minimum semester hour credits required for graduation.

### Curriculum Outline (31 hours)

<b>1: Occupational Courses</b>	<b>31</b>
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1125 Architectural Fundamentals	4
DFTG 1127 Architectural 3D Modeling	4
DFTG 1129 Residential Drawing I	4
DFTG 1131 Residential Drawing II	4
DFTG 1133 Commercial Drawing I	4
<b>XXXX xxxx - Occupational Elective</b>	<b>3</b>

## CAD OPERATOR, TCC (CP41)

### Technical Certificate of Credit

All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>§40</sup>

**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.

**Program Final Exit Point:** CAD Operator, Technical Certificate of Credit.

**Credits Required for Graduation:** 20 minimum semester hour credits required for graduation.

### Curriculum Outline (20 hours)

1: Occupational Courses	20
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Developments	4

## DRAFTERS ASSISTANT, TCC (DA31)

### Technical Certificate of Credit

The Drafter's Assistant 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.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Drafter's Assistant, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation

### Curriculum Outline (11 hours)

<b>1: Occupational Courses</b>	<b>11</b>
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
XXXX xxxx - Guided Elective	3

## DRAFTING TECHNOLOGY, AAS (DT13)

### Degree

The Drafting Technology Associate of Applied Science degree program prepares students for employment in the drafting field. The program's occupational courses are delivered utilizing a mastery learning instructional technique that allows students to enter any semester while progressing at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, algebra, geometry and trigonometry, and psychology. The program provides learning opportunities which 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 retrain in drafting practices and software.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Drafting Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

### Curriculum Outline (63 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 Hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (6 Hours)</b>	<b>6</b>
MATH 1111 College Algebra	3
<b>and either MATH 1112 or MATH 1113</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>45</b>
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Developments	4
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
<b>XXXX xxxx - Occupational Electives</b>	<b>17</b>

## DRAFTING TECHNOLOGY, DIPLOMA (DT12)

### Diploma

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field. The program's occupational courses are delivered utilizing a mastery learning instructional technique that allows students to enter any semester while progressing at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, mathematics, and psychology. The program provides learning opportunities which 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 retrain in drafting practices and software

**Length of Program:** Four (4) Semesters

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>%40</sup>

**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.

**Program Final Exit Point:** Drafting Technology, Diploma.

**Credits Required for Graduation:** 49 minimum semester hour credits required for graduation

### Curriculum Outline (49 hours)

1: Basic Skills Courses	8
EMPL 1000 Interpersonal Relations & Professional Development	2
MATH 1012 Foundations of Mathematics	3



<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>38</b>
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Developments	4
DFTG 1015 Practical Mathematics for Drafting Technology	3
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
DFTG 1015 Practical Mathematics for Drafting Technology	3
<b>XXXX xxxx - Occupational Electives</b>	<b>4</b>

## COMMERCIAL WIRING, TCC (CW31)

### Technical Certificate of Credit

The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

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

**Entrance Dates:** Beginning of each semester.

**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.

**Program Final Exit Point:** Commercial Wiring, Technical Certificate of Credit

**Credits Required for Graduation:** 18 minimum semester hour credits required for graduation

### Curriculum Outline (18 hours)

1: Occupational Courses	18
IDFC 1007 Industrial Safety Procedures	2
ELTR 1020 Alternating Current Fundamentals	3
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

## ELECTRICAL CONSTRUCTION TECHNOLOGY, DIPLOMA (EC12)

### Diploma

The Electrical Construction Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential and commercial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Construction Technology.

**Length of Program:** Four (4) Semesters

**Entrance Dates:** Beginning of each semester.

**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.

**Program Final Exit Point:** Electrical Construction Technology, Diploma.

**Credits Required for Graduation:** 46 minimum semester hour credits required for graduation.

### Curriculum Outline (46 hours)

1: Basic Skills Courses		8
ENGL 1010	Fundamentals of English	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
2: Institutional Credit		3
COLL 1500	Student Success	3

3: Occupational Courses		35
IDFC 1007	Industrial Safety Procedures	2
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
OCCU 0007	Occupational Electives	7
Select one of the following DC courses		3
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
Select one of the following AC courses		3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

## ELECTRICAL LINEWORKER, TCC (EL11)

### Technical Certificate of Credit

The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

**Length of Program:** 1 Semester

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

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

**Program Final Exit Point:** Electrical Lineworker, Technical Certificate of Credit

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

**Note:** Students currently enrolled in a local high school may receive a waiver regarding the requirement for a valid driver's license. A student with a driver's license waiver will not be allowed to operate a moving motor vehicle.

### Curriculum Outline (12 hours)

Occupational	12
ELCR 1800 Electrical Lineworker Organization Principles	3
ELCR 1820 Electrical Lineworker Workplace Skills	2
ELCR 1840 Electrical Lineworker Automation Skills	2
ELCR 1860 Electrical Lineworker Occupational Skills	5

## ELECTRICAL SYSTEMS TECHNOLOGY, AAS (EST3)

### Degree

The Electrical Systems Technology Degree program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a Degree in Electrical Systems Technology with a specialization in residential or industrial applications.

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

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

**Entrance Requirements:** Refer to Admission criteria.

**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.

**Program Final Exit Point:** Electronics Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

### Curriculum Outline (63 hours)

<b>General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
Social/Behavioral Science Elective 0000 Social/Behavioral Sciences	3
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>General Core Elective</b>	<b>3</b>
General Education 0000 General Education Core Elective	3
<b>Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>Occupational Courses</b>	<b>25</b>
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
ELTR 1180 Electrical Controls	4
ELTR 0000 Occupationally Related Elective	3
IDFC 1007 Industrial Safety Procedures	2
<b>Select one of the following DC courses</b>	<b>3</b>
ELTR 1010 Direct Current Fundamentals	3
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
<b>Select one of the following AC courses</b>	<b>3</b>
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
<b>One of the following Specializations</b>	<b>20</b>
<b>Electrical Construction Maintenance</b>	<b>20</b>
ELTR 1205 Residential Wiring I	3
ELTR 1210 Residential Wiring II	3
ELTR 0000 Guided Electives	14
<b>Industrial Electrical Technology Specialist</b>	<b>21</b>
ELTR 1220 Industrial PLC's	4
ELTR 1250 Diagnostic Troubleshooting	2
ELTR 1270 NEC Industrial Wiring Applications	4
OCCU 0000 Occupational Electives	11

## ELECTRICAL SYSTEMS TECHNOLOGY, DIPLOMA (ES12)

### Diploma

The Electrical Systems Technology Diploma program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Program Final Exit Point:** Electrical Systems Technology, Diploma.

**Credits Required for Graduation:** 46 minimum semester hour credits required for graduation.

### Curriculum Outline (46 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>	<b>4: And one of the following specializations</b>	<b>10</b>
<b>Select one of the following courses (3 Hours):</b>	<b>3</b>	<b>Electrical Construction and Maintenance Specialization</b>	<b>10</b>
<b>and one of the following (2 Hours)</b>	<b>2</b>	ELTR 1205 Residential Wiring I	3
EMPL 1000 Interpersonal Relations & Professional Development	2	ELTR 1210 Residential Wiring II	3
PSYC 1010 Basic Psychology	3	ELTR 0000 Elective	4
<b>And one of the following (3 Hours)</b>	<b>3</b>	<b>Industrial Electrical Technology Specialization</b>	<b>10</b>
MATH 1013 Algebraic Concepts	3	ELTR 1220 Industrial PLC's	4
MATH 1012 Foundations of Mathematics	3	ELTR 1250 Diagnostic Troubleshooting	2
<b>2: Institutional Courses</b>	<b>3</b>	ELTR 1270 NEC Industrial Wiring Applications	4
COLL 1500 Student Success	3		
<b>3: Occupational Courses</b>	<b>25</b>		
ELTR 1060 Electrical Prints, Schematics, and Symbols	2		
ELTR 1080 Commercial Wiring I	5		
ELTR 1090 Commercial Wiring II	3		
ELTR 1180 Electrical Controls	4		
IDFC 1007 Industrial Safety Procedures	2		
Elective 0001 ELEC-Occup	3		
<b>And one of the following (3 Hours)</b>	<b>3</b>		
IDFC 1011 Direct Current I	3		
IDSY 1101 DC Circuit Analysis	3		
<b>And one of the following (3 Hours)</b>	<b>3</b>		
ELTR 1020 Alternating Current Fundamentals	3		
IDFC 1012 Alternating Current I	3		
IDSY 1105 AC Circuit Analysis	3		



# INDUSTRIAL ELECTRICAL TECHNOLOGY, DIPLOMA (IET2)

## Diploma

The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a diploma in Industrial Electrical Technology.

**Length of Program:** Four (4) Semesters

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Industrial Electrical Technology, Diploma.

**Credits Required for Graduation:** 46 minimum semester hour credits required for graduation.

## Curriculum Outline (46 hours)

<b>1: Basic Skills Courses</b>	<b>8</b>
<b>Select one of the following courses (3 Hours):</b>	<b>3</b>
<b>and one of the following (2 Hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
<b>2: Institutional Course</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>35</b>
ELTR 1020 Alternating Current Fundamentals	3
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
ELTR 1180 Electrical Controls	4
ELTR 1220 Industrial PLC's	4
ELTR 1270 NEC Industrial Wiring Applications	4
IDFC 1007 Industrial Safety Procedures	2
<b>XXXX xxxx - Guided Elective</b>	<b>5</b>
<b>And one of the following (3 Hours)</b>	<b>3</b>
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

# INDUSTRIAL WIRING TECHNICIAN, TCC (IW11)

## Technical Certificate of Credit

The Industrial Wiring Technician Technical Certificate of Credit provides basic skills for commercial and industrial wiring applications. Topics include safety procedures, direct current circuits, and wiring applications

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Industrial Wiring Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

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

### Curriculum Outline (13 hours)

1: Occupational Courses	13
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
IDFC 1007 Industrial Safety Procedures	2
IDFC 1011 Direct Current I	3

## MANUFACTURING MAINTENANCE SPECIALIST, TCC (MM21)

### Technical Certificate of Credit

The Manufacturing Maintenance Specialist Technical Certificate of Credit program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance 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 retrain or upgrade present knowledge and skills. Graduates of the program receive an Manufacturing Maintenance Specialist, Technical Certificate of Credit that qualifies them for employment as a Maintenance Specialist in the Industrial Manufacturing Environment.

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

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

**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.

**Program Final Exit Point:** Manufacturing Maintenance Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 32 Minimum semester hour credits required.

### Curriculum Outline (32 hours)

1: Occupational Courses		32
IDFC 1011	Direct Current I	3
IDSY 1181	Fluid Power Systems	4
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1110	Electric Motors	4
ELTR 1120	Variable Speed Low Voltage Controls	2
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLC's	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	NEC Industrial Wiring Applications	4
WELD 1000	Introduction to Welding	4

## RESIDENTIAL WIRING TECHNICIAN, TCC (RW21)

### Technical Certificate of Credit

The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

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

**Entrance Date:** Beginning of each semester; however, all prerequisite courses (MATH 1012 – Foundations of Mathematics & IDFC 1005 – Principles of Electricity II) must be successfully completed prior to beginning occupational courses.

**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.

**Program Final Exit Point:** Residential Wiring Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 16 minimum semester hour credits required for graduation

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

### Curriculum Outline (16 hours)

<b>1: Occupational Courses</b>	<b>16</b>
IDFC 1007 Industrial Safety Procedures	2
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1205 Residential Wiring I	3
ELTR 1210 Residential Wiring II	3
ELTR 1020 Alternating Current Fundamentals	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

## BASIC MACHINING OPERATOR (BM01), TCC

### Technical Certificate of Credit

The Basic Machining Operator certificate prepares students for entry level machine shop employment by providing the knowledge and skills in basic machining operations. Instruction is provided in blueprint reading, lathe, mill, and surface grinder operation, mathematical functions, and an introduction to the machine tool industry.

**Length of Program:** 2 Semesters

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

**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.

**Program Final Exit Point:** Basic Machining Operator, Technical Certificate of Credit

**Credits Required for Graduation:** 22 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a diploma program

### Curriculum Outline (22 hours)

1. Occupational Courses	22
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3
MCHT 1013 Machine Tool Math	3
MCHT 1020 Heat Treatment and Surface Grinding	4
MCHT 1119 Lathe Operations I	4
MCHT 1120 Mill Operations I	4

## BASIC MACHINIST (BM31), TCC

### Technical Certificate of Credit

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Basic Machinist, Technical Certificate of Credit

**Credits Required for Graduation:** 10 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a diploma program

### Curriculum Outline (10 hours)

1. Occupational Courses	10
MATH 1012 Foundations of Mathematics	3
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3



## CNC SPECIALIST, TCC (CS51)

### Technical Certificate of Credit

The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores. [Click for Entrance Score Requirements.](#)

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**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.

**Program Final Exit Point:** CNC Specialist, Technical Certificate of Credit

**Credits Required for Graduation:** 22 minimum semester hour credits required for graduation.

### Curriculum Outline (22 hours)

Occupational Courses	22
AMCA 2110 CNC Fundamentals	4
AMCA 2130 CNC Mill Manual Programming	5
AMCA 2150 CNC Lathe Manual Programming	5
AMCA 2170 CNC Practical Applications	4
AMCA 2190 CAD/CAM Programming	4

## LATHE OPERATOR, TCC (LP11)

### Technical Certificate of Credit

The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

**Length of Program:** 1 Semester

**Entrance Date:** Beginning Fall 2026

**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.

**Program Final Exit Point:** Lathe Operator, Technical Certificate of Credit

**Credits Required for Graduation:** 15 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to Precision Machining and Manufacturing AAS and Diploma

### Curriculum Outline (15 hours)

1. Occupational Courses	15
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3
MCHT 1119 Lathe Operations I	4
MCHT 1219 Lathe Operations II	4

## MANUFACTURING ENGINEERING TECHNOLOGY ASSISTANT I, TCC (MK71)

### Technical Certificate of Credit

The Manufacturing Engineering Technology Assistant I course of study prepares students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, and other electromechanical systems. This certificate will provide high school students with a pathway to pursue an Associate of Applied Science Degree in Manufacturing Engineering Technology and/or a Diploma in Manufacturing Engineering Technology.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Manufacturing Engineering Technology Assistant I, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

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

### Curriculum Outline (11 hours)

1. Occupational Courses	11
EMPL 1000 Interpersonal Relations & Professional Development	2
IDFC 1007 Industrial Safety Procedures	2
IDSY 1112 Motor Controls I	4
ENGT 1000 Introduction to Engineering Technology	3

## MANUFACTURING ENGINEERING TECHNOLOGY ASSISTANT II, TCC (ML71)

### Technical Certificate of Credit

The Manufacturing Engineering Technology Assistant II course of study prepares students to use basic engineering principles and technical skills in manufacturing processes, automated manufacturing, programmable logic controllers, and other automated manufacturing tools. This certificate will provide high school students with a pathway to pursue an Associate of Applied Science Degree in Manufacturing Engineering Technology and/or a Diploma in Manufacturing Engineering Technology.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Manufacturing Engineering Technology Assistant II, Technical Certificate of Credit.

**Credits Required for Graduation:** 13 minimum semester hour credits required for graduation.

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

### Curriculum Outline (13 hours)

1. Occupational Courses		13
MEGT 1010	Manufacturing Processes	3
AUMF 1580	Automated Manufacturing Skills	3
IDSY 1191	Pumps & Piping Systems	3
IDSY 1120	Basic Industrial PLC's	4

## MANUFACTURING ENGINEERING TECHNOLOGY, AAS (ME23)

### Degree

The Manufacturing Engineering Technology Associate of Applied Science course of study prepares students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, and other electromechanical systems. This degree program will include instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

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

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

**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.

**Program Final Exit Point:** Manufacturing Engineering Technology, Associate of Applied Science

**Credits Required for Graduation:** 76 Minimum semester hour credits required for graduation.

### Curriculum Outline (76 hours)

<b>1. General Core Courses</b>	<b>26</b>
<b>Area I - Language Arts/Communication (6 Credits)</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
<b>Area III - Natural Sciences/Mathematics</b>	<b>14</b>
MATH 1111 College Algebra	3
MATH 1112 College Trigonometry	3
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics Lab I	1
CHEM 1211 Chemistry I	3
CHEM 1211L Chemistry Lab I	1
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
ENGL 2110 World Literature	3
HUMN 1101 Introduction to Humanities	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>47</b>
ENGT 1000 Introduction to Engineering Technology	3
AMCA 2110 CNC Fundamentals	4
IDFC 1007 Industrial Safety Procedures	2
MEGT 1010 Manufacturing Processes	3
AUMF 1580 Automated Manufacturing Skills	3
ELCR 2155 Fluid Power	4
DFTG 2010 Engineering Graphics	4
DFTG 2020 Visualization and Graphics	3
IDSY 1112 Motor Controls I	4
MCHT 1011 Introduction to Machine Tool	4
MEGT 2020 Engineering Materials	4
IDSY 2000 PLC I	4
<b>Select one of the following courses:</b>	<b>5</b>
AMCA 2130 CNC Mill Manual Programming	5
AMCA 2150 CNC Lathe Manual Programming	5

## MANUFACTURING ENGINEERING TECHNOLOGY, DIPLOMA (ME22)

### Diploma

The Manufacturing Engineering Technology Diploma is a course of study that prepares students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, and other electromechanical systems. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

**Length of Program:** 4 Semesters

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

**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.

**Program Final Exit Point:** Manufacturing Engineering Technology, Diploma

**Credits Required for Graduation:** 58 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to an Associate Degree program

### Curriculum Outline (58 hours)

<b>1. Basic Skills Courses</b>	<b>8</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
ENGL 1010 Fundamentals of English	3
MATH 1012 Foundations of Mathematics	3
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Courses</b>	<b>47</b>
ENGT 1000 Introduction to Engineering Technology	3
IDFC 1007 Industrial Safety Procedures	2
MEGT 1010 Manufacturing Processes	3
AUMF 1580 Automated Manufacturing Skills	3
ELCR 2155 Fluid Power	4
IDSY 1112 Motor Controls I	4
MEGT 2020 Engineering Materials	4
AMCA 2110 CNC Fundamentals	4
DFTG 2010 Engineering Graphics	4
MCHT 1011 Introduction to Machine Tool	4
DFTG 2020 Visualization and Graphics	3
IDSY 1120 Basic Industrial PLC's	4
<b>Select one of the following courses:</b>	<b>5</b>
AMCA 2130 CNC Mill Manual Programming	5
AMCA 2150 CNC Lathe Manual Programming	5



## MILL OPERATOR, TCC (MP11)

### Technical Certificate of Credit

The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

**Length of Program:** 1 Semester

**Entrance Date:** Beginning Fall 2026.

**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.

**Program Final Exit Point:** Mill Operator, Technical Certificate of Credit

**Credits Required for Graduation:** 15 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to Precision Machining and Manufacturing AAS and Diploma

### Curriculum Outline (15 hours)

1. Occupational Courses	15
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3
MCHT 1120 Mill Operations I	4
MCHT 1220 Mill Operations II	4

# PRECISION MACHINING AND MANUFACTURING (MTT2), DIPLOMA

## Diploma

The Precision Machining and Manufacturing Diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing Degree/Diploma and have the qualification of a machine tool technician.

**Length of Program:** 4 Semesters

**Entrance Date:** Beginning each semester.

**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.

**Program Final Exit Point:** Precision Machining and Manufacturing, Diploma

**Credits Required for Graduation:** 48 Minimum semester hour credits required for graduation.

## Curriculum Outline (48 hours)

1. Basic Skills Core	8
ENGL 1010 Fundamentals of English	3
EMPL 1000 Interpersonal Relations & Professional Development	2
<b>Select 1 of the 2 Math courses</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3

2. Institutional Credit	3
COLL 1500 Student Success	3
3. Occupational Core Courses	37
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3
MCHT 1020 Heat Treatment and Surface Grinding	4
MCHT 1119 Lathe Operations I	4
MCHT 1120 Mill Operations I	4
AMCA 2110 CNC Fundamentals	4
MCHT 1219 Lathe Operations II	4
MCHT 1220 Mill Operations II	4
<b>Select either MCHT 1013</b>	<b>3</b>
MCHT 1013 Machine Tool Math	3
<b>or MATH 1013/1015 Cluster</b>	<b>6</b>
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3

## PRECISION MACHINING AND MANUFACTURING, AAS (MT13)

### Degree

The Precision Machining and Manufacturing Technology Degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing Technology degree and have the qualification of a machine tool technician.

**Length of Program:** 5 Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>841</sup>

**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.

**Program Final Exit Point:** Precision Machining and Manufacturing, Associate of Applied Science

**Credits Required for Graduation:** 69 Minimum semester hour credits required for graduation.

### Curriculum Outline (69 hours)

<b>1. General Education Courses</b>	<b>15</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
<b>Area III - Natural Sciences/Mathematics (Choose one)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1103 Quantitative Skills & Reasoning	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>General Core Elective (advisor approved)</b>	<b>3</b>
<b>2. Institutional Credit (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3. Occupational Core Courses</b>	<b>51</b>
MCHT 1011 Introduction to Machine Tool	4
MCHT 1012 Print Reading for Machine Tool	3
MCHT 1119 Lathe Operations I	4
MCHT 1120 Mill Operations I	4
MCHT 1219 Lathe Operations II	4
MCHT 1220 Mill Operations II	4
AMCA 2110 CNC Fundamentals	4
AMCA 2130 CNC Mill Manual Programming	5
AMCA 2150 CNC Lathe Manual Programming	5
AMCA 2190 CAD/CAM Programming	4
<b>Select one of the following courses:</b>	<b>4</b>
MCHT 1020 Heat Treatment and Surface Grinding	4
AMCA 2170 CNC Practical Applications	4
<b>Select one of the following math options:</b>	<b>3</b>
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
MCHT 1013 Machine Tool Math	3
<b>Occupationally related elective (Advisor approved)</b>	<b>3</b>

## BASIC SHIELDED METAL ARC WELDER, TCC (FS31)

### Technical Certificate of Credit

The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Basic Shielded Metal Arc Welder, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1: Occupational Courses	12
WELD 1000 Introduction to Welding	4
WELD 1010 Oxyfuel and Plasma Cutting	4
WELD 1040 Flat Shielded Metal Arc Weld	4

## GAS METAL ARC WELDER, TCC (GM31)

### Technical Certificate of Credit

This certificate program is designed to prepare students for careers in gas metal arc welding. The certificate program is composed of 15 credit hours within the Welding and Joining Technology curriculum.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Gas Metal Arc Welder, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation

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

### Curriculum Outline (15 hours)

1: Occupational Courses	15
WELD 1000 Introduction to Welding	4
WELD 1010 Oxyfuel and Plasma Cutting	4
WELD 1090 Gas Metal Arc Welding	4
XXXX xxxx - Occupational Elective	3

## GAS TUNGSTEN ARC WELDER (GTA1), TCC

### Technical Certificate of Credit

The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Gas Tungsten Arc Welder, Technical Certificate of Credit

**Credits Required for Graduation:** 15 Minimum semester hour credits required for graduation.

**Note:** Credits from this program may be applied to a diploma program

### Curriculum Outline (15 hours)

1. Occupational Courses	15
WELD 1000 Introduction to Welding	4
WELD 1010 Oxyfuel and Plasma Cutting	4
WELD 1110 Gas Tungsten Arc Welding	4
Elective 0001 ELEC-Occup	3

## SUBMERGED ARC WELDER OPERATOR, TCC (SAW1)

### Technical Certificate of Credit

The submerged Arc welding Operator will work in the areas of the welding industry where welds with high deposition rates and maximum penetration will be needed on thick sections of low and medium carbon steels, as well as stainless and some nickel steels. The subarc process will be applied in the construction, fabrication, and repair of pipe and pressure vessels, ship construction, hard-facing overlays, structural steel and bridges, heavy machinery and construction equipment, farm equipment, and offshore rigging.

**Length of Program:** 1 Semester

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Submerged Arc Welder, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### Curriculum Outline (12 hours)

1. Occupational Courses		12
WELD 1160	Submerged Arc Welding	4
WELD 1000	Introduction to Welding	4
WELD 1010	Oxyfuel and Plasma Cutting	4



## VERTICAL SHIELDED METAL ARC WELDER FABRICATOR, TCC (VSM1)

### Technical Certificate of Credit

The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to Admissions criteria. Applicant must be a graduate of the Basic Shielded Metal Arc Welder TCC or possess equivalent courses. [Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Program Final Exit Point:** Vertical Shielded Metal Arc Welder Fabricator, Technical Certificate of Credit.

**Credits Required for Graduation:** 11 minimum semester hour credits required for graduation

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

### Curriculum Outline (11 hours)

1: Occupational Courses		11
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
XXXX xxxx	Occupational Elective	3

## **WELDING AND JOINING TECHNOLOGY, DIPLOMA (WAJ2)**

### **Diploma**

The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

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

**Entrance Dates:** Beginning of each semester.

**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.

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

**Credits Required for Graduation:** 57 minimum semester hour credits required for graduation.

### **Curriculum Outline (57 hours)**

<b>1: Basic Skills Courses</b>	<b>8</b>
ENGL 1010 Fundamentals of English	3
<b>and one of the following (2 Hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses</b>	<b>46</b>
WELD 1000 Introduction to Welding	4
WELD 1010 Oxyfuel and Plasma Cutting	4
WELD 1030 Blueprint Reading for Welding Technology	4
WELD 1040 Flat Shielded Metal Arc Weld	4
WELD 1050 Horizontal Shielded Metal Arc Welding	4
WELD 1060 Vertical Shielded Metal Arc Welding	4
WELD 1070 Overhead Shield Metal Arc Weld	4
WELD 1090 Gas Metal Arc Welding	4
WELD 1110 Gas Tungsten Arc Welding	4
WELD 1120 Preparation for Industrial Qualification	4
<b>XXXX xxxx - Occupational Elective</b>	<b>6</b>

## PROGRAMS IN SCHOOL OF PROFESSIONAL SERVICES

### Commercial Driving

Commercial Driving-Class A, TCC (CT61)

### Cosmetology

Barbering Assistant I (BST1)  
Cosmetology for Licensure, TCC (CGL1)  
Esthetician, TCC (CE11)  
Hair Designer , TCC (HD21)  
Master Barber, TCC (BA31)  
Salon and Spa Support Specialist , TCC (ST11)

### Crime Scene Investigation

Crime Scene Fundamentals, TCC (CZ31)  
Crime Scene Investigation Technology, AAS (CS33)

### Criminal Justice Technology

Basic Jail/Detention Officer, TCC (DH91)  
Criminal Justice Specialist, TCC (CJ21)  
Criminal Justice Technology, AAS (CJT3)  
Criminal Justice Technology, Diploma (CJT2)  
Criminal Justice, AS (AF33)  
Introduction to Criminal Justice, TCC (IT51)

### Early Childhood Care and Education

Advanced Child Development Specialist, TCC (AE71)  
Child Development Specialist, TCC (CD61)  
Early Childhood Care and Education Basics (EC31), TCC  
Early Childhood Care and Education, AAS (EC13)  
Early Childhood Care and Education, Diploma (ECC2)  
Early Childhood Exceptionalities, TCC (EC41)

### Horticulture

Horticulture, AAS (EH13)  
Landscape Design Technician, TCC (LDT1)  
Nursery/Greenhouse Technician, TCC (PPS1)

### Land, Forest, Wildlife Management

Land, Forest, Wildlife Management Specialist, TCC (LF11)  
Land, Forest, Wildlife Management, AAS (LF23)  
Land, Forest, Wildlife Management, Diploma (LF12)

### Social Work

Social Work Assistant, AAS (SW23)  
Social Work Assistant, Diploma (SW12)  
Social Work, AS (AS13)

## COMMERCIAL DRIVING-CLASS A, TCC (CT61)

### Technical Certificate of Credit

#### Commercial Driving Information Request

The Commercial Driving - Class A certificate program provides basic training in the principles and skills of commercial truck operation. Safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. At the completion of the program, the student is administered the Georgia CDL Skills Exam for a Class A or Class A automatic restricted license.

**External Standards:** *All students who enter the Commercial Truck Driver training program are subject to all Federal Motor Carrier Safety Regulations (FMCSR) as they apply to the professional driver. Each student's file must contain copies of the driver's Motor Vehicle Record (MVR), DOT Physical, and a NIDA 5 DOT drug screen before they can operate a commercial vehicle on public roads. All CDL testing is done under contract with the Georgia Department of Driver Services (DDS). CDL testing is administered by DDS certified 3rd party examiners under the direction of the Georgia DDS. Each testing location is randomly audited several times each year to ensure compliance.*

**Length of Program:** 10 weeks

**Entrance Date:** Every 5 weeks within each semester

**Entrance Requirements:** Refer to Admission criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**Length of Program:** 10 Weeks

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

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

**Advisor:** A [Program Advisor](#)<sup>995</sup> must be consulted prior to enrolling in the Commercial Driving program. An advisor will be assigned by admissions.

[Federal Motor Carrier Safety Administration \(FMCSA\)](#)  
[Drug & Alcohol Testing Program](#)<sup>96</sup>  
[Drug and Alcohol Brochure for Drivers](#)<sup>97</sup>

**Additional CTD Admission Requirements:** In addition to completing all SRTC admissions procedures, all incoming commercial driving students must meet the following criteria:

- Students under 21 years of age must complete an acknowledgement form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- Students must provide a seven-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services. The MVR must be approved by the program advisor prior to registration.
- Students must have a valid drivers license and have no more than four points or two moving violations in the last 12 months. Furthermore, applicants can have no more than one DUI, Controlled Substance, or Open Container conviction, and none in the past 5 years.
- Students must have a Class A permit to register.
- Students must adhere to all Federal Motor Carrier Safety Administration (FMCSA) regulations. Therefore, random drug and alcohol testing is mandatory during the course of this program.

Please contact the Commercial Driving office for more information on these requirements.

**This program qualifies for the HOPE Career Grant:**

To qualify, a student must be fully admitted to the college and receive the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment: Commercial Driving = \$1,100.00.

**Program Final Exit Point:** Commercial Driving, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

**Curriculum Outline (9 hours)**

<b>1: Occupational Courses (9 Hours)</b>	<b>9</b>
CTDL 1010 Fundamentals of Commercial Driving	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
CTDL 1021 Combination Vehicle Basic Operation and Range Work	3
CTDL 1022 Commercial Driving Training Internship I	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
CTDL 1031 Combination Vehicle Advanced Operations	3
CTDL 1032 Commercial Driving Training Internship II	3
CTDL 1035 Combination Vehicle Advanced Operations/Automatic	3

## BARBERING ASSISTANT I (BST1)

### Technical Certificate of Credit

The Barbering Assistant I technical certificate of credit introduces courses that prepare students for careers in the field of Barbering. Graduates are employable as a Barbering Apprentices within barber shops. This program will also enable students to enroll into the Barber II technical certificate or Barbering diploma and complete the requirements for their state license.

**Length of Program:** 1 Semester

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Barbering Assistant I, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

### Curriculum Outline (12 hours)

1. Occupational Courses		12
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1050	Science: Anatomy and Physiology	3

## COSMETOLOGY FOR LICENSURE, TCC (CGL1)

### Technical Certificate of Credit

The Cosmetology for Licensure program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, 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, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Cosmetology Licensure, TCC

**Credits Required for Graduation:** 44 minimum semester hour credits required for graduation.

The Cosmetology program is approved by the Professional Licensing Boards Division Georgia Board of Cosmetology and Barbers, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone: 478-207-2440, <http://sos.ga.gov/index.php/licensing/plb/16><sup>11</sup>.

### Curriculum Outline (44 hours)



<b>1. Occupational Courses</b>	<b>44</b>
COSM 1000 Intro to Cosmetology Theory	4
COSM 1010 Chemical Texture Services	3
COSM 1020 Hair Care and Treatment	3
COSM 1030 Haircutting	3
COSM 1040 Styling	3
COSM 1050 Hair Color	3
COSM 1060 Fundamentals of Skin Care	3
COSM 1070 Nail Care & Advanced Techniques	3
COSM 1080 Physical Hair Services Practicum	3
COSM 1090 Hair Services Practicum I	3
COSM 1100 Hair Services Practicum II	3
COSM 1110 Hair Services Practicum III	3
COSM 1115 Hair Services Practicum IV	2
COSM 1120 Salon Management	3
COSM 1125 Skin and Nail Care Practicum	2

## ESTHETICIAN, TCC (CE11)

### Technical Certificate of Credit

The Cosmetic Technical Certificate of Credit is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologists' offices.

**Length of Program:** Three (3) Semesters - Four (4) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Esthetician, Technical Certificate of Credit.

**Credits Required for Graduation:** 33 minimum semester hour credits required for graduation.

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

**Accreditation Information:** The Esthetician program is approved by the Professional Licensing Boards Division Georgia Board of Cosmetology and Barbers, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone: 478-207-2440,  
<http://sos.ga.gov/index.php/licensing/plb/16><sup>11</sup>.

### Curriculum Outline (33 hours)

1: Occupational Courses (33 hours)		33
COSM 1120	Salon Management	3
ESTH 1000	Introduction to Esthetics	3
ESTH 1010	Anatomy and Physiology of the Skin	3
ESTH 1020	Skin Care Procedures	4
ESTH 1030	Electricity and Facial Treatments with Machines	5
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory and Makeup	4
ESTH 1060	Esthetics Practicum I	4
ESTH 1070	Esthetics Practicum II	4

## HAIR DESIGNER , TCC (HD21)

### Technical Certificate of Credit

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

**Length of Program:** 3 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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

**Program Final Exit Point:** Hair Designer, Technical Certificate of Credit

**Credits Required for Graduation:** 36 minimum semester hour credits required for graduation.

### Curriculum Outline (36 hours)

<b>1. Occupational Courses</b>	<b>36</b>
COSM 1000 Intro to Cosmetology Theory	4
COSM 1010 Chemical Texture Services	3
COSM 1020 Hair Care and Treatment	3
COSM 1030 Haircutting	3
COSM 1040 Styling	3
COSM 1050 Hair Color	3
COSM 1080 Physical Hair Services Practicum	3
COSM 1090 Hair Services Practicum I	3
COSM 1100 Hair Services Practicum II	3
COSM 1110 Hair Services Practicum III	3
COSM 1115 Hair Services Practicum IV	2
COSM 1120 Salon Management	3

## MASTER BARBER, TCC (BA31)

### Technical Certificate of Credit

The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering diploma and is employable as a barber, salon/shop manager, or a salon/shop owner.

**Length of Program:** 4 Semesters

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

**Program Final Exit Point:** Master Barber, Technical Certificate of Credit

**Credits Required for Graduation:** 50 Minimum semester hour credits required for graduation.

### Curriculum Outline (50 hours)

1. Occupational Core Courses		50
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Chemical Permanent Waving	3
BARB 1074	Chemical Hair Relaxers	3
BARB 1082	Practicum I	4
BARB 1084	Practicum II	4
BARB 1090	Facial and Facial Treatments	4
BARB 1100	Live Work Practicum	4
BARB 1110	Shop Management/Ownership	4

## **SALON AND SPA SUPPORT SPECIALIST , TCC (ST11)**

### **Technical Certificate of Credit**

The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, Structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable in the field of Cosmetology as shampoo technicians, salesperson, or salon managers.

**Length of Program:** One (1) Semester

**Entrance Date:** Beginning of each semester in which COSM 1000 is taught.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Shampoo Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

### **Curriculum Outline (13 hours)**

<b>1: Occupational Courses (12 hours)</b>	<b>13</b>
COSM 1000 Intro to Cosmetology Theory	4
COSM 1020 Hair Care and Treatment	3
COSM 1120 Salon Management	3
<b>EMPL 1000 or any 3-credit elective</b>	<b>3</b>

## CRIME SCENE FUNDAMENTALS, TCC (CZ31)

### Technical Certificate of Credit

The Crime Scene Fundamentals Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

**Education:** A high school diploma or equivalent (GED) is not required for application or admissions, but is required for graduation.

**Advisor:** A [Program Advisor](#)<sup>998</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students who intend to work with a civil investigative facility 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 may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Crime Scene Fundamentals, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (12 hours)

1: Occupational Courses (12 hours)	12
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1063 Crime Scene Processing	3



## CRIME SCENE INVESTIGATION TECHNOLOGY, AAS (CS33)

### Degree

The Crime Scene Investigation Technology Associate of Applied Science degree program is a sequence of courses that prepares students for work in the forensic laboratories of the modern criminal justice system. 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 and Forensic Laboratory theory and practical application necessary for successful employment. Program graduates receive a Crime Scene Investigation Technology 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 laboratory facilities attached to any modern investigative facility, civil or private.

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

**Entrance Dates:** Beginning of every semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Scores.](#)<sup>940</sup>

**Age:** Applicant must be 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](#)<sup>998</sup> should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Note:** Students who intend to work with a civil investigative facility 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 may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Crime Scene Investigation Technology, Associate of Applied Science.

**Credits Required for Graduation:** 69 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (69 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>One Mathematics Course</b>	
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Course (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (24Hours)</b>	<b>24</b>
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1063 Crime Scene Processing	3
CRJU 1072 Introduction to Forensic Science	3
CRJU 1400 Ethics & Cultural Perspectives	3
CRJU 2050 Criminal Procedure	3

**4: Specialization Tracks - Select One (27 Credits) 27****Laboratory Forensics (27 Hours) 27**

BIOL 2113 Anatomy and Physiology I 3

BIOL 2113L Anatomy and Physiology I Lab 1

BIOL 2114 Anatomy and Physiology II 3

BIOL 2114L Anatomy and Physiology II Lab 1

CHEM 1151 Survey of Inorganic Chemistry 3

CHEM 1151L Survey of Inorganic Chemistry Lab 1

MLBT 1030 Urinalysis/Body Fluids 2

MLBT 1050 Serology/Immunology 3

MLBT 1060 Immunohematology 4

MLBT 1070 Clinical Chemistry 4

**Computer Forensics (27 Hours) (Choose CIST 2630 or 2612 as part of the required 27 hours) 21**Social/Behavioral Science Elective 3  
0000 Social/Behavioral Sciences

CIST 1001 Computer Concepts 4

CIST 1122 Hardware Install &amp; Maintenance 4

CIST 1401 Computer Networking Fundamentals 4

CIST 1601 Information Security Fundamentals 3

CIST 1602 Security Policies &amp; Procedures 3

**Operating System Elective (choose one of the following): 3**

CIST 2431 UNIX/Linux Introduction 4

CIST 1130 Operating Systems Concepts 3

**Choose one of the following: 3**

CIST 2630 Computer Forensics &amp; Data ID 3

CIST 2612 Computer Forensics and Data Identification 4

## BASIC JAIL/DETENTION OFFICER, TCC (DH91)

### Technical Certificate of Credit

The Basic Detention/Jailer Certificate program is designed to prepare students for careers in detention and corrections, specifically as Basic Jail/Detention Officers. These professionals are responsible for maintaining security within correctional facilities, ensuring the safety and welfare of incarcerated individuals, and upholding institutional policies and procedures. Their duties include inmate supervision, intake processing, emergency response, and conflict resolution. This program provides students with the foundational knowledge, skills, and training required to qualify for Peace Officer Standards and Training (P.O.S.T.) certification as Basic Jail/Detention Officers. The curriculum integrates classroom instruction with hands-on training, offering an accelerated pathway to certification and employment in Georgia's correctional system.

**Length of Program:** 1 Semester

*Beginning Fall Semester 2025*

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)

**Age:** N/A

**Education:** A high school diploma or equivalent (GED) is not required for application or admissions, but is required for graduation.

### Curriculum Outline (12 hours)

1. Occupational Courses	12
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1075 Report Writing	3
CRJU 2070 Juvenile Justice	3

## CRIMINAL JUSTICE SPECIALIST, TCC (CJ21)

### Technical Certificate of Credit

The Criminal Justice Specialist Technical Certificate of Credit 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. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

**Length of Program:** 1 Semester

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>340</sup>

**Age:** N/A

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

**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 has other requirements for certification. See program advisor for this additional information.

**Program Final Exit Point:** Criminal Justice Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 15 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (15 hours)

1: Occupational Courses (15 hours)	15
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 2020 Constitutional Law for Criminal Justice	3

## CRIMINAL JUSTICE TECHNOLOGY, AAS (CJT3)

### Degree

The Criminal Justice Technology associate 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 Technology associate 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. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#) 

**Age:** N/A

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

**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 may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Criminal Justice Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (63 hours)

<b>1: General Core Courses (15 hours)</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 Hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 Hours)</b>	<b>3</b>
<b>Area IV: Humanities/Fine Arts (3 Hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (45 hours)</b>	<b>45</b>
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1400 Ethics & Cultural Perspectives	3
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CRJU 2070 Juvenile Justice	3
<b>Elec CRJU - Elective - 15 Hours of CRJU Courses</b>	<b>15</b>
<b>And one of the following (3 Hours)</b>	<b>3</b>
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Intern/Extern	3

## CRIMINAL JUSTICE TECHNOLOGY, DIPLOMA (CJT2)

### Diploma

The Criminal Justice Technology 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 Technology 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. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

**Length of Program:** Four (4) Semesters

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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



**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 may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

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

**Credits Required for Graduation:** 51 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (51 hours)

<b>1: Basic Skills Courses (9 hours)</b>	<b>9</b>
PSYC 1010 Basic Psychology	3
ENGL 1010 Fundamentals of English	3
<b>And one of the following (3 hours)</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
MATH 1015 Geometry and Trigonometry	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (39 hours)</b>	<b>39</b>
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1400 Ethics & Cultural Perspectives	3
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CRJU 2070 Juvenile Justice	3
<b>Elec CRJU - Elective - 9 Hours of CRJU Courses</b>	<b>9</b>
<b>And one of the following (3 Hours)</b>	<b>3</b>
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Intern/Extern	3

## CRIMINAL JUSTICE, AS (AF33)

### Degree

The Criminal Justice associate of 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 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. Completion of the Criminal Justice associate of science degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

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

**Entrance Dates:** Beginning of each semester.

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**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 may be required for Internship/Externship and/or Employer. Results will affect employment options and will need to be discussed with advisor.

**Program Final Exit Point:** Criminal Justice, Associate of Science.

**Credits Required for Graduation:** 67 minimum semester hour credits required for graduation.

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (67 hours)

<b>1: General Education Courses (31 hours)</b>	<b>31</b>
<b>Area I: Language Arts/Communications (6 Hours)</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3
<b>Area II: Social/Behavioral Sciences (12 hours)</b>	<b>12</b>
POLS 1101 American Government	3
<b>Area III: Natural Sciences \Mathematics</b>	<b>7</b>
<b>One Mathematics Course</b>	<b>3</b>
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
<b>One Natural Science Course and Lab</b>	<b>4</b>
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
CHEM 1151 Survey of Inorganic Chemistry	3
CHEM 1151L Survey of Inorganic Chemistry Lab	1
<b>Area IV: Humanities/Fine Arts Humanities/Fine Arts Elective</b>	<b>3</b>
HUMN 1101 Introduction to Humanities	3
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
<b>2. Institutional Course (3 Hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (33 hours)</b>	<b>30</b>
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1400 Ethics & Cultural Perspectives	3
CRJU 2050 Criminal Procedure	3
CRJU 2060 Criminology	3
CRJU 2070 Juvenile Justice	3
<b>And one of the following (3 Hours)</b>	<b>3</b>
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Intern/Extern	3
<b>And one of the following 2000 Level CRJU Electives (3 Hours)</b>	<b>3</b>
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2110 Homeland Security	3
CRJU 2201 Criminal Courts	3
FOSC 2037 Victimology	3

## INTRODUCTION TO CRIMINAL JUSTICE, TCC (IT51)

### Technical Certificate of Credit

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to 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. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Introduction to Criminal Justice Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

**Length of Program:** Two (2) Semesters.

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

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

**Program Final Exit Point:** Introduction to Criminal Justice, Technical Certificate of Credit.

**Credits Required for Graduation:** 12 minimum semester hour credits required for graduation.

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

*Students with Basic Peace Officer certification and/or Basic Correctional Officer certification may be eligible for prior learning credits. This will be addressed on an individual basis if requested by the student. Refer to the Advanced Placement Credit section of the Handbook.*

### Curriculum Outline (12 hours)

1: Occupational Courses (12 hours)	12
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1030 Corrections	3
CRJU 1040 Principles of Law Enforcement	3
CRJU 2050 Criminal Procedure	3

## **ADVANCED CHILD DEVELOPMENT SPECIALIST, TCC (AE71)**

### **Technical Certificate of Credit**

The Advanced Child Development Specialist Technical Certificate of Credit is a sequence of seven courses designed to prepare students for a variety of careers in the field of early childhood education. This technical certificate will allow area high school students to complete the third course in the Early Childhood Care and Education Pathway. The program also emphasizes brain development, integrating appropriate technology, early learning, and parenting and child guidance trends. Graduates will be able to enter the Early Childhood field, such as child care centers and Head Start, and will have a competitive edge when entering post-secondary institutions to continue their education.

**Length of Program:** 1 Semester

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

**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.

**Program Final Exit Point:** Advanced Child Development Specialist, Technical Certificate of Credit

**Credits Required for Graduation:** 20 Minimum semester hour credits required for graduation.

### **Curriculum Outline (21 hours)**

<b>1. Occupational Courses</b>	<b>21</b>
ECCE 1101 Introduction to ECCE	3
ECCE 1103 Child Growth and Development	3
ECCE 1105 Health, Safety and Nutrition	3
ECCE 1112 Curriculum and Assessment	3
ECCE 2202 Social Issues and Family Involvement	3
ECCE 2203 Guidance and Classroom Management	3
<b>Choose one of the following</b>	<b>3</b>
ECCE 1121 Early Childhood Care and Education Practicum	3
EMPL 1000 Interpersonal Relations & Professional Development	2

## CHILD DEVELOPMENT SPECIALIST, TCC (CD61)

### Technical Certificate of Credit

The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

**Length of Program:** One (1) Semester

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

**Entrance Requirements:** Refer to the Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>840</sup>

**Age:** N/A

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

**Program Final Exit Point:** Child Development Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 14 minimum semester hours credits required for graduation.

**Note:** Credits from this program may be applied to the diploma or degree program.

**Criminal Background Check:** In accordance with HB 401, effective May 1, 2015, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

### Curriculum Outline (14 hours)

1: Occupational Courses (14 hours)	14
ECCE 1101 Introduction to ECCE	3
ECCE 1103 Child Growth and Development	3
ECCE 1105 Health, Safety and Nutrition	3
ECCE 1112 Curriculum and Assessment	3
<b>and one of the following (2-3 hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
ECCE 1121 Early Childhood Care and Education Practicum	3



## EARLY CHILDHOOD CARE AND EDUCATION BASICS (EC31), TCC

### Technical Certificate of Credit

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

**Length of Program:** 1 Semester

**Length of Program:** One (1) Semesters

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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

**Program Final Exit Point:** Early Childhood Care and Education Basics, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

<b>1. Occupational Core Courses</b>	<b>9</b>
ECCE 1101 Introduction to ECCE	3
ECCE 1103 Child Growth and Development	3
ECCE 1105 Health, Safety and Nutrition	3

## EARLY CHILDHOOD CARE AND EDUCATION, AAS (EC13)

### Degree

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions.

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

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**Age:** N/A

**Education:** A high school diploma or equivalent (GED) is required for application or admission.

**Note:** Students with a 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 ECCE 1101, ECCE 1103, and ECCE 1105.

**Criminal Background Check:** In accordance with HB 401, effective May 1, 2015, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

**Program Final Exit Point:** Early Childhood Care and Education, Associate of Applied Science.

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

### Curriculum Outline (75 hours)

<b>1: General Core Courses (18 hours)</b>	<b>18</b>
<b>Area I: Language Arts/Communications (6 hours)</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric	3
General Education 0000 General Education Core Elective	3
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
PSYC 1101 Introductory Psychology	3
<b>Area III: Natural Sciences/Mathematics (One Mathematics Course)</b>	<b>3</b>
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
<b>Area IV: Humanities/Fine Arts (3 hours)</b>	<b>3</b>
<b>And two additional courses from Area I, II, III, or IV (6 hours)(as approved by program advisor)</b>	<b>3</b>
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (48 hours)</b>	<b>54</b>	ECCE 2362 Exploring Your Role in the Exceptional Environment	3
ECCE 1101 Introduction to ECCE	3		
ECCE 1103 Child Growth and Development	3		
ECCE 1105 Health, Safety and Nutrition	3		
ECCE 1112 Curriculum and Assessment	3		
ECCE 1113 Creative Activities for Child	3		
ECCE 1121 Early Childhood Care and Education Practicum	3		
ECCE 2115 Language and Literacy	3		
ECCE 2116 Math and Science	3		
ECCE 2201 Exceptionalities	3		
ECCE 2202 Social Issues and Family Involvement	3		
ECCE 2203 Guidance and Classroom Management	3		
COMP 1000 Introduction to Computer Literacy	3		
ECCE 2245 Early Childhood Care and Education Internship	6		
xxxx cccc Guided Electives	6		
<b>And one of the following specializations (6 hours)</b>	<b>6</b>		
<b>Paraprofessional Specialization</b>	<b>6</b>		
ECCE 2310 Paraprofessional Methods and Materials	3		
ECCE 2312 Paraprofessional Role and Practices	3		
<b>Program Administration Specialization</b>	<b>6</b>		
ECCE 2320 Program Administration and Facility Management	3		
ECCE 2322 Personnel Management	3		
<b>Exceptionalities Specialization</b>	<b>6</b>		
ECCE 2360 Class Strategies for Exceptional Children	3		

## EARLY CHILDHOOD CARE AND EDUCATION, DIPLOMA (ECC2)

### Diploma

The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

**Length of Program:** Four (4) Semesters

**Entrance Date:** Beginning of each Semester

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

**Education:** A high school diploma or equivalent (GED) is required for application or admission.

**Note:** Students with a 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 ECCE 1101, ECCE 1103, and ECCE 1105.

**Criminal Background Check:** In accordance with HB 401, effective May 1, 2015, all ECCE students will be required to complete a Criminal History Records Check and receive a satisfactory determination from the Georgia Department of Early Care and Learning in order to be placed in a child care learning center, group day-care home, or family day-care home. An unsatisfactory determination can affect completion of the ECCE program as the student would not be able to be placed for Practicum and/or Internship.

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

**Credits Required for Graduation:** 56 minimum semester hour credits required for graduation.

**Curriculum Outline (56 hours)**

<b>1: Basic Skills Courses (8-9 hours)</b>	<b>8</b>
MATH 1012 Foundations of Mathematics	3
ENGL 1010 Fundamentals of English	3
<b>And one of the following (2-3 hours)</b>	<b>2</b>
EMPL 1000 Interpersonal Relations & Professional Development	2
PSYC 1010 Basic Psychology	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (45 hours)</b>	<b>45</b>
COMP 1000 Introduction to Computer Literacy	3
ECCE 1101 Introduction to ECCE	3
ECCE 1103 Child Growth and Development	3
ECCE 1105 Health, Safety and Nutrition	3
ECCE 1112 Curriculum and Assessment	3
ECCE 1113 Creative Activities for Child	3
ECCE 1121 Early Childhood Care and Education Practicum	3
ECCE 2115 Language and Literacy	3
ECCE 2116 Math and Science	3
ECCE 2202 Social Issues and Family Involvement	3
ECCE 2203 Guidance and Classroom Management	3
ECCE 2245 Early Childhood Care and Education Internship	6
<b>Guided Electives</b>	<b>6</b>

## EARLY CHILDHOOD EXCEPTIONALITIES, TCC (EC41)

### Technical Certificate of Credit

The Early Childhood Care and Education Exceptionalities Technical Certificate of Credit is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

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

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

**Entrance Requirements:** Refer to Admission criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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

**Program Final Exit Point:** Early Childhood Exceptionalities, Technical Certificate of Credit.

**Credits Required for Graduation:** 9 minimum semester hour credits required for graduation.

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

### Curriculum Outline (9 hours)

1: Occupational Courses (9 hours)	9
ECCE 2201 Exceptionalities	3
ECCE 2360 Class Strategies for Exceptional Children	3
ECCE 2362 Exploring Your Role in the Exceptional Environment	3

## HORTICULTURE, AAS (EH13)

### Degree

#### DUAL ENROLLMENT COURSE ONLY

The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

**Length of Program:** 5 Semesters

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>40</sup>

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

**Program Final Exit Point:** Horticulture, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

### Curriculum Outline (63 hours)

<b>1: General Core Courses</b>	<b>12</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II - Social/Behavioral Sciences</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III - Natural Sciences/Mathematics (Choose one of the following)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1103 Quantitative Skills & Reasoning	3
<b>Area IV - Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3. Occupational Core Courses</b>	<b>24</b>
COMP 1000 Introduction to Computer Literacy	3
HORT 1000 Horticulture Science	3
HORT 1010 Woody Plant Identification I	3
HORT 1020 Herbaceous Plant Identification	3
HORT 1080 Pest Management	3
HORT XXXX Horticulture Elective (3 hrs)	3
HORT 1150 Environmental Horticulture Internship	3
HORT XXXX Horticulture Elective (3 hrs)	3



**Horticulture Specializations - Chose One Track 24**
**General Horticulture Specialization (select from the following): 24**

HORT 1030 Greenhouse Management 4

HORT 1041 Landscape Construction 4

HORT 1050 Nursery Production and Management 4

HORT 1060 Landscape Design 4

HORT 1070 Landscape Installation 4

HORT 1100 Introduction to Sustainable Agriculture 3

HORT 1110 Small Scale Food Production 4

HORT 1120 Landscape Management 4

HORT 1140 Horticulture Business Management 3

HORT 1160 Landscape Contracting 3

HORT 1200 Arboriculture Science 4

HORT 1250 Plant Production and Propagation 4

HORT 1310 Irrigation and Water Management 4

HORT 1330 Turfgrass Management 4

HORT 1410 Soils 3

HORT 1420 Golf Course Design Construction and Management 3

HORT 1430 Advanced Landscape Design 4

HORT 1440 Landscape Grading and Drainage 4

HORT 1500 Small Gas Engine Repair and Maintenance 4

HORT 1560 Computer-Aided Landscape Design 4

HORT 1680 Woody Plant Identification II 3

HORT 1690 Horticulture Spanish 3

HORT 1700 Large Equipment Operation 3

HORT 1750 Interiorscaping 4

HORT 1800 Urban Landscape Issues 3

HORT 2500 Specialty Landscape Construction 4

**Landscape Specialization 24**

HORT 1041 Landscape Construction 4

HORT 1060 Landscape Design 4

HORT 1120 Landscape Management 4

HORT 1330 Turfgrass Management 4

HORT 1310 Irrigation and Water Management 4

HORT XXXX Horticulture Elective 4

## LANDSCAPE DESIGN TECHNICIAN, TCC (LDT1)

### Technical Certificate of Credit

Design and construct landscapes using a variety of different techniques and construction materials.

**Length of Program:** 2 Semesters

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

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

**Program Final Exit Point:** Landscape Design Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 22 minimum semester hour credits required for graduation.

### Curriculum Outline (22 hours)

1. Occupational Courses	22
HORT 1010 Woody Plant Identification I	3
HORT 1020 Herbaceous Plant Identification	3
HORT 1060 Landscape Design	4
HORT 1070 Landscape Installation	4
HORT 1430 Advanced Landscape Design	4
HORT 1560 Computer-Aided Landscape Design	4

## NURSERY/GREENHOUSE TECHNICIAN, TCC (PPS1)

### Technical Certificate of Credit

Prepares individuals to produce, store, and deliver plant species in controlled indoor environments for wholesale, commercial, research, or other purposes. Includes instruction in applicable principles of plant science; climate, irrigation, and nutrition control equipment operation and maintenance; facilities management; inventory control; safety procedures; and personnel supervision.

**Length of Program:** 2 Semesters

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>940</sup>

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

**Program Final Exit Point:** Nursery/Greenhouse Technician, Technical Certificate of Credit.

**Credits Required for Graduation:** 17 minimum semester hour credits required for graduation.

### Curriculum Outline (17 hours)

1. Occupational Courses		17
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4

## LAND, FOREST, WILDLIFE MANAGEMENT SPECIALIST, TCC (LF11)

### Technical Certificate of Credit

The Land, Forest, Wildlife Management Specialist program is a sequence of courses designed to prepare students for careers as employees at public and private wildlife preserves & plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

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

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

**Entrance Requirements:** Refer to Admissions criteria.  
[Click for Entrance Score Requirements.](#)<sup>840</sup>

**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.

**Additional Requirements:** Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

**Program Final Exit Point:** Land, Forest, Wildlife Management Specialist, Technical Certificate of Credit.

**Credits Required for Graduation:** 19 minimum semester hour credits required for graduation.

Quail Hunting Properties Jobs

### Curriculum Outline (19 hours)

<b>1: Occupational Courses</b>	<b>19</b>
FORS 1210 GPS/GIS Aerial Photography	4
FWMT 1000 Intro to Wildlife Management	3
FWMT 1010 Equipment Use	3
FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
MATH 1012 Foundations of Mathematics	3

# LAND, FOREST, WILDLIFE MANAGEMENT, AAS (LF23)

## Degree

The Land, Forest, Wildlife Management Technology program is a sequence of courses designed to prepare students for careers as employees at public and private wildlife preserves & plantations and as Conservation Rangers (Game Wardens). General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

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

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

**Entrance Requirements:** Refer to Admissions criteria. Contact the program advisor or admissions for details. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Additional Requirements:** Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

**Program Final Exit Point:** Land, Forest, Wildlife Technology, Associate of Applied Science.

**Credits Required for Graduation:** 63 minimum semester hour credits required for graduation.

Quail Hunting Properties Jobs

## Curriculum Outline (63 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communications (3 hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
Social/Behavioral Science Elective	3
0000 Social/Behavioral Sciences	
<b>Area III: Natural Sciences/Mathematics (3 hours)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills & Reasoning	3
MATH 1111 College Algebra	3
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
Humanities/Fine Arts 0000 Humanities/Fine Arts Elective	3
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
General Education 0000 General Education Core Elective	3
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>45</b>
FWMT 1010 Equipment Use	3
FORS 1030 Dendrology	3
FORS 1100 Forest Technology	3
FORS 1210 GPS/GIS Aerial Photography	4
FWMT 1000 Intro to Wildlife Management	3
FORS 1010 Intro to Forestry/Natural Resources	3
FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
FWMT 1090 Wildlife Science	3
FWMT 2010 Wildlife Management Techniques	4
FWMT 2020 Habitat Manipulation	4
FWMT 2030 Fish Pond Management	3
FWMT 2040 Internship	3
<b>Occupational Elective (Choose One)</b>	<b>3</b>
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
MGMT 2150 Small Business Management	3
WELD 1000 Introduction to Welding	4

# LAND, FOREST, WILDLIFE MANAGEMENT, DIPLOMA (LF12)

## Diploma

The Land, Forest, Wildlife Management Assistant program is a sequence of courses designed to prepare students for careers as employees at land management services and plantations. General education, basic science and program-specific learning opportunities develop the knowledge and skills required for job acquisition, retention, and advancement.

**Length of Program:** Four (4) Semesters

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>40</sup>

**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.

**Additional Requirements:** Refer to Admissions criteria. All students enrolled in Land, Forest Wildlife courses must submit a signed and notarized Field Exercise liability waiver form.

**Program Final Exit Point:** Land, Forest, Wildlife Management, Diploma.

**Credits Required for Graduation:** 48 minimum semester hour credits required for graduation.

Quail Hunting Properties Jobs

## Curriculum Outline (48 hours)

<b>1: Basic Skills Courses (9 Hours)</b>	<b>9</b>
<b>Area I - Language Arts/Communication</b>	<b>3</b>
ENGL 1010 Fundamentals of English	3
<b>Area II - Social/Behavioral Sciences (choose one)</b>	<b>3</b>
Social/Behavioral Science Elective 0000 Social/Behavioral Sciences	3
<b>Area III - Natural Sciences/Mathematics</b>	<b>3</b>
MATH 1012 Foundations of Mathematics	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3
<b>3: Occupational Courses (36 hours)</b>	<b>36</b>
FORS 1010 Intro to Forestry/Natural Resources	3
FORS 1030 Dendrology	3
FORS 1210 GPS/GIS Aerial Photography	4
FWMT 1000 Intro to Wildlife Management	3
FWMT 1010 Equipment Use	3
FWMT 1020 Wildlife Policy and Law	3
FWMT 1080 Plantation Operations	3
FWMT 2010 Wildlife Management Techniques	4
FWMT 1090 Wildlife Science	3
FWMT 2020 Habitat Manipulation	4
FWMT 2040 Internship	3



## SOCIAL WORK ASSISTANT, AAS (SW23)

### Degree

The Social Work Assistant Program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The social worker assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation.

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

Students interested in a career in Social Work should ***Start Here!*** Graduates of SRTC's Associate of Science (AS) Degree in Social Work and Associate of Applied Science (AAS) Degree in Social Work Assistant can leverage SRTC's articulation agreements to pursue a bachelor's degree that will allow them to work in public and private social service agencies with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings.

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>840</sup>

**Age:** N/A

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

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

**Note:** Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

**Program Final Exit Point:** Social Work Assistant, Associate of Applied Science.

**Credits Required for Graduation:** 66 minimum semester hour credits required for graduation.

### Curriculum Outline (66 hours)

<b>1: General Core Courses</b>	<b>15</b>
<b>Area I: Language Arts/Communication (3 hours)</b>	<b>3</b>
ENGL 1101 Composition and Rhetoric	3
<b>Area II: Social/Behavioral Sciences (3 hours)</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (3 hours)</b>	<b>3</b>
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1127 Introduction to Statistics	3
<b>Area IV: Humanities/Fine Arts (3 hours)</b>	<b>3</b>
<b>And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)</b>	<b>3</b>
General Education 0000 General Education Core Elective	3
<b>2: Institutional Credit (3 hours)</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses (48 hours)</b>	<b>48</b>
COMP 1000 Introduction to Computer Literacy	3
SOCW 2000 Introduction to Social Work	3
SOCW 2010 Introduction to Case Management	3
SOCW 2020 Human Behavior and the Social Behavior	3
SOCW 2030 Interviewing Techniques with I	3
SOCW 2040 Behavioral Health	3
SOCW 2050 Group Work Intervention	3
SOCW 2060 Child & Adolescent Behaviors	3
SOCW 2070 Social Policies and Programs for Aging	3
SOCW 2080 Social Work Field Practicum I	6
SOCW 2090 Social Work Field Practicum II	6
<b>Guided Elective - Select three of the following:</b>	<b>9</b>
SOCW 2100 Leadership & Community Service	3
SOCW 2110 Case Management with Families	3
SOCW 2120 Multicultural Issues	3
SOCW 2130 Social Welfare & Comm Service	3
General Education 0000 General Education Core Elective	3
General Education 0000 General Education Core Elective	3

## SOCIAL WORK ASSISTANT, DIPLOMA (SW12)

### Diploma

The Social Work Assistant Program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The social worker assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation.

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

Students who graduate with a Social Work Diploma can apply the skills that they learn in the classroom to obtain entry-level employment in public and private social service agencies. Jobs where students can apply these skills include:

- Paraprofessional (Student will need to pass the GACE)
- Mental Health Technician
- Administrative Assistant
- Activities Coordinator for hospitals or Senior Living Centers.

Or, the Diploma graduate may proceed into the AS or AAS programs. If you're interested in Social Work, ***Start Here!***

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**Age:** N/A

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

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

**Note:** Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work Assistant program.

**Program Final Exit Point:** Social Work Assistant, Diploma.

**Credits Required for Graduation:** 59 minimum semester hour credits required for graduation.

### Curriculum Outline (59 hours)

<b>1: General Education Courses</b>		<b>8</b>
EMPL 1000 Interpersonal Relations & Professional Development		2
MATH 1012 Foundations of Mathematics		3
<b>2: Institutional Credit</b>		<b>3</b>
COLL 1500 Student Success		3

<b>3: Occupational Courses</b>		<b>48</b>
COMP 1000 Introduction to Computer Literacy		3
SOCW 2000 Introduction to Social Work		3
SOCW 2010 Introduction to Case Management		3
SOCW 2020 Human Behavior and the Social Behavior		3
SOCW 2030 Interviewing Techniques with I		3
SOCW 2040 Behavioral Health		3
SOCW 2050 Group Work Intervention		3
SOCW 2060 Child & Adolescent Behaviors		3
SOCW 2070 Social Policies and Programs for Aging		3
SOCW 2080 Social Work Field Practicum I		6
SOCW 2090 Social Work Field Practicum II		6
<b>and three of the following (9 hours)</b>		<b>9</b>
SOCW 2100 Leadership & Community Service		3
SOCW 2110 Case Management with Families		3
SOCW 2120 Multicultural Issues		3
SOCW 2150 Domestic and Family Violence		3
SOCW 2130 Social Welfare & Comm Service		3
PSYC 1010 Basic Psychology		3
ELEC 0000 Guided Elective		3

## SOCIAL WORK, AS (AS13)

### Degree

A graduate of the Social Work, Associate of Science degree program will discover a rewarding career in a field where improving the quality of life is very gratifying. They will have multiple options for employment. Some may work with children, the elderly, nursing homes, assisted living facilities, schools, the physically challenged, or the mentally challenged. Graduates in the degree program will help people survive the best way they can in their environment, deal with their relationships, and solve personal and family problems. Additionally, graduates would be eligible to articulate to select 4-year state colleges without loss of credit and having met half of the total credit hours necessary for graduation with a B.S. in Social Work. An articulation agreement currently exists between Southern Regional Technical College and Albany State University.

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

Students interested in a career in Social Work should ***Start Here!*** Graduates of SRTC's Associate of Science (AS) Degree in Social Work and Associate of Applied Science (AAS) Degree in Social Work Assistant can leverage SRTC's articulation agreements to pursue a bachelor's degree that will allow them to work in public and private social service agencies with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings.

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

**Entrance Requirements:** Refer to Admissions criteria. [Click for Entrance Score Requirements.](#)<sup>940</sup>

**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.

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

**Note:** Individuals who have been charged with a federal offense and/or certain types of misdemeanor offenses may be denied access to field practicum sites. Field Practicum is a program requirement; therefore, if a student is unable to meet this requirement, he or she will not complete the Social Work program.

**Program Final Exit Point:** Social Work, Associate of Science.

**Credits Required for Graduation:** 67 minimum semester hour credits required for graduation.

### Curriculum Outline (67 hours)

<b>1: General Core Courses</b>	<b>31</b>
<b>Area I: Language Arts/Communications (3 hours)</b>	<b>6</b>
ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3
<b>Area II: Social/Behavioral Sciences (9 hours)</b>	<b>9</b>
POLS 1101 American Government	3
PSYC 1101 Introductory Psychology	3
<b>One History Course</b>	<b>3</b>
<b>Area III: Natural Sciences/Mathematics (7 hours)</b>	<b>7</b>
<b>One Mathematics Course</b>	<b>3</b>
<b>One Natural Science Course and Lab</b>	<b>4</b>
<b>Area IV: Humanities/Fine Arts</b>	<b>3</b>
<b>And two additional courses from Area I, II, III, or IV (6 hours)(as approved by program advisor)</b>	<b>6</b>
<b>2: Institutional Credit</b>	<b>3</b>
COLL 1500 Student Success	3

<b>3: Occupational Courses</b>	<b>33</b>
COMP 1000 Introduction to Computer Literacy	3
SOCW 2000 Introduction to Social Work	3
SOCW 2010 Introduction to Case Management	3
SOCW 2020 Human Behavior and the Social Behavior	3
SOCW 2030 Interviewing Techniques with I	3
SOCW 2060 Child & Adolescent Behaviors	3
SOCW 2070 Social Policies and Programs for Aging	3
SOCW 2080 Social Work Field Practicum I	6
SOCW 2090 Social Work Field Practicum II	6



## GENERAL PROCEDURES

### Student Email

Students are assigned SRTC student email accounts. SRTC student email is the official form of communication between the College and the student.

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### Receiving of Flowers/Gifts

The offices of Southern Regional Technical College will not receive flowers or gifts to be delivered to students.

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### Lost and Found

Lost and found items are located in the Student Affairs Office. Items will be kept for only thirty days.

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### Health Services

As a nonresident school, Southern Regional Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Southern Regional Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for cost of such emergency care at the hospital including ambulance charges if, in the opinion of College officials, such service is necessary.

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### Housing and Food Facilities

No housing facilities are provided by Southern Regional Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies. A snack area is located in most facilities. Students may leave campus for lunch or dinner if they choose.

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### Campus Store (Bookstore)

Bookstore locations and hours of operation are as follows:

**Bainbridge Campus: - Student Wellness Center**

7:30 a.m. to 5:30 p.m., Monday through Thursday.

**Moultrie Campus: Veterans Parkway - Building A.**

8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday.

**Thomasville Campus: Building A.**

7:30 a.m. to 5:30 p.m., Monday through Thursday.



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**Tifton Campus: Building C.**

7:30 a.m. to 5:30 p.m., Monday through Thursday.

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**Book Refunds**

There are no refunds for used books. Books that are soiled, scratched, marked in, or altered in any way from new books are considered used. Book refunds are handled through the office where they were purchased. Requests for refunds must be made within 15 days of the date of purchase and the receipt showing proof of purchase is required. Books and other items that have been marked in cannot be returned to the bookstore.

**Student Wellness Center**

The Student Wellness Center located on the Bainbridge Campus is open to all currently enrolled students of SRTC. A student ID is required for entry. Students must adhere to the Student Code of Conduct when using the facility.

The Student Wellness Center is open Monday through Thursday from 8:00am until 8:00pm.

**Campus Safety and Security**

Southern Regional Technical College is committed to providing a campus which is free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also SRTC's practice to maintain a Safety and Security Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats. SRTC has a Threats Management Procedure and maintains a "no-tolerance" policy concerning threatening or hostile behaviors on College property. The College upholds current Georgia weapons laws. It is the responsibility of all employees and students having knowledge of any threat or potential violence to report it immediately to their supervisor, instructor or member of the Safety and Security Committee. In the unlikely event of a life threatening situation, employees and students are empowered to contact 911 and to notify proper law enforcement authorities. In concurrence with Cleary Act, annual crime statistics are compiled and available to students and employees. The Annual Campus Security Report is available upon request in the Admissions Office and on the College web site: [www.southernregional.edu](http://www.southernregional.edu)<sup>8100</sup>.

To ensure that students and College employees are notified of emergencies or other important information in a timely manner, Southern Regional Technical College has implemented a rapid communication system. In addition, students may review the College's web site in the event of an emergency. An appropriate message box will be displayed on the home page whenever important information must be communicated to students and College employees.

**Emergency Procedures**

Classroom instructors have emergency procedures and evacuation maps in each classroom and lab near the door. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes). Emergency drills will be conducted so that the faculty and students will be thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

**School Closing Due to Hazardous Weather Conditions**

Announcements concerning the closing of SRTC due to hazardous weather conditions will be made on through the College's Emergency Communication System, the College Website, and the official College social media pages.

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## **Safety**

Students should exercise all safety precautions given by the instructor regarding the use of College equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and blood-borne and airborne pathogens. A procedure concerning these subjects is in place and strictly enforced. Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

## Eye Protection

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed every semester during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

## Accident Insurance

In all classes at Southern Regional Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/ she must report the accident to his/her instructor. All students enrolled at SRTC are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

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## Uniforms

Students enrolled in Health Occupations, Automotive Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first semester so they can be on hand for the second semester. Each department has regulations and requirements as to what constitutes a “full uniform,” the time frame for ordering, and the uniform appearance and condition. The Southern Regional Technical College uniform codes are given below:

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## Outstanding Achievement

### President’s List

1. Be in good academic standing.
2. A full-time student who has completed 12 or more semester credit hours. (Full-time status does not include learning support or transient coursework.)
3. Earns a grade of “A” (4.0 GPA) in all coursework attempted.

### Dean’s List

1. Be in good academic standing
2. A part-time student who has completed 9-11 semester credit hours.
3. Earns a grade of “A” (4.0 GPA) in all coursework attempted.

### Merit List

1. Be in good academic standing.

2. A full-time or part-time student who has completed 6 or more semester credit hours
  3. Earns a grade of “A” or “B” (3.5-3.99 GPA) in all coursework attempted.
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## Attendance & Withdrawal Procedure

The occupational, credit educational programs at SRTC reflect the requirements and standards that are necessary for future successful employment in business and industry. Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, Southern Regional Technical College does not require attendance. Any attendance requirements for specific courses will be stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, in-class participation, or computer-assisted instruction, and more. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and/or initiating contact with a credit faculty member for assistance and/or tutoring. Logging into the online class does not establish student enrollment and participation in the course. Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance and/or participation will be monitored for the first seven (7) calendar days of each term. To remain on the class roster, all enrolled students are required to attend at least one class session during the first seven (7) calendar days of each term. Monitoring attendance and/or participation beyond the seventh day is at the instructor’s discretion.

### No Show Status

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance. Students who do not establish presence (attendance/participation) will be reported as a ‘No Show’ for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly. Attendance is demonstrated through active participation and completion of the required Attendance Quiz located in your Blackboard course. Failure to confirm your intent to participate in the course through the completion of the Attendance Quiz will result in you being marked as a no show from the course.

### Refunds

To receive a 100% refund, the students must complete the online withdrawal form located in the student’s MySRTC Okta by clicking on the icon labeled “Student Initiated Withdrawal” which submits to the Registrar’s Office OR email the Registrar’s Office at [registrar@southernregional.edu](mailto:registrar@southernregional.edu) from their student email account by the close of business on the seventh calendar day of the term.

Students who withdraw from a course after the end of the seventh calendar day of the term shall receive a grade of ‘W’ and shall receive no refund of tuition and fees. In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

### Official Withdrawal

Students who wish to officially withdraw from an individual course(s) but remain enrolled in other courses must complete the online withdrawal form located in the student’s MySRTC Okta by clicking on the icon labeled “Student Initiated Withdrawal” which submits to the Registrar’s Office

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may negatively impact academic status, financial aid eligibility and account balance. The student's official withdraw date will be the date the student initiates the withdrawal with the College. Students who wish to withdraw from all courses must complete the online withdrawal form located in the student's MySRTC Okta by clicking on the icon labeled "Student Initiated Withdrawal" which submits to the Registrar's Office OR email the Registrar's Office at [registrar@southernregional.edu](mailto:registrar@southernregional.edu) from their student email account.

Southern Regional Technical College is required to determine the amount of earned and unearned portions of financial aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or participation. Up through the 60% point in each semester, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

### **Dual Enrollment**

Dual enrollment students need to contact their high school counselor in order to withdraw from any course(s). The high school counselor will be expected to contact a Southern Regional Technical College High School Coordinator to process the withdrawal request. Active high school students will not be withdrawn without confirmation from their high school counselor.

### **Unofficial Withdrawal**

Students who stop attending class but do not officially withdraw are considered to be unofficially withdrawn. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented participation beyond the midpoint of the term may be assigned a later withdrawal date.

Students who disagree with the midpoint calculation and can provide evidence that their participation extended past the 50% point, can submit an appeal to the Vice President for Academic Affairs. Students have up to 10 days to challenge the return of federal aid due to a reported lack of participation. Once the appeal is received, the Vice President for Academic Affairs will review the appeal within 10 days and notify the student and the Financial Aid Office. The Financial Aid Office will notify the student of any adjustments made to his/her account and aid eligibility. The College will adjust its portion of the student's 'earned' Title IV based on the College's Return to Title IV Policy.

Students who stop attending class, but do not formally withdraw, may receive a grade of 'F' and could face financial aid and/or Satisfactory Academic Progress repercussions in the upcoming semesters. Unless otherwise specified in a program/course of attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

### **Last Date of Academically Related Participation Guidelines**

The last date of academically related participation (LDA) is to appropriately assess the academic standards and financial eligibility for students. The LDA will be documented by the instructor/faculty. An academically related activity is demonstrated through active participation (simply logging into an online class is not considered active participation). Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting a current academic assignment;
- completing an exam, an interactive tutorial, or computer-assisted instruction;
- participating in an online discussion within a course; or,
- Initiating contact with a faculty member to ask questions or receive assistance about the academic subject studied in the course.

Below are the courses that require attendance:

**Central Sterile Supply Processing (CS91) Current**

CSSP 1010  
CSSP 1020  
CSSP 1022

**Central Sterile Supply Processing Basic (CJ91)-Pending new program approval**

CSSP 1010  
CSSP 1020  
CSSP 1022

**Central Sterile Supply Processing Advanced (CK91)-Pending new program approval**

CSSP 1010  
CSSP 1020  
CSSP 1022  
CSSP 2010  
CSSP 2020

**Echocardiography (EC23)**

DMSO 1040  
DMSO 1080  
DMSO 1090  
CATV 1030  
ECHO 1100  
ECHO 1310  
ECHO 1370  
ECHO 2310  
ECHO 2360  
ECHO 2400  
ECHO 2370

**Emergency Medical Responder (EB71)**

EMSP 1010

**Emergency Medical Technician (EMJ1) *Current Curriculum***

EMSP 1010  
EMSP 1110  
EMSP 1120  
EMSP 1130  
EMSP 1140  
EMSP 1150  
EMSP 1160

**Advanced Emergency Medical Technician (EMH1)**

EMSP 1510  
EMSP 1520  
EMSP 1530  
EMSP 1540

**Emergency Medical Technician (ED91) *Pending New Program Approval***

EMSP 1210  
EMSP 1211  
EMSP 1220  
EMSP 1221  
EMSP 1230

**EMS Professions (EP12)**

EMSP 1110  
EMSP 1120  
EMSP 1130  
EMSP 1140  
EMSP 1150  
EMSP 1160  
EMSP 1510  
EMSP 1520  
EMSP 1530  
EMSP 1540

**Paramedicine (PT12, PT 13)**

EMSP 2110  
EMSP 2130  
EMSP 2140  
EMSP 2310  
EMSP 2320  
EMSP 2330  
EMSP 2340  
EMSP 2510  
EMSP 2520  
EMSP 2530  
EMSP 2540  
EMSP 2550  
EMSP 2560  
EMSP 2570  
EMSP 2710  
EMSP 2720

**Medical Assisting (MA22, MA23)**

MAST 1130  
MAST 1060  
MAST 1010  
MAST 1080  
MAST 1090  
MAST 1090  
MAST 1110  
MAST 1170  
MAST 1180

**Fundamentals of Medical Assisting (FF61) *pending new program approval***

MAST 1120  
MAST 1061  
MAST 1080  
MAST 1112

**Advanced Medical Assisting (AM81) & Medical Assisting (MA22) *pending new program approval***

MAST 1120

MAST 1061

MAST 1080

MAST 1030

**Patient Care Technician/Assistant (PCT5)**

PCTA 1000

**Radiologic Technology (RT23)**

RADT 1010

RADT 1030

RADT 1060

RADT 1065

RADT 1075

RADT 1085

RADT 1200

RADT 1320

RADT 1330

RADT 2090

RADT 2260

RADT 2340

RADT 2360

**Respiratory Care (RCT3) RESP 1110**

RESP 1190

RESP 1120

RESP 1130

RESP 2090

RESP 2100

RESP 2110

RESP 2120

RESP 2130

RESP 2140

RESP 2150

RESP 2160

RESP 2170

RESP 2180

RESP 2190

RESP 2200

RESP 2220

RESP 2270

**Surgical Technology (ST13)**

SURG 1010

SURG 1020

SURG 1100

SURG 2030

SURG 2040

SURG 2110

SURG 2120

SURG 2130

SURG 2140

SURG 2240



**Medical Laboratory Technology (CLT3)ALHS 1058**

PHLT 1030  
PHLT 1050  
PHLT 1055  
MLBT 1010  
MLBT 1030  
MLBT 1050  
MLBT 1060  
MLBT 1070  
MLBT 1080  
MLBT 2090  
MLBT 2100  
MLBT 2110  
MLBT 2120  
MLBT 2130  
MLBT 2200

**Nurse Aide (NAA1, CN21)**

NAST 1100  
NAST 2100

**Clinical Assistant/Phlebotomy**

PHLT 1030\*  
PHLT 1050 \*\*

**Health Information Management (HI12, HI13)**

HIMT 2460

**Licensed Practical Nursing (PN21)**

PNSG 1600  
PNSG 1605  
PNSG 1610  
PNSG 1615  
PNSG 1620  
PNSG 1625  
PNSG 1630  
PNSG 1635  
PNSG 1640  
PNSG 1645

**Associate of Science in Nursing (NC73)**

RNSG 1920  
RNSG 1931  
RNSG 1940  
RNSG 1950  
RNSG 1960  
RNSG 2910  
RNSG 2930  
RNSG 2941

**Associate of Applied Science in Veterinary Technology (VT23)**

VETT 1000  
VETT 1010  
VETT 1030  
VETT 1060  
VETT 1020  
VETT 2130  
VETT 2160  
VETT 1070  
VETT 1110  
VETT 2120  
VETT 2210  
VETT 2220  
VETT 2230  
VETT 2300

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## Graduation

Southern Regional Technical College (SRTC) extends its congratulations to all who have completed a degree, diploma, or technical certificate of credit.

**To be eligible for graduation, a student must:**

1. Complete all courses in degree, diploma, and certificate programs of study with a grade of "C" or higher in order to satisfy program, graduation, and transfer requirements. (Effective Summer 2016)
2. Earn a minimum cumulative 2.0 GPA in his/her program of study and earn a minimum of 25% of credit hour requirements at SRTC.
3. Meet any other program specific requirements, which have been approved by the Vice President for Academic Affairs.
4. Complete the graduation application with his/ her advisor using the online graduation request form. The student may choose to participate in the Graduation Ceremony or graduate in absentia. A graduation fee is assessed to the student's account upon receipt of the graduation application.
5. Satisfy all financial obligations to Southern Regional Technical College prior to participating in the Graduation Ceremony, prior to degree, diploma, or certificates being mailed, and before a degree, diploma, or certificate transcript will be issued.
6. Meet all the graduation requirements after applying for a specific term. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met. If the requirements are not met, the student must reapply for graduation and a new application and graduation fee is required.

GED students are eligible for graduation upon completion of items 1, 3, 4, 5, and 6.

Students are eligible to participate in the Graduation Ceremony within one year following the completion of their program of study.

**Honor Graduates**

Students with a 3.75 cumulative GPA or higher will be recognized as honor graduates and may wear an honor sash during the Graduation Ceremony. Students who meet all graduation requirements for a degree, a diploma, or a certificate have an opportunity to celebrate that achievement through the Graduation Ceremony. Academic regalia (cap and gown) is required for candidates to participate in the Graduation Ceremony.

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## Students Rights, Responsibilities, and Conduct Code

Southern Regional Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

### Student Rights

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

## Student Code of Conduct

Part of the mission of Southern Regional Technical College (SRTC) is to provide learner-centered and high-quality services, courses, and programs through both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SRTC provides opportunities for intellectual, emotional, social, and physical growth. SRTC students assume an obligation to act in a manner compatible with the College's commitment to student success. SRTC recognizes our responsibility to provide an atmosphere conducive to growth. With these principles in mind, SRTC establishes this Student Code of Conduct.

### I. Definitions

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

### II. Procedure

**Proscribed Conduct :** Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the SRTC Student Disciplinary Procedure.

#### A. Academic

##### **Academic Misconduct Definitions**

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

##### **1. Aiding and Abetting Academic Misconduct:**

Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

##### **2. Cheating:**

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person

- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by College officials, College administrator, or faculty member.
3. **Fabrication:** The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. **Plagiarism:**
- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
  - b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
  - c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without written release from collaborators.
5. **Artificial Intelligence (AI):** The use of Artificial Intelligence (AI) offers numerous ways to support a student's education. However, the misuse of generative AI tools impedes the intellectual growth of our students. Presenting work generated or materially modified by AI without the course instructor's permission constitutes academic dishonesty. Using generative AI in a way that violates a course syllabus will be considered a violation of the Student Code of Conduct. Although permissible artificial intelligence use on student work may vary across courses and instructors, there are institutional principles for AI use in any coursework:
- a. Unless specifically approved by the instructor in writing or in the course syllabus, the use of generative AI results is prohibited in an examination, or any work submitted for evaluation and/or a grade.
  - b. AI generated content should be used legally, ethically, and reasonably.
  - c. Students are the authors of content generated by AI and are as responsible for that content as they are with other content that they author.
  - d. Students must cite the AI system and document the relevant prompts used in their process and research for final assignment outcomes. Failure to acknowledge the use of AI models will be penalized as plagiarism.
  - e. Unless specifically approved by the instructor, using the names of artists/designers, companies, or brands within the prompts is prohibited to maintain the artistic integrity of those involved.

Access Equity: Any AI platform used by students to meet course requirements must be freely accessible or offered via SRTC-provided subscription.

**6. Unethical Communication Behaviors:** The purpose of ethical and responsible communication behavior is to support professionalism and social responsibility. Students should abstain from discourse that undermines ethical communication. We are all accountable to communicating responsibly, respectfully, and professionally.

Unethical communication includes any communication that is deemed intimidating, threatening, aggressive, abusive, dishonest, intrusive, insensitive, or manipulative.

## 2. Non-Academic Misconduct

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

### a. Behavior:

- a. **Indecent Conduct:** lewd or indecent conduct, or distribution of obscene or libelous written or electronic material.
- b. **Violence:** physical abuse of any person (including dating violence, domestic violence, or sexual violence) on College premises or at College-sponsored or College-supervised functions, including physical actions which threaten or endanger the health or safety of another person. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the College, its facilities, vehicles, or persons engaged in the business of the College. Note: certain physical abuse may be considered unlawful harassment.
- c. **Harassment:** the College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. The College also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications. Impermissible harassment may include verbal, non-verbal, and/or physical conduct.
- d. **Disruption:** prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.
- e. **Failure to Comply:** failure to comply with lawful directions of College officials and/or failure to identify oneself to these persons when requested to do so.

## 2. Professionalism:

- a. **Personal Appearance:** Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
- b. **Dress Code:** SRTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

## 3. Use of Technical College Property:

- a. **Theft and Damage:** theft of, misuse of, or harm to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at a College function.
- b. **Occupation or Seizure:** illegal occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. **Presence on Technical College Premises:** unauthorized possession, duplication or use of keys to SRTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.
- d. **Children under age 16:** children under the age of 16 are not permitted on campus unless enrolled as a Dual-Enrolled student.
- e. **Assembly:** participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to College premises or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the College.
- f. **Fire Alarms:** setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a College official.
- g. **Obstruction:** impeding the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

#### 4. **Drugs, Alcohol, and Other Substances:**

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

- a. **Alcohol:** Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on College premises or at College sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities, or in a college-owned vehicle is prohibited.
- b. **Controlled substances, illegal drugs, and drug paraphernalia:** SRTC prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. **Food:** SRTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.
- d. **Smoking/Tobacco:** SRTC prohibits smoking or using other forms of electronic, alternative smoking devices or other forms of tobacco products. Please refer to the Southern Regional Technical College Catalog and Student Handbook to review the Smoking and Tobacco Use Procedure.

#### 5. **Use of Technology:**

- a. **Damage and Destruction:** Destruction of or harm to equipment, software, or data belonging to the College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configuration, improper access to the College's network, and disconnection of College computers or devices.
- b. **Electronic Devices:** Unless otherwise permitted by College officials, SRTC prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on College premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, gaming devices, cameras and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to College computers under any circumstances.
- c. **Harassment:** SRTC prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era, and/or citizenship status.

d. **Unacceptable Use:** The use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password. SRTC prohibits any additional violation to the State Board Procedure: 3.3.4p. Acceptable Computer and Internet Use.

**6. Weapons:**

SRTC is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on College building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to: O.C.G.A. § 16-8-12(a)(6)(A)(iii), O.C.G.A. § 16-7-80, O.C.G.A. § 16-7-81, O.C.G.A. § 16-7-85, O.C.G.A. § 16-11-121, O.C.G.A. § 16-11-125.1, O.C.G.A. § 16-11-126, O.C.G.A. § 16-11-127, O.C.G.A. § 16-11-127.1, O.C.G.A. § 16-11-129, O.C.G.A. § 16-11-130, O.C.G.A. § 16-11-133, O.C.G.A. § 16-11-135, O.C.G.A. § 16-11-137, and O.C.G.A. § 43-38-10

**7. Gambling:**

SRTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

**8. Parking:**

There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares is prohibited. **Students are not to park in reserved or visitor spaces.** Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

**9. Financial Irresponsibility:**

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

**10. Violation of Technical College Policy:**

Violation of State Board or SRTC policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, cooperative, or any academic sponsored programs or activities, or student organizations is prohibited.

**11. Aiding and Abetting:**

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

**12. Falsification of Documentation:**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to SRTC either to SRTC or to others in the community, including, but not limited to falsification of the following:

- SRTC transcripts;
- transcripts or other documentation from other institutions to obtain credit from or admission to SRTC;
- SRTC grade reports;
- documentation related to a student's citizenship status;
- tests, homework, attendance records;
- signature of any SRTC employee in his or her official capacity; and/or
- signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with SRTC or records related to any clinical, internship, or other academic activity associated with SRTC.

**13. Violation of Law:**

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



- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**14. Abuse of the Student Judicial Process is defined to include but not limited to:**

- a. failure to obey the notification of the Vice President for Student Affairs or the College President's designee, Hearing Body, or College Official;
- b. falsification, distortion, or misrepresentation of information in a judicial proceeding;
- c. disruption or interference with the orderly conduct of a disciplinary proceeding;
- d. initiating a disciplinary proceeding knowingly without cause;
- e. attempting to discourage an individual's proper participation in, or use of, the disciplinary process;
- f. attempting to influence the impartiality of a Hearing Body prior to and/or during the course of the disciplinary proceeding;
- g. harassment (verbal or physical) and/or intimidation of a Hearing Body prior to, during, and/or after a disciplinary proceeding, and/or;
- h. failure to comply with the sanction(s) imposed under the Student Disciplinary Procedure.

**III. Record Retention:**

Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance.

## INTELLECTUAL PROPERTY AND COPYRIGHTED MATERIALS

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Southern Regional Technical College is dedicated to fostering an environment that permits the development of intellectual property that improves the productivity of the College and enhances the teaching/learning environment. In order for the College to utilize to the best and fullest extent all works produced for it, and all works provided for its use, employees and students producing or providing work for the College represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm. For the purpose of this document, “intellectual property” includes materials which may be copyrighted, patented, and/or trademarked.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition, and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). In addition, intellectual property may also include intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, and inventions.

### Ownership

- The ownership of intellectual property will be determined according to the conditions described below.
- When produced as a result of an employee’s job duty or a student’s course/program requirement, with substantial use of College resources, facilities, or funds, or when release time is provided by the College specifically for the purpose of development, ownership of intellectual property shall reside with Southern Regional Technical College.
- Ownership of intellectual property shall reside with the originator provided that there is no significant use of College/State resources.
- Ownership of materials developed by a student outside the scope of course/program requirements without substantial use of College resources remains with the student creator.
- Neither the College nor a faculty or staff member may publish, copyright, sell, or otherwise infringe on the legal ownership of a student’s intellectual property without the expressed, written permission of the student.
- Destruction or damaging of intellectual property created for the College (as outlined in section A. above) is considered to be theft or vandalism and will be dealt with as such.
- Any employee or student of Southern Regional Technical College must obtain the express approval of the President prior to the development of intellectual property in whole or in part on College time or with the substantial use of College resources which will not be exclusively owned by the College. (TCSG State Board Policy 3.2.2p: Patentable or Copyrightable Materials)

### Revenue

- The Commissioner shall establish procedures for the distribution of any revenue/compensation generated from the ownership of intellectual property. Applications for copyright, trademark or patent of intellectual property or revenue sharing proposals shall be coordinated with TCSG’s Office of Legal Services.
- Revenue derived from the development of college-owned intellectual property is distributed to college revenue funds as determined by the Vice President for Administrative Services.
- In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.
- All cases, in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, shall be referred to the Academic Affairs Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the College must be

made in writing within thirty days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

### **Copyrighted Material**

In recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), the following copyright guidelines will be enforced at Southern Regional Technical College.

- Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication is not allowed, the purchasing of duplication rights will be explored.
- Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Verbal permission will not be accepted.
- Copying or using copyrighted material not specifically permitted or exempted by the copyright right law will not be allowed.
- Liability for willful infringement will be placed upon the person making copies or using the material.
- Appropriate warning notices will be placed on or near all print, video, or computer equipment capable of making or modifying copies.
- Copyright manuals detailing permissible and restricted activities will be housed in the library for reference.
- A copyright consultant will be appointed to investigate/answer copyright questions and/or concerns of employees and students.
- Retention of appropriate copyright records will be maintained.
- Audiovisual duplicating equipment will be housed in the library, and written copyright permission must be provided before items will be duplicated.

The State Board will not provide legal support in such a case where the person has been made aware of the copyright law and the individual still has pursued utilizing materials in such a manner as to result in infringement.

### **REPEATING A COURSE**

To meet academic requirements, a student may be required to repeat a course. With faculty advisor approval, students may repeat a course to improve their background in a subject area, raise their GPA for graduation, better position themselves for competitive program selection, or ensure transferability of courses completed. Students should check with Financial Aid when repeating a course in which they have previously been successful. A student who unsuccessfully (receives a grade of "D", "F", or "W") attempts a course two times may not be allowed to repeat the course without prior approval from the designated Dean for Academic Affairs.

## **Dismissal and Reinstatement**

A student may be dismissed from his/her program or from Southern Regional Technical College for academic deficiency. If a student is dismissed for academic deficiency, no due process hearing shall be required.

1. Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing.
2. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic term.
3. The semester GPA must be 2.0 or above at the end of the probationary term to maintain satisfactory status.

Failure to maintain satisfactory status during a probationary term will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full term.

## Reinstatement

1. Students must reapply through the Admissions Office in Student Affairs.
2. Upon readmission, the student must earn a GPA of 2.0 or above each term to maintain satisfactory standing or will be dismissed.
3. Any student dismissed from a program within the School of Health Sciences for the second time due to academic deficiency cannot reapply to that program for a period of three years. Any student dismissed from a program in any School other than the School of Health Sciences for the second time due to academic deficiency cannot reapply to that program for a period of one year.
4. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.
5. Overall GPA must be 2.0 or better before graduation can occur.
6. Graduation grade point average is calculated on all courses attempted at SRTC. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation.

## Wellness

We are pleased to provide you with an introduction to the concept of wellness. Wellness as a life-style seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. The contents of this Wellness Guide are designed to serve as your introduction to wellness. We hope you will find this guide useful and worth keeping for future reference. SRTC sponsors special events throughout the year that provide information to the student body relating to personal wellness. The events are free and open to all students.

## Life Skills

### Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

### Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

There are many benefits to regular exercise.

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

## Preventive Health Care

### Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients individuals need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help individuals prevent tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

### Weight Reduction

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are "clinically obese"—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

Society has been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. How can individuals balance energy needs and healthy eating habits? By making good dietary choices.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for individuals to be active outdoors all year. Start these changes slowly and work up, making it a regular part of a daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

Get involved in changing eating habits either through joining a weight reduction program or by beginning to manage weight concerns individually.

### **Drug Use and Abuse**

Many people use and abuse drugs and do not realize it. Some people do not think that foods and drinks contain drugs. Here is some information on different drugs individuals may encounter. If you determine you have a drug dependency problem or just want more information, please contact a counselor located in the Admissions Office.

**Alcohol:** Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

**Aspirin:** This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be disastrous. There is a great danger of bodily injury to self and others.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems—tooth decay, bad breath, discolored teeth, and gum disease.

### Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

Archbold Center for Change  
401 Albany Road  
Thomasville, GA 31792  
(229) 228-8100

Bainbridge Health and Rehab  
1155 W. College St.  
Bainbridge, GA 39819  
(229) 243-0931

Lakeside Addiction Recovery Center  
340 Tifton Eldorado Road  
Tifton, GA  
(229) 386-3537

Turning Point Hospital  
3015 Veterans Parkway, South  
Moultrie, GA  
(229) 985-4815

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

Alcohol Hotline  
1-800-ALCOHOL (252-6465)

Georgia Crisis and Access Line  
1-800-715-4225  
[www.mygcal.com](http://www.mygcal.com) <sup>101</sup>

Aspire Behavioral Health and DD Services  
601 W. 11<sup>th</sup> Ave.  
Albany, GA 31702  
Phone: (229) 430-4140  
Fax: (229) 430-6077

Behavioral Health Crisis Center  
[www.dbhdd.georgia.gov/region-4](http://www.dbhdd.georgia.gov/region-4)  
Colquitt County: (229) 391-2306  
Thomas County: (229) 225-5059  
Tifton County: (229) 891-7160

Behavior Health Services of South Georgia  
3120 N. Oak St. Ext.  
Valdosta, GA 31602  
Phone: (229) 671-3500  
Fax: (229) 671-5458

Brother Charlie's Rescue Center  
326 Beech St.  
Tifton, GA 31794  
(229) 382-0577



Georgia Pines Community Service Board  
1102 Smith Ave.  
Thomasville, GA 31792  
Phone: (229) 225-5208  
Fax: (229) 227-5458

Georgia Relay for Deaf and Hard of Hearing  
(850) 255-0056  
[www.GeorgiaRelay.org](http://www.GeorgiaRelay.org)  
(800) 284-9980

Mental Health Center – Mitchell County  
339 Pride Street  
Pelham, Georgia 31779-1508  
(229) 294-6509

Mental Health Center – Grady County  
130 1st St. N.E.  
Cairo, Georgia 31728  
(229) 377-5700

Narcotics/Vice Division  
Colquitt County: (229) 616-7460  
Patula Judicial Circuit: (229) 758-3100  
South Georgia Judicial Circuit: (229) 428-3109  
Thomas County: (229) 225-3305  
Tift County: (229) 388-6020

Kenneth Fuller, MD  
Angela Fuller, MS  
116 Hansell Street  
Thomasville, GA 31792  
(229) 226-7060

Abhinav Saxena, M.D.  
Affinity Clinic  
Tift Regional Medical Center  
2225 Hwy 41 N.  
Tifton, GA 31794  
(229) 391-4100

## Student Disciplinary Procedure

The administration of Southern Regional Technical College (SRTC) reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

### Definitions

1. **Academic Misconduct:** includes but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. **Business Days:** weekdays that the College administrative offices are open.
3. **Hearing Body:** any person or persons authorized by the President of SRTC to provide a hearing as provided in this procedure.
4. **Member of the College Community:** any person who is a student, faculty member, College official or any other person(s) involved with SRTC or the College community or employed by SRTC.
5. **Policy:** the written regulations of SRTC as found in, but not limited to, the Student Code of Conduct, Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College Policy Manual, and the Policy Manual approved by the State Board of the Technical College System of Georgia.
6. **Student:** all persons taking courses at SRTC, both full-time and part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
7. **Student Organization:** any number of persons who have complied with the formal requirements for SRTC recognition.
8. **College Official:** any person employed by SRTC, performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
9. **College Premises:** all land, buildings, vehicles, facilities, and other property in the possession of or owned, used, or controlled by SRTC (including adjacent streets and sidewalks).

## Procedure

### A. Filing a Complaint

1. Any person may file a complaint with the Vice President for Student Affairs (VPSA) or the College President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, available in the Academic Affairs office or the Student Affairs office, and provide it to the VPSA or the College President's designee. The Executive Director of Adult Education will serve as the Student Disciplinary Officer for all Adult Education students.
2. Academic misconduct is handled through Academic Affairs. Academic misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating; (3) fabrication; and/or (4) plagiarism. Note: The process for grade and other academic appeals can be found in the Southern Regional Technical College Student Catalog and Handbook.

### Investigation and Decision:

1. Within five (5) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the VPSA or the College President's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the VPSA or the College President's designee shall determine whether the student

committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

2. The student shall have 5 business days from the date contacted by the VPSA or the College President's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the VPSA or the College President's designee within five (5) business days to schedule the meeting, attempts to reschedule meeting more than once, or fails to appear at the meeting, the VPSA or the College President's designee will consider the available evidence without student input and make a determination.
3. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
4. If the VPSA or the College President's designee determines that the student has violated the Student Code of Conduct, he/ she shall impose one or more disciplinary sanctions consistent with those described below. If the VPSA or the College President's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## B. Disciplinary Sanction

Based on the severity of the incident, the VPSA may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the VPSA or the College President's designee may impose without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
  - **Restitution:** A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - **Reprimand:** A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.
  - **Restriction:** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - **Disciplinary Probation:** Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - **Failing or Lowered Grade:** In cases of academic misconduct, it is the policy of SRTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the student receiving a failing grade for the course. Additional incidents of academic misconduct may result in the student being suspended from the College for at least one semester.
2. After a determination that a student has violated the Student Code of Conduct, the VPSA or the College President's designee may recommend the imposition of one of the sanctions listed below if appropriate. The VPSA's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section B.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
  - **Disciplinary Suspension:** If a student is suspended, he/she is separated from the College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - **Disciplinary Expulsion:** Removal and exclusion from the College, College controlled facilities, programs, events, and activities is imposed. A record of the reason for the student's dismissal is maintained by the VPSA or the College President's designee. Students who have been dismissed from the College for any reason may apply in writing to the VPSA for reinstatement twelve (12) months following the expulsion. If approval for reinstatement

is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the VPSA or the College President's designee.

- **System-Wide Expulsion:** Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia (TCSG) in the past seven (7) years, the student will not be permitted to register at any college in the TCSG for a period of ten (10) years after the most recent expulsion/suspension.

### **3. Violation of Federal, State, or Local Law**

- If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College's vital interests and stated mission and purpose.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **4. Interim Disciplinary Suspension:**

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

### **5. Conditions of Disciplinary Suspension and Expulsion**

- A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate SRTC premises at a time determined by the VPSA or the College President's designee.
- In addition, after vacating the SRTC premises, a suspended or expelled student may not enter upon SRTC premises at any time, for any purpose, in the absence of written permission from the VPSA or the College President's designee. A suspended or expelled student must contact the VPSA or the College President's designee for permission to enter the SRTC premises for a limited, specified purpose.
- If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the VPSA or the College President's designee must accept the Form by mail or fax if he/she refuses the student's request to enter the SRTC premises for that specified purpose.
- A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the VPSA or the College President's designee for a student to enter the SRTC premises for the duration of that hearing.

## **C. Hearing/Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the VPSA or the College President's designee regarding an assigned sanction of restitution, reprimand, restriction, or disciplinary probation must file a written notice of appeal through the President's Office for review by the Hearing Body within five (5) business days of

notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the VPSA or the College President's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the VPSA. The student need not file a written notice of his/her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the President or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people from the College community. There shall be a single official record, such as a recording, of all hearings before the Hearing Body. The official record shall be the property of SRTC. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Hearing Body shall notify the President and the VPSA in writing of the Hearing Body's decision. The SRTC President or his/her designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the VPSA or the College President's designee's sanction of restitution, reprimand, restriction, or disciplinary probation, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the VPSA or the College President's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the President.
6. If entitled to an appeal to the President, the student shall have five (5) business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The President or his/her designee's review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the President or his/her designee shall be final and binding.

#### **D. Document Retention**

The VPSA or the College President's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The VPSA or the College President's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and President or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five (5) years.

## GRADE AND OTHER ACADEMIC APPEALS

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Academic Affairs. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Academic Affairs will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Academic Affairs. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

## Academic Misconduct

Academic Misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating; (3) fabrication; and/or (4) plagiarism. Incidents involving Academic Misconduct are handled by Academic Affairs but follow the same judicial process as the Student Disciplinary Procedure

## Student Grievances

Southern Regional Technical College (SRTC) maintains a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

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

- **Informal Grievance Procedure.** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair, or any other staff or faculty member directly involved in the grieved incident.
  2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
- **Formal Grievance Procedure.** Where a student cannot resolve his or her grievance informally, he or she may use this formal grievance procedure.
  1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
    - Name,
    - Date,
    - Brief description of incident being grieved,
    - Remedy requested,

- Signed, and
  - Informal remedy attempted by student and outcome.
2. If the grievance is against the VPSA, the student shall file the grievance with the President.
  3. The VPSA or the College President's designee will investigate the matter and supply a written response to the student within 15 business days.
  4. If the grievance involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the State Board Procedure: Unlawful Harassment and Discrimination of Students.
  5. If the grievance is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure, and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  6. The VPSA or College President's designee shall be granted an additional 15 business days to investigate the grievance upon notice to the aggrieved student.
- **Appeal:** The student may appeal the decision from the VPSA or the College President's designee to the President. Only the student has the right to appeal.
    1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced above.
    2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
    3. At the sole discretion of the President, grievance appeals may be held in one of the following two ways:
      - The President may review the information provided by the student and administration and make the final decision; or
      - The President may appoint a cross-functional committee to make the final decision.
    4. The decision of President or the cross-functional committee shall be made within 10 business days of receipt of the appeal. The decision of the President or committee for the grievance appeal is final.
  - **Retaliation:** Retaliation against a student for filing a grievance is strictly prohibited.
  - **Record Retention:** Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for five (5) years after the graduation of the student or the date of the student's last attendance.

## ADMINISTRATION & FACULTY CREDENTIALS

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### Administration

**Jim Glass (2015)**

*President*

M.Ed., Georgia Southwestern State University  
B.A., Augusta State University

**Christa Herring (2015)**

*Executive Assistant to the President*

M.Ed., Valdosta State University  
B.S., Valdosta State University

**Leigh Wallace (2015)**

*Vice President for Student Affairs*

M.Ed., University of Georgia  
B.B.A., Georgia Southern University

**Mr. Mason Miller (2017)**

*Vice President for Academic Affairs*

M.Ed., Valdosta State University  
B.S., Valdosta State University  
Diploma, Southern Regional Technical College  
ASE Master Certified, L1

**Amy Carter-Davis (2021)**

*Vice President for Economic Development*

B.S., Valdosta State University  
GCED, Carl Vinson Institute, University of Georgia

**Dr. Amy Maison (2015)**

*Vice President for Institutional Advancement*  
Ed.D., University of New England  
M.B.A., Thomas University  
B.S., Florida Metropolitan University  
A.S., City College of Fort Lauderdale

**Carla Barrow (2015)**

*Vice President for Institutional Effectiveness*

M.Ed., Valdosta State University  
B.B.A., Valdosta State University

**Roston Cox (2015)**

*Vice President for Administrative Services*

B.B.A., Valdosta State University  
M.Acc., Kennesaw State University

**Mary Beth Watson (2022)**

*Vice President for Human Resources*

M.Ed., University of Georgia  
B.S., University of Georgia

**Brittany Bryant (2015)**

*Director of Marketing*

M.B.A., Georgia Southwestern State University  
B.B.A., University of Georgia

**George Griffin (2015)**

*Executive Director of Facilities*

M.Ed., Valdosta State University  
B.B.A., Valdosta State University  
A.A.S., Abraham Baldwin Agricultural College  
A.A.S., Abraham Baldwin Agricultural College  
Diploma, Ben Hill – Irwin Technical Institute  
Certificate, George Brown College  
C.D.L., Moultrie Technical College  
Certificate, Moultrie Technical College

**Kathryn Kent (2015)**

*AVP for Academic Affairs*

M.Ed., Valdosta State University  
B.S.Ed., Georgia Southern University

**Bobbie Hester (2016)**

*Dean of Nursing*

M.S.N., Thomas University  
A.S.N., Abraham Baldwin Agricultural College

**Amy Brock (2021)**

*Dean of Health Sciences*

M.S.N., University of South Alabama  
B.S.N., Columbus State  
A.S.N., Darton State College  
A.A., Montgomery College

**Ralph Griffith (2015)**

*Dean of Industrial Technology*



B.S.Ed., Valdosta State University  
A.A.S., Bainbridge State College  
Diploma, Southwest Georgia Technical College

**Susan Davis (2015)**  
*Dean of Professional Services*

M.Ed., Valdosta State University  
B.B.A. Georgia Southwestern State University  
A.S., Abraham Baldwin Agricultural College

**Adriane Thomas (2015)**  
*Dean of Business*

M.S., Colorado Technical University  
B.S., Albany State University

**Charles (Andy) Semones (2015)**  
*Dean of Adult Education*

M.S., Tiffin University  
B.S. Millikin University  
A.A. Richland Community College

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## Full-Time Faculty

**Crysta Andrews (2021)**  
*Health Information Management Technology*

B.S., Walden University  
A.A.S., Darton State College  
Diploma, Southern Regional Technical College

**Beverly Bailey (2015)**  
*Adult Education*

M.A.T., Valdosta State University  
B.S., Valdosta State University  
A.A.S., Abraham Baldwin Agricultural College

**Marvin Bannister (2020)**  
*Manufacturing Engineering Technology*

M.S. Purdue University  
B.A.S. Arizona State University  
A.A.S. New River Community College  
Diploma, Forbes Road Career and Technology Center

**Athalena Benton (2015)**  
*Associate of Science in Nursing, Program Chair*

M.S.N., Thomas University  
B.S.N., Medical College of Georgia  
B.S., Georgia Southern University

**Katrina Bohanon (2024)**  
*Surgical Technology*

AAS- Southern Regional Technical College  
CST- Moultrie Technical College

**Kerrie Boyett (2015)**  
*Paramedicine*

M.S., Jacksonville State University  
B.S., University of South Alabama  
A.A.S., Southern Regional Technical College  
Diploma, Southern Regional Technical College

**Bradley Braswell (2018)**  
*Welding*

Diploma, Southern Regional Technical College

**Sara Brown (2023)**  
*Paramedicine*

A.S., Albany State University  
CCP, Albany Technical College  
EMT/Paramedic Diploma, Darton State College

**Samantha Bruner (2021)**  
*Commercial Driving*

C.D.L., Department of Motor Vehicles  
Certified Third Party CDL Examiner, State of Georgia

**Jill Burnette (2015)**  
*Medical Assisting*

A.A.S., Moultrie Technical College  
Diploma, Moultrie Technical College

**Sadie Burke (2023)**  
*Associate of Science in Nursing*

D.N.P., Medical University of South Carolina  
M.S.N., Medical University of South Carolina  
B.S.N., Medical University of South Carolina  
B.S.E.P., Valdosta State University

**Dr. Martin Campa (2019)**  
*Natural Sciences*

MD, Augusta University  
BS, Valdosta State University

**Julie Cannarella (2019)**  
*Patient Care Assisting/Nurse Aide*

B.S., South University  
A.S., Darton State College

**Gina Chambers (2020)**  
*Surgical Technology*

B.S.Ed. Valdosta State University  
A.A.S., Southern Regional Technical College  
Diploma, Moultrie Technical College

**Drew Clark (2017)**  
*Electronics Technology*

Electronic Technology Diploma, Moultrie Technical College  
Industrial Systems Technology Diploma, Moultrie Technical College  
Basic Electrical Maintenance Technology Certificate, Moultrie Technical College

**Mindy Clark (2019)**  
*Paramedicine*

M.S., Jacksonville State University  
B.S., University of South Alabama  
A.A.S., Southern Regional Technical College

**Robby Crawford (2023)**  
*Commercial Driving*

C.D.L., Department of Motor Vehicles  
Certified Third Party CDL Examiner, State of Georgia

**Ruth Crockett (2015)**  
*Patient Care Assisting/Nurse Aide*

B.S.N., Thomas University  
A.S., Darton State College

**Robert (Rusty) Day (2015)**  
*Criminal Justice Technology*

M.S., Valdosta State University  
B.S., Thomas University  
A.A.S., Southwest Georgia Technical College

**Ricky Day (2023)**  
*Barbering*

Master Barber License, Georgia Secretary of State,  
Board of Barber and Cosmetology  
Barbering Diploma, Wiregrass Georgia Technical College

**Willie DeBruce (2018)**  
*Automotive Technology*

A.S., Nashville Auto Diesel College

**LaDonna Delk (2015)**  
*Adult Education*

M.Ed., Valdosta State University  
B.S., Albany State College

**Carlton Denton (2023)**  
*Welding and Joining Technology*

TCC - Taylor Technical Institute (Big Bend)

**Jay Dowdy (2023)**  
*Commercial Driving*

C.D.L., Department of Motor Vehicles

**Leslie Elkins (2020)**  
*Mathematics*

Ed.S., Thomas University  
M.Ed., Thomas University  
B.S., Thomas University

**Owen Elkins (2018)**  
*Electrical Systems Technology*

A.A.S., Bainbridge College  
Diploma, Bainbridge College

**Myles Foister (2022)**  
*Welding and Joining Technology*

Diploma, Southwest Georgia Technical College

**E. Brooke Gagnon (2022)**  
*Radiology Clinical Coordinator*

A.S., Florida State College

**Poulomi Ghatak (2016)**

*Mathematics*

M.S., University of Calcutta  
B.S., University of Calcutta

**Lisa Gilbert (2024)**

*Patient Care Assisting*

B.S.N, Thomas University  
A.S. in Nursing, Darton College

**Christa Graham (2024)**

*Natural Sciences*

M. Ed. Secondary Math Education, Thomas University  
B. S. Middle Grades Education, Thomas University

**Brian Gray (2022)**

*Commerical Driving*

C.D.L., Department of Motor Vehicles

**Dr. Jeremy Green (2019)**

*Land, Forest, Wildlife Management*

Ph.D., North Carolina University  
B.S. University of Florida

**Dr. Maribel Greene (2023)**

*Humanities & Fine Arts*

Ph. D., Composition and Applied Linguistics, Indiana University of Pennsylvania  
M. A., English, Georgia Southwestern University  
B.A. English, Brewton Parker College

**Cori Griffin (2016)**

*Mathematics*

M.Ed., Thomas University  
B.S.Ed., Valdosta State University  
A.S., Bainbridge College

**Greg Hall (2022)**

*Film Technology*

A.A.P., Wiregrass Technical College

**Jerry Hancock (2024)**

Social & Behavioral Sciences

M.A., Georgia State University

B. A., Georgia State University

**Terry Harper (2015)**

*Associate of Science in Nursing*

M.S.N., University of Phoenix

B.S.N., University of Phoenix

A.D.N., Darton State College

Diploma, Thomas Technical Institute

**Elizabeth Harrell**

*Land, Forest, Wildlife Management*

M.S., Mississippi State University

M.S., University of West Alabama

B.S., Mississippi State University

**Sherry Harrison (2016)**

*Medical Assisting*

B.S. Ed., Valdosta State University

A.A.S., Southwest Georgia Technical College

Diploma, Southwest Georgia Technical College

**Shakerra Hill (2024)**

*Social & Behavioral Science*

M. S., Capella University

B. S., Valdosta State University

**Jeff Hobbs (2015)**

*Commercial Driving*

C.D.L., Department of Motor Vehicles

Certified Third Party CDL Eximiner, State of Georgia

**Hannah Holmes (2015)**

*Humanities and Fine Arts*

M.A., Valdosta State University

B.A., Valdosta State University

**Richard Hancock (2023)**

*Carpentry*

**Molly Jacobs (2015)**

*Patient Care Assisting/Nurse Aide*

B.S.N., Georgia Southern University

**Devon S. Jackson (2021)**

*Humanities and Fine Arts*

M.F.A., Southern New Hampshire University

B.A., Southern New Hampshire University

A.A., University of Phoenix

**Dr. Latasha Jackson (2018)**

*Social and Behavioral Sciences*

Ph.D., Capella University

M.S., Capella University

B.S., Thomas University

A.A., Bainbridge College

**Hayley Jarvis (2023)**

*Early Childhood Care and Education*

B.S. Brewton-Parker College

M.Ed., Georgia Southwestern State University

**Carolyn Jones (2015)**

*Early Childhood Care and Education*

M.A., Ashford University

B.S., Valdosta State University

**Margaret Kelly (2015)**

*Adult Education*

M.A., University of Massachusetts

B.S., Salem State College

A.A., Berkshire Community College

**Karen Kelso (2021)**

*PCA/Nurse Aide*

M.S.N., Valdosta State University

B.S.N., Thomas University

Diploma, Georgia Baptist College of Nursing – Mercer University

**Karl Kemper (2018)**

*Welding and Joining Technology*

M.Ed, University of Georgia

B.S., University of Georgia

Diploma, Southwest Georgia Technical College

**Ronda Kirkpatrick (2015)**

*Patient Care Assisting/Nurse Aide*

M.S.N., Thomas University

B.S.N., Thomas University

**Dr. Jami Lacey (2018)**

*Natural Sciences*

M.D., Medical College of Georgia

B.S., Armstrong Atlantic

**Debra Little (2023)**

*Cosmetology*

A.A.S., Southern Regional Technical College

Diploma, Southern Regional Technical College

**Dr. Luis Marin (2023)**

*Natural Sciences*

M.D., University of Carabobo

**Crysta Masego (2021)**

*Health Information Management Technology*

M.S., Walden University

B.S., Walden University

A.A.S., Darton State College

Diploma, Southern Regional Technical College

**Dr. Jennifer Mason (2018)**

*Veterinarian*

D.V.M., The University of Georgia

B.S., The University of Georgia

**Stephen Mathis (2015)**

*Industrial, Electrical, Design, and Construction*

A.A.S., Electrical Systems Technology, Southern Regional Technical College

A.A.S., Industrial Systems Technology, Southern Regional Technical College

Certificate, Moultrie Technical College

Licensed Electrician - Unrestricted, Georgia

**Sonja McDonald (2015)**

*Cosmetology*

License, Master Cosmetology

**Dr. Shawn Merritt (2023)**

*Humanities and Fine Arts*

Ph.D., Georgia State University  
M.A., Valdosta State University  
B.A. Georgia Southwestern University

**Dr. Joel Moore (2015)**

*Natural Sciences*

Ed.D., University of Southern Mississippi  
M.S., Florida State University  
B. S., University of Southern Mississippi  
A. S. Pearl River Community College

**Tim Morton (2015)**

*Automotive Collision and Refinishing*

Diploma, Wiregrass Georgia Technical College

**Benjie Nobles (2021)**

*Criminal Justice Technology*

M.S., Albany State University  
B.S., Albany State University

**Alisha Nugent (2022)**

*Practical Nursing*

A.S.N., Abraham Baldwin Agricultural College

**Dr. Temple Ogundu (2020)**

*Business Management*

Ed.D., Grand Canyon University  
MBA., Alabama A&M University  
B.S., Alabama A&M University

**Mary Ortiz-Jordan (2023)**

*Practical Nursing*

B.S.N., Western Governor's University  
A.S.N., Southern Regional Technical College  
A.A.S., Southern Regional Technical College

**Michael Page (2022)**

*Commerical Truck Driving*

C.D.L., Department of Motor Vehicles  
Certified Third Party CDL Examiner, State of Georgia

**Leigh Pannell (2015)**

*Mathematics*

Ed.S., Kennesaw University  
M.Ed., Valdosta State University  
B.S. Valdosta State University

**Denise Parker (2018)**

*Business Technology*

M.Ed., Valdosta State University  
B.B.A., Valdosta State University  
A.S., Bainbridge State College

**Jamie Parrott (2024)**

*Automotive Technology*

B.S., Valdosta State University  
ASE Master Technician

**Shata D. Parson (2017)**

*Cosmetology*

Diploma, Thomas Technical Institute

**Felisha Pearson-Martin (2018)**

*Associate of Science in Nursing*

B.S.N., University of Phoenix  
A.S.N., Southwest Georgia Technical College

**Jeffery Scott Penuel (2022)**

*Carpentry*

**Sharon Poitevint (2015)**

*Veterinary Technology*

A.S., Abraham Baldwin Agricultural College

**Dr. Amanda Price (2018)**

*Radiologic Technology*

Ph.D., Mercer University  
M. Ed., Valdosta State University  
B.S., DeVry University  
A.S., Southern Regional Technical College

**Missy Pullen (2015)**

*Paramedicine*

M.S., Jacksonville State University  
B.S.N., University of Phoenix  
A.S.N., Darton State College  
EMT/Paramedic Diploma, Valdosta Technical College

**Deborah Quick (2016)**

*Patient Care Assisting/Nurse Aide*

A.S.N., Southwest Georgia Technical College

**Dr. Saul Ramos-Aguilar (2022)**

*Natural Sciences*

M.D., Autonomous University of Honduras

**Ariel Register (2022)**

*Early Childhood Care and Education*

M.A., Georgia Southern University

B.S., Augusta University

**Barry Reynolds (2018)**

*Computer Information Systems*

M.S., Georgia Southwestern State University

B.S., Troy State University

**Denik Revels (2016)**

*Business Management*

M.B.A., Thomas University

B.S., Thomas University

A.S., Georgia Military College

**Laura Roberts (2022)**

*Associate of Science in Nursing*

M.S.N., Valdosta State University

B.S.N., Georgia Southern University

A.S.N., Abraham Baldwin Agricultural College

**Thamantha (Tammy) Roberts (2015)**

*Drafting Technology and Civil Engineering Technology*

A.A.S., Southwest Georgia Technical College

**Ken Robison (2015)**

*Carpentry*

Diploma, Moultrie Technical College

**Julie Shores (2019)**

*Cosmetology*

Diploma, Albany Technical College

**Gina Sierra (2018)**

*Medical Assisting*

M.Ed., Valdosta State University

B.S.Ed., Valdosta State University

A.S., Albany State University

A.A.S., Moultrie Technical College

**Brad Simmons (2015)**

*Welding and Joining Technology*

Diploma, Moultrie Technical College

**Tracy Siquefield (2024)**

*Respiratory Care*

A.A.S. George C. Wallace Community College

**Tarnishia Sirmans (2016)**

*Associate of Science in Nursing*

M.S.N., University of Phoenix

M.H.A., University of Phoenix

B.S.N., Georgia Southern University

A.S.N., Abraham Baldwin Agricultural College

**Jay Sizemore (2023)**

*Mathematics*

M.S., Valdosta State University

B.S., Valdosta State University

**Shae Spivey (2022)**

*Practical Nursing*

M.S.N., South University

B.S.N., South University

A.S.N., South Georgia College

**Hope Sledge (2018)**

*Cosmetology*

Diploma, East Central Technical College

**Georgia Vickie Smith (2015)**

*Clinical Laboratory Technology*

M.B.A., Ashford University

B.S., Thomas University

A.A.S., Southern Regional Technical College

**Marvin Smith (2015)**

*Industrial Systems Technology*

Diploma, Moultrie Technical College

**Vester Smith (2024)**

*Respiratory Care*

Ed.S. Liberty University  
M.Ed., Grand Canyon University  
B.S.B.M., Troy University  
A.A.S., Albany State University

**Kelvin Snell (2024)**

*Air Conditioning Technology*

Diploma, Interactive College of Technology

**Dr. Jay Snodgrass (2015)**

*Humanities and Fine Arts*

Ph.D. Florida State University  
M.F.A., Florida International University  
B.A., Virginia Commonwealth University

**Buffie Spencer (2015)**

*Radiologic Technology*

M.S., Capella University  
B.S., Valdosta State University  
A.A.S., Thomas University  
Diploma, Southwest Georgia Technical College

**Kris Strawder (2015)**

*Computer Information Systems*

B.A., LaGrange College  
A.S., Darton State College

**Scottie Strickland (2025)**

*Automotive Technology*

A.S. Albany State University

**Robert Stokes (2015)**

*Computer Information Systems*

M.Ed., Trinity University  
M.S., Webster University  
B.S. University of Florida

**Allison Taylor (2024)**

*Radiologic Technology*

A.S., Southern Regional Technical College

**Clifton Taylor (2016)**

*Welding and Joining Technology*

**Melody Tawzer (2015)**

*Accounting*

M.B.A, Albany State University  
B.B.A., Valdosta State University  
A.S., Abraham Baldwin Agricultural College

**Angela Thomas (2023)**

*Associate of Science in Nursing*

MSN, Georgia Southwestern State University  
BSN, Georgia Southwestern State University  
BS, Georgia Southwestern State University

**Dr. Nakeya Thomas-Woods (2024)**

*Natural Sciences*

Doctor of Chiropractic, Life University  
B. S. Biology, Lane College

**Jason Tillman (2015)**

*Humanities and Fine Arts*

M.A, Valdosta State University  
B.A., Valdosta State University

**Jace Tison (2022)**

*Welding and Joining Technology*

Diploma, Southern Regional Technical College

**James Tompkins (2015)**

*Cosmetology*

Diploma, Moultrie Technical College

**Paul Tompkins (2015)**

*Cosmetology*

Diploma, Moultrie Technical College

**Michaela Underwood (2015)**

*ALHS Faculty*

Diploma, Moultrie Technical College

**Mari Valadez (2024)**

*ASN Faculty*

M.S.N. - Georgia Southwestern State University (2024)  
B.S.N. - North Florida Community College (2018)  
A.S.N. - North Florida Community College (2016)  
B.S. - Southwestern Assemblies of God University  
(2009)

**Dr. Heidi Von Itter (2015)**

*Natural Sciences*

D.C., Life University  
B.S., Berry College

**Angela Gwen Walker (2016)**

*Patient Care Assisting/Nurse Aide*

A.S.N., Darton State College

**Ben White (2018)**

*Computer Information Systems*

M.S., Florida State University  
B.S., Florida State University

**Gwen White (2015)**

*Patient Care Assisting/Nurse Aide*

A.S.N., Darton State College

**William White (2018)**

*Cosmetology*

A.S.N., Darton State College

**Meagan Whiddon (2023)**

*Commercial Driving*

C.D.L., Department of Motor Vehicle

**Mike Williams (2021)**

*Automotive Technology*

Diploma, Ben Hill Irwin Technical Institute

**Erica Wilson (2017)**

*Health Information Management Technology*

Ed.D., Grand Canyon University  
M.S., College of Saint Scholastica  
M.S., University of Phoenix  
B.S., University of Phoenix  
A.A., University of Phoenix

**Kerrie Wilson (2015)**

*Commercial Driving*

C.D.L., Department of Motor Vehicles  
Certified Third Party CDL Examiner, State of Georgia

**Dr. Eric Woods (2025)**

*Natural Sciences*

Doctor of Chiropractic, Life University  
M. S. in Exercise Science, The University of South  
Alabama  
B. S. Biology, Lane College

**Ann Young (2015)**

*Accounting*

M.S., Liberty University  
B.S., DeVry University  
A.S., Valdosta Technical College



**ACCT 0000 - Accounting Elective (9 Credits)**

9 Credits

Accounting Electives (9 Credits)

**ACCT 0000 - Accounting Elective (3 Credits)**

3 Credits

Accounting Electives (3 Credits)

**ACCT 1100 - Financial Accounting I**

4 Credits

*Pre-requisite(s): Program Admission or Advisor Approval*

Introduces the basic financial accounting 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 for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

**ACCT 1105 - Financial Accounting II**

4 Credits

*Pre-requisite(s): ACCT 1100 (For Provisional Students: Advisor Approval and ACCT 1100)*

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.

**ACCT 1115 - Computerized Accounting**

3 Credits

*Pre-requisite(s): COMP 1000, ACCT 1100*

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

**ACCT 1120 - Spreadsheet Applications**

4 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

**ACCT 1125 - Individual Tax Accounting**

3 Credits

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits and tax calculations.

**ACCT 1130 - Payroll Accounting**

3 Credits

*Pre-requisite(s): ACCT 1100*

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.

### **ACCT 2000 - Managerial Accounting**

3 Credits

*Pre-requisite(s): ACCT 1105*

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

### **ACCT 2100 - Accounting Internship I**

4 Credits

*Pre-requisite: 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.

### **ACCT 2115 - Bookkeeper Certification Review**

3 Credits

*Pre-requisite(s): ACCT 1105, ACCT 1130*

Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

### **ACCT 2140 - Legal Environment of Business**

3 Credits

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

### **ACCT 2145 - Personal Finance**

3 Credits

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.

### **ACCT 2155 - Principles of Fraud Examination**

3 Credits

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

### **ACRP 1000 - Introduction to Auto Collision Repair**

4 Credits

*Pre-Requisite(s): Provisional Admission*

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces vehicle construction types and the parts identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

**ACRP 1005 - Automobile Component Repair and Replacement**

4 Credits

*Co-Requisite(s): ACRP 1000*

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

**ACRP 1010 - Foundations of Collision Repair**

5 Credits

*Co-Requisite(s): ACRP 1000, ACRP 1005*

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

**ACRP 1015 - Fundamentals of Automotive Welding**

4 Credits

*Co-Requisite(s): ACRP 1000*

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

**ACRP 1017 - Mechanical and Electrical Systems I**

4 Credits

*Co-Requisite(s): ACRP 1000*

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 1019 - Mechanical and Electrical Systems II**

5 Credits

*Co-Requisite(s): ACRP 1000*

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 2001 - Introduction to Auto Painting and Refinishing**

5 Credits

*Co-Requisite(s): ACRP 1000, ACRP 1010*

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

**ACRP 2002 - Painting and Refinishing Techniques**

5 Credits

*Co-Requisite(s): ACRP 1000, ACRP 2001*

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

**ACRP 2009 - Refinishing Internship**

2 Credits

*Pre-Requisite(s): ACRP 1000*

*Co-Requisite(s): ACRP 2001, ACRP 2002*

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

**ACRP 2010 - Major Collision Repair**

5 Credits

*Pre-Requisite(s): ACRP 1000*

*Co-Requisite(s): ACRP 1005*

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course also provides instruction on the hydraulic systems, analysis, estimating and measurement of automobile frames and bodies.

**ACRP 2015 - Major Collision Replacements**

5 Credits

*Pre-Requisite(s): ACRP 1000*

*Co-Requisite(s): ACRP 2010*

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

**ACRP 2019 - Major Collision Repair Internship**

2 Credits

*Pre-Requisite(s): ACRP 1000*

*Co-Requisite(s): ACRP 2010, ACRP 2015*

Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

**ACRP 2108 - Refinishing Internship I**

1 Credits

*Pre-Requisite(s): ACRP 1000*

Provides occupation based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors, and detailing.

**ACRP 2109 - Refinishing Internship II**

1 Credits

*Pre-requisite(s): ACRP 2118*

Provides occupation based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors, and detailing.

**ACRP 2118 - Major Collision Repair Internship**

1 Credits

*Pre-requisite(s): ACRP 1000**Co-requisite(s): ACRP 2010, ACRP 2015*

Provides continued occupation based learning opportunities for students pursuing the major collision Repair specialization. Students will be mentored by qualified professional technicians as they experience working in the automotive collision repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

**ACRP 2119 - Major Collision Repair Internship II**

1 Credits

*Pre-requisite(s): ACRP 2118*

Provides continued occupation based learning opportunities for students pursuing the major collision Repair specialization. Students will be mentored by qualified professional technicians as they experience working in the automotive collision repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and featuring systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

**AIRC 1005 - Refrigeration Fundamentals**

4 Credits

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

**AIRC 1010 - Refrigeration Principles and Practices**

4 Credits

*Co-requisite(s): AIRC 1005*

This course introduces the student to basic refrigeration system principles and practices. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and refrigeration safety.

**AIRC 1020 - Refrigeration Systems Components**  
4 Credits

*Co-requisite(s): AIRC 1010*

This course provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

**AIRC 1030 - HVACR Electrical Fundamentals**  
4 Credits

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**AIRC 1040 - HVACR Electrical Motors**  
4 Credits

*Co-requisite(s): AIRC 1030*

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

**AIRC 1050 - HVACR Electrical Components and Controls**  
4 Credits

Provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for : transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.

**AIRC 1060 - Air Conditioning System Applications and Installat**  
4 Credits

Provides instruction on the design and installation of residential air conditioning systems. Topics include: heat load studies, dual design procedures, split-systems, packaged systems, system wiring , control circuits and safety.

**AIRC 1070 - Gas Heat**  
4 Credits

*Co-requisite(s): AIRC 1030*

This course introduces principles of combustion, installation and service requirements for gas heating systems. Topics include: installation, servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**AIRC 1080 - Heat Pumps and Related Systems**  
4 Credits

*Co-requisite(s): AIRC 1010, AIRC 1030*

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, reversing valves, and troubleshooting techniques.

**AIRC 1090 - Troubleshooting Air Conditioning Systems**  
4 Credits

*Co-requisite(s): AIRC 1010, AIRC 1030*

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include: air flow, air filters, psycho metrics, troubleshooting techniques, electrical controls, the refrigeration cycle, electrical servicing procedures and safety.

**ALHS 1011 - Structure and Function of Human Body**  
5 Credits

*Pre-requisite(s): Program Admission*

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.

**ALHS 1040 - Introduction to Health Care**  
3 Credits

*Pre-requisite(s): Provisional Admission*

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1058 - Laboratory Screening and Monitoring**  
3 Credits

*Pre-requisite(s): PHLT 1030*

Introduces students to specific patient care techniques and to point of care testing. Topics include: lab equipment function and troubleshooting, and quality assurance and control.

**ALHS 1060 - Diet and Nutrition for Allied Health Services**  
2 Credits

*Pre-requisite(s): Program Admission*

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education. This course is the equivalent of PNSG 1030 û Clinical Nutrition and PNSG 2010 û Diet and Nutrition for Allied Health Sciences.

**ALHS 1090 - Medical Terminology for Allied Health Sciences**  
2 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

**AMCA 2110 - CNC Fundamentals**  
4 Credits

*Pre-requisite(s): Provisional Admission* Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, and introduction to CAD/CAM.

**AMCA 2130 - CNC Mill Manual Programming**  
5 Credits

*Pre-requisite(s): Provisional Admission* Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, and program run and editing of programs.

**AMCA 2150 - CNC Lathe Manual Programming**  
5 Credits

*Pre-requisite(s): Provisional Admission* Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, and program run and editing programs.

**AMCA 2170 - CNC Practical Applications**

4 Credits

Pre-requisite(s): Provisional Admission Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

**AMCA 2190 - CAD/CAM Programming**

4 Credits

Pre-requisite(s): Provisional Admission Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

**ARTS 1101 - Art Appreciation**

3 Credits

*Pre-requisite(s): Appropriate Degree Level Writing (English) and Reading Placement Test Scores*

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

**AUMF 1120 - Programmable Controllers**

5 Credits

*Pre-Requisite(s): Provisional Admission*

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

**AUMF 1150 - Introduction to Robotics**

3 Credits

*Pre-Requisite(s): AUMF 1120*

This course explores basic robotic concepts and studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

**AUMF 1580 - Automated Manufacturing Skills**

3 Credits

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

**AUTT 1010 - Automotive Technology Intro**

2 Credits

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

**AUTT 1011 - Basic Auto Maintenance and Light Repair I**

6 Credits

*Co-requisite(s): AUTT 1010*

This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops. Fundamentals service procedures are also covered.



**AUTT 1012 - Basic Auto Maintenance and Light Repair II**

6 Credits

*Pre-requisite(s): AUTT 1010; AUTT 1011*

This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

**AUTT 1013 - Basic Auto Maintenance and Light Repair III**

6 Credits

*Pre-requisite(s): AUTT 1012*

This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

**AUTT 1020 - Automotive Electrical Systems**

7 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces automotive electrical systems, emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster, and driver information systems, and the body electrical systems.

**AUTT 1021 - Automotive Electrical Systems I**

4 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces automotive electrical systems, emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

**AUTT 1022 - Automotive Electrical Systems II**

3 Credits

*Co-requisite(s): AUTT 1021*

This course emphasizes the basic principles, diagnosis, and service/ repair of charging systems, advanced lighting systems, instrumental cluster and driver information systems and body electrical systems.

**AUTT 1030 - Automotive Brake Systems**

4 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces brake systems theory and its application to automotive braking systems and anti-lock brake system (ABS). Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; related systems (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

**AUTT 1040 - Automotive Engine Performance**

7 Credits

*Pre-requisite(s): AUTT 1020 or AUTT 1021 and AUTT 1022*

This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair.

**AUTT 1041 - Automotive Engine Performance I**  
3 Credits

*Pre/Co-requisite(s): AUTT 1020 or AUTT 1021 and AUTT 1022*

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

**AUTT 1042 - Automotive Engine Performance II**  
4 Credits

*Pre-requisite(s): AUTT 1020 or AUTT 1022*

This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

**AUTT 1050 - Auto Suspension and Steering Systems**  
4 Credits

*Pre-requisite(s): AUTT 1010*

This course introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

**AUTT 1060 - Automotive Climate Control Systems**  
5 Credits

*Pre-requisite(s): AUTT 1020 OR AUTT 1022*

This course introduces the theory and operation of automotive heating, ventilation and air conditioning systems (HVAC). Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

**AUTT 1070 - Automotive Technology Intern**  
4 Credits

*Pre-requisite(s): AUTT 1010, (AUTT 1020 OR AUTT 1022), AUTT 1030*

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

**AUTT 2010 - Automotive Engine Repair**  
6 Credits

*Co-requisite(s): AUTT 1010*

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

**AUTT 2011 - Automotive Engine Repair I**  
3 Credits

*Co-requisite(s): AUTT 1010*

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

**AUTT 2012 - Automotive Engine Repair II**  
3 Credits

*Co-requisite(s): AUTT 2011*

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include: advanced cylinder heads and valve trains diagnosis and repair; and engine block assembly, diagnosis and repair.

**AUTT 2020 - Automotive Manual Drive Train and Axles**  
4 Credits

*Pre/Co-requisite(s): AUTT 1010*

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: general drive train diagnosis; clutch diagnosis and repair; manual transmission/transaxles diagnosis and repair; drive shaft and half shaft, universal and constant velocity (CV) joint diagnosis and repair; drive axle diagnosis and repair; and four-wheel drive/all wheel drive component diagnosis and repair.

**AUTT 2030 - Automatic Transmissions and Transaxles**  
5 Credits

*Co-requisite(s): AUTT 1020 OR AUTT 1022*

Introduces students to basic automatic transmission / transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

**BARB 1000 - Introduction to Barber/Styling Implements**  
3 Credits

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

**BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology**

3 Credits

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

**BARB 1022 - Shampooing**

3 Credits

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

**BARB 1024 - Basic Haircutting**

3 Credits

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

**BARB 1030 - Haircutting/Basic Styling**

3 Credits

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques

**BARB 1040 - Shaving**

3 Credits

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

**BARB 1050 - Science: Anatomy and Physiology**

3 Credits

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

**BARB 1060 - Introduction to Color Theory/Color Application**

3 Credits

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

**BARB 1072 - Chemical Permanent Waving**

3 Credits

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provide instruction in the application of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

**BARB 1074 - Chemical Hair Relaxers**

3 Credits

This course builds on the Introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, times permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

**BARB 1082 - Practicum I**

4 Credits

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

**BARB 1084 - Practicum II**

4 Credits

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

**BARB 1090 - Facial and Facial Treatments**

4 Credits

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

**BARB 1100 - Live Work Practicum**

4 Credits

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

**BARB 1110 - Shop Management/Ownership**

4 Credits

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

**BIOL 1111 - Biology I**

3 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): BIOL 1111L*

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1111L - Biology I Lab**

1 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): BIOL 1111*

Selected Lab exercises paralleling the topics in BIOL 1111. The lab exercises include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1112 - Biology II**

3 Credits

*Pre-requisite(s): BIOL 1111, BIOL 1111L*

*Pre/Co-requisite(s): BIOL 1112L*

Provides an introduction to basic animal and plant diversity, structure and function, including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 1112L - Biology II Lab**

1 Credits

*Pre-requisite(s): BIOL 1111, BIOL 1111L*

*Co-requisite(s): BIOL 1112*

Selected lab exercises paralleling the topics in BIOL 1112. The lab exercises for this course include classification and characterization of organisms, plant structure and function, animal structure and function and principles of ecology and biosphere.

**BIOL 2113 - Anatomy and Physiology I**

3 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): BIOL 2113L, ENGL 1101*

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

**BIOL 2113L - Anatomy and Physiology I Lab**

1 Credits

*Co-requisite(s): BIOL 2113; ENGL 1101*

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

**BIOL 2114 - Anatomy and Physiology II**  
3 Credits

*Pre-requisite(s):* BIOL 2113, BIOL 2113L

*Co-Requisite(s):* BIOL 2114L

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2114L - Anatomy and Physiology II Lab**  
1 Credits

*Pre-requisite(s):* BIOL 2113 and BIOL 2113L

*Co-Requisite(s):* BIOL 2114

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 - Introductory Microbiology**  
3 Credits

*Pre-requisite(s):* (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L)

*Co-Requisite(s):* BIOL 2117L

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BIOL 2117L - Introductory Microbiology Lab**  
1 Credits

*Pre-requisite(s):* (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L)

*Co-Requisite(s):* BIOL 2117

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BMET 1231 - Medical Equipment Funct & Op I**  
4 Credits

Introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

**BMET 1232 - Med Equip Funct & Op I Intern**  
4 Credits

*Co-Requisites:* BMET 1231

This course compliments the online study with hands-on electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

**BMET 2242 - Med Equip Funct & Op II**  
4 Credits

*Pre-requisite(s): BMET 1231*

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

**BMET 2243 - Med Equip Func & Op II Intern**  
4 Credits

*Co-Requisites: BMET 2242*

Continues the hands-on application for electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

**BUSN XXXX - BUSN Guided Elective**  
3 Credits

**BUSN xxxx - BUSN Guided Elective**  
4 Credits

**BUSN 1000 - Computers in Healthcare**  
3 Credits

Introduces the fundamental concepts, terminology, and operations necessary to use computers in a business healthcare setting. Emphasis is placed on familiarity with basic computer functions and computer use; the role of information technology in business healthcare decision-making; and legal, ethical, and privacy issues related to computer use in the business healthcare environment. Topics include an introduction to computer terminology, the Windows environment, Cloud computing, data security, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

**BUSN 1010 - Medical Terminology, Anatomy, and Diseases for Bus**  
6 Credits

Focuses on medical terminology, anatomy, and diseases and disorders of each major human body system: Integumentary System, Skeletal System, Muscular System, Nervous System, Sensory System, Endocrine System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, Reproductive Systems of the Male and Female, and Development, Heredity, and Genetics

**BUSN 1015 - Introduction to Healthcare Reimbursement**  
3 Credits

*Pre-requisites: One Required*  
ALHS 1090 - Medical Terminology for Allied Health Sciences  
BUSN 1010 - Medical Terminology, Anatomy, and Diseases for Business  
BUSN 2300 - Medical Terminology

This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

**BUSN 1100 - Introduction to Keyboarding**  
3 Credits

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.



**BUSN 1190 - Digital Technologies in Business**

2 Credits

*Pre-Requisite(s): COMP 1000*

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

**BUSN 1240 - Office Procedures**

3 Credits

*Pre-requisite(s): COMP 1000*

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.

**BUSN 1300 - Introduction to Business**

3 Credits

*Pre-Requisite(s): Program Admission*

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies, and financial management.

**BUSN 1400 - Word Processing Applications**

4 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

**BUSN 1410 - Spreadsheet Concepts and Applications**

4 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

**BUSN 1420 - Database Applications**

4 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting, and sharing data and managing and maintaining databases.

**BUSN 1430 - Desktop Publishing and Presentation Applications**

4 Credits

*Pre-requisite(s): COMP 1000*

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises, and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

**BUSN 1440 - Document Production**

4 Credits

*Pre-requisite(s): Demonstrated ability to key at least 25 wpm on a 3-minute timing with no more than 3 errors.*

*Pre/Co-requisite(s): COMP 1000*

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.

**BUSN 1450 - Computer Applications for the Business Professional**

4 Credits

*Pre-requisites: COMP 1000 - Introduction to Computer Literacy*

This course covers the basic skills required to use word processing, spreadsheet and database management software through course demonstrations, laboratory exercises and projects.

**BUSN 1460 - Keyboarding and Document Formatting**

4 Credits

*Pre-requisites: COMP 1000 - Introduction to Computer Literacy*

This course introduces and reinforces the touch system of keyboarding; placing emphasis on establishing correct techniques and building speed and accuracy. In addition, this course introduces and applies document formatting skills including production of memos, email messages and letter from scratch using various styles and special features. Focus includes using correct grammar, spelling, punctuation, capitalization, number expressions, etc.

**BUSN 1470 - Professional Communication Skills**

3 Credits

This course equips participants with the tools to communicate and interact more effectively in person and in writing. Participants learn how to work in teams to create a collaborative environment for accomplishing goals. This course consists of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. This course incorporates the use of presentation software throughout to support the mission of professional communication skill development.

**BUSN 2130 - Expert Spreadsheet Analysis**

3 Credits

*Pre-requisites: BUSN 1450 - Computer Applications for the Business Professional*

This course expands on basic spreadsheet software knowledge and skills. Topics will include: advanced workbook options and setting, applying custom formats and layouts, creating and applying advanced formulas and creating advanced charts and tables. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

**BUSN 2140 - Expert Word Processing**

3 Credits

*Pre-requisites: BUSN 1450 - Computer Applications for the Business Professional*

This course expands on basic word processing knowledge and skills. Topics will include managing document options and settings, creating advanced documents and using advanced tools to create document elements and references. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

**BUSN 2150 - Social Media and Electronic Communication**

3 Credits

*Pre-requisites: COMP 1000 - Introduction to Computer Literacy*

Provides an overview of digital technology used for conducting business, such as, the fundamentals of communicating with others inside and outside the organization. Students will learn the application of business activities using various digital platforms. Emphasis is placed on Professional Social Media Conduct and Workplace Computer Security and Safety.

**BUSN 2160 - Electronic Mail Applications**

2 Credits

*Pre-requisite(s): Program Admission, COMP 1000*

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

**BUSN 2190 - Business Document Proofreading and Editing**

3 Credits

*Pre-requisite(s): ENGL 1010 or ENGL 1101*

*Co-requisite(s): BUSN 1440*

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2200 - Office Accounting**

4 Credits

*Pre-requisite(s): Program Admission*

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

**BUSN 2210 - Applied Office Procedures**

3 Credits

*Pre-requisite(s): BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440*

*Co-Requisite(s): BUSN 2190, (ACCT 1100 or BUSN 2200)*

This course focuses on applying knowledge and skills learned in 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.

**BUSN 2240 - Busn Admin Assistant Intern I**  
4 Credits

*Pre-requisite(s): Must be in the last semester of the program or advisor approval.*

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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2290 - Applied Business Technology**  
3 Credits

*Pre-requisites: BUSN 1240 - Office Procedures, BUSN 1460 - Keyboarding and Document Formatting, BUSN 2130 - Expert Spreadsheet Analysis, BUSN 2140 - Expert Word Processing*

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, records management skills, office management skills and career readiness. This course serves as a capstone course.

**BUSN 2300 - Medical Terminology**  
2 Credits

*Pre-requisite(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.

**BUSN 2310 - Anatomy and Terminology for the Medical Administra**  
3 Credits

*Pre-requisites: All Required*

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 structures, body functions, and medical terminology.

**BUSN 2320 - Med DocProcess/Transcription**  
4 Credits

*Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), ENGL 1010*

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.

**BUSN 2330 - Adv Med Doc Process/Transcript**  
4 Credits

*Pre-requisite(s): BUSN 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.

**BUSN 2340 - Healthcare Administrative Procedures**  
4 Credits

*Pre-requisite(s): (BUSN 2300 or ALHS 1090), (BUSN 2310 or ALHS 1011), COMP 1000*

*Co-requisite(s): BUSN 1440*

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 assistants 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, 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.

**BUSN 2350 - Electronic Health Records**  
3 Credits

*Pre-requisites:* BUSN 1010 only OR either BUSN 2300 or ALHS 1090 and one of BUSN 2310, ALHS 1100, or ALHS 1011.

*For the Technology Requirement:* COMP 1000 or BUSN 1000 or HIMT 1150.

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of electronic health records, and computerized office management. Topics include: electronic healthcare information management, electronic data interchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed data entry in processing healthcare records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation, customizing medical documents, claims management, collections management, and HIPAA security.

**BUSN 2370 - Medical Office Billing/Coding/Insurance**  
3 Credits

*Pre-requisite(s): (ALHS 1011 or BUSN 2310) & (ALHS 1090 or BUSN 2300)*

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

**BUSN 2375 - Healthcare Coding**  
3 Credits

*Pre-requisites:* BUSN 1010 only OR either BUSN 2300 or ALHS 1090 and one of BUSN 2310, ALHS 1100, or ALHS 1011.

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

**BUSN 2380 - Med Admin Assistant Intern I**  
4 Credits

*Pre-requisite(s): Must be in the last semester of the program.*

Provides student work experience in a medical office 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 Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2400 - Healthcare Procedural Coding**  
3 Credits

*Pre-requisites:* BUSN 1010 only or one of BUSN 2300 or ALHS 1090 and one of BUSN 2310 or ALHS 1011. MAST 1120 - Human Diseases

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) resources and the Healthcare Common Procedure Coding System (HCPCS). Topics include: format of CPT/HCPCS manual, CPT/HCPCS coding guidelines, and coding using the CPT/HCPCS resources. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes and apply systems to optimize reimbursement.

**BUSN 2410 - ICD Coding**  
3 Credits

*Pre-requisites:* BUSN 1010 ONLY - or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011. MAST 1120 - Human Diseases

Provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include: International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

**BUSN 2420 - Advanced Medical Coding**  
3 Credits

*Pre-requisites:* All Required BUSN 2400 - Healthcare Procedural Coding, BUSN 2410 - ICD Coding

This course is a continuance of CPT and ICD coding. Topics include: health records coding techniques, coding linkage and compliance, searching the job market, developing a resume, stress management, test-taking strategies, and reviewing for a coding certification exam.

**BUSN 2440 - Healthcare Leadership and Professional Effectiveness**  
3 Credits

*Co-requisites:* BUSN 2340 - Healthcare Administrative Procedures

Emphasizes essential skills required for leadership and professional success in healthcare organizations. Introduces the functions, practices, and advanced interpersonal relationships, critical thinking, and problem solving. Provides the student with knowledge and the essentials of professional leadership behaviors. Topics include: introduction to the supervisory role, the volatile healthcare environment, the dual nature of supervisory roles, basic functions of management, delegation, empowerment, self-management, interviewing, recruitment, professionalism, decision making managing change, professional meetings, quality, productivity, teams, and continuing education.

**BUSN 2800 - Practice Management Fundamentals**  
3 Credits

*Pre-requisites:* BUSN 2340 - Healthcare Administrative Procedures

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Topics include: introduction to healthcare management, management and motivation, organizational behavior, strategic planning, healthcare marketing, quality improvement basics, information technology, managing costs and revenues, managing healthcare professionals, addressing health disparities, and healthcare fraud and abuse.

**BUSN 2810 - Healthcare Compliance**

3 Credits

*Pre-requisites:* BUSN 1010 only or one of BUSN 2300 or ALHS 1090. ENGL 1010 or 1101.

This course covers how healthcare law and related regulations are formulated, and the impact of those laws on payers, providers, patients, and healthcare businesses. Emphasis is placed on legal compliance in the healthcare industry. Topics covered included in-depth coverage and analysis of implementation of the healthcare reform law, fraud and abuse laws, anti-kickback, false claims, Stark anti-referral provisions, Medicare and Medicaid, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HITECH Act and related regulations, the Emergency Medical Treatment and Active Labor Act (EMTALA).

**BUSN 2820 - Healthcare Practice Law and Ethics**

3 Credits

*Pre-requisites:* BUSN 1010 only or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011, and MAST 1120. ENGL 1010 or 1101. BUSN 1000 or COMP 1000.

Introduces the complex ethical, moral, and legal issues involved in providing healthcare services. Emphasis is placed on legal requirements of medical practices, professional relationships, professional liabilities, and medical practice liability. Provides the student with a working knowledge of current healthcare law and accepted ethical behavior.

**BUSN 2830 - Healthcare Delivery Systems**

3 Credits

*Pre-requisites:* BUSN 1010 only or one of BUSN 2300 or ALHS 1090; and one of BUSN 2310, ALHS 1100, or ALHS 1011. BUSN 1000 or COMP 1000.

Provides students with a comprehensive overview of healthcare delivery systems and the economic, historic, political, and ethical issues that influence the accessibility, expense, and quality of healthcare services. Introduces provider organization and structure in a healthcare setting, healthcare funding, and rules, regulations, and governing bodies that monitor and protect the usage of health care systems in the United States.

**BUSN 2850 - Health Record Auditing**

3 Credits

*Pre-requisites:* BUSN 2370 Healthcare Coding OR BUSN 2375 Healthcare Coding. BUSN 2340 - Healthcare Administrative Procedures

This course provides an introduction to the principles of medical auditing. Emphasis will be placed on key areas of regulation, medical record documentation, chart abstraction, and developing coding compliance plans. Topics include: coding compliance, importance of documentation, medical necessity, coding compliance programs, auditing, auditing prevention techniques, and emerging technologies.

**CABT XXXX - Occupationally-Related Elective**

2 Credits

**CABT xxxx - Occupationally-Related Elective**

3 Credits

**CABT 1080 - Cabinet Design and Layout**  
3 Credits

*Co-requisite(s): COFC 1050*

Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

**CABT 1110 - Wood Joints and Fastening**  
5 Credits

*Co-requisite(s): COFC 1050*

Introduces the fundamentals of wood joint identification, layout, cutting, and assembly, and the variety of fastening methods used in cabinetmaking. Emphasis will be placed on the safe construction of wood joints used.

**CABT 1114 - Cabinet Components**  
3 Credits

*Co-requisite(s): COFC 1110 and COFC 1050*

Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member, cutting, shelving cutting, drawer component and door cutting, and material optimizing.

**CABT 1116 - Cabinet Assembly I**  
**Prerequisites:** CABT 1110, CABT 1114

5 Credits

*Pre-requisite(s): CABT 1110 and CABT 1114*

Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

**CABT 1117 - Cabinet Assembly II**  
5 Credits

*Pre-requisite(s): CABT 1116*

This course is a continuation of Cabinet Assembly I and provides instruction in the assembly of door assembly, ends assembly, back assembly, joint assembly, and bracing. Further instruction is also included in the assembly of base cabinets and wall units.

**CABT 1118 - Door, Drawer and Hardware Installation**  
2 Credits

*Co-requisite(s): CABT 1116 and CABT 1117*

Introduces procedures for the installation of assembled drawers, doors, and related hardware. Emphasis will be placed on the safe use of hand and power tools. Topics include: tool safety, hardware identification and installation, door installation, and drawer installation.

**CABT 1120 - Laminates and Veneers**  
2 Credits

*Co-requisite(s): CABT 1116 and CABT 1117*

Introduces procedures for the application of plastic laminates and wood veneers. Topics include: laminate, veneer, and glue identification; cutting and fitting procedures; gluing procedures; trimming and edge banding; special tool use; safety precautions; and counter top cutting.



**CABT 1122 - Cabinet Finishing and Installation****Corequisite:** CABT 1117

3 Credits

*Co-requisite(s): CABT 1116 and CABT 1117*

Provides instruction in surface preparation, wood finishing procedures, and transporting and installation of cabinets. Finishing procedures will emphasize the use of spray equipment. Topics include: fire prevention, air pollutant, reduction, abrasives identification, finishing materials identification, surface preparation, surface treatment application, repair and touch up procedures, hazardous material disposal, safe use of ladders and scaffolds, cabinet transporting and installation, cabinet trim procedures, and finishing techniques.

**CABT 1340 - CNC Woodworking I**

3 Credits

*Pre-requisite(s): CABT 1117*

Provides instruction in the use of computer software packages dealing with cabinet and millwork part design. Topics include: programming methods for creating parts, use of geometric drawings, tool selection, saving files, and parts production.

**CABT 1350 - CNC Woodworking II**

3 Credits

*Pre-requisite(s): CABT 1340*

Provides instruction in use of CAD files with CNC machines, machine operation, and maintenance. Topics include: overview of software, machine operation safety, CNC machine operation, material preparation, tooling, data manipulation, production analysis, and maintenance of equipment.

**CABT 1360 - European 32 mm Construction**

3 Credits

*Pre-requisite(s): CABT 1117*

Provides instruction in European 32mm design and construction. Topics include: tool and equipment safety, design and layout, machining operations, construction, and hardware installation.

**CABT 1370 - Shop Management**

2 Credits

This course will introduce the students to principles and practices required in the operation of a custom cabinet and architectural millwork shop. Topics include: health and safety regulations, workflow and shop organization, job estimation, equipment maintenance, and shop safety.

**CABT 1380 - Furniture Fabrication**

2 Credits

*Pre-requisite(s): CABT 1117*

Provides instruction in the layout and assembly of furniture. Topics include: tool safety, furniture drawings interpretation, furniture components, assembly, and special techniques.

**CABT 2300 - Cabinetmaking Internship/Practicum**

5 Credits

This course provides the student the opportunity for occupational-based instruction in either an off-site internship or onsite project experience. The student will be expected to demonstrate all of the applicable skills learned during program study.

**CARP 1070 - Site Layout Footing and Foundations**  
3 Credits

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for laboratory and field practice. Topics include: zoning regulations and building codes, plot plan interpretation, the nature of concrete, squaring methods, batter board installation, footings, foundation types, foundation forms, edge forms, and materials estimation.

**CARP 1105 - Floor Wall and Stair Framing**  
4 Credits

This course provides instruction in framing materials and estimation, and framing production of floors, walls, and stairs. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

**CARP 1110 - Ceiling & Roof Framing**  
4 Credits

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

**CARP 1112 - Exterior Finishes and Roof Coverings**  
4 Credits

Introduces materials identification, estimation, and installation procedures for exterior finishes, trim and roof covering, including window and door unit installation. Topics include, doors and windows, siding, trim and roofing types, material identification, materials estimation, and installation procedures.

**CARP 1114 - Interior Finishes**  
4 Credits

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

**CARP 1190 - Advanced Residential Finishes and Decks**  
3 Credits

This course discusses finishing and trim techniques for residential floors, fireplaces, stairs, and decks. Emphasis will be placed on identification, estimation and installation of various types of finish materials and coverings. The course also introduces locating and installing cabinets and millwork.

**CARP 1310 - Doors and Door Hardware**  
2 Credits

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

**CARP 1320 - Site Development, Concrete Forming, and Rigging and**  
4 Credits

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

**CARP 1340 - Carpentry Internship-Practicum**  
3 Credits

*Pre/Co-Requisite(s): Program Instructor Approval*

Allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical project in a lab setting if the internship opportunities are not available.

**CAVT 1030 - Electrophysiology and Cardiac Anatomy**  
3 Credits

Introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, physical heart defects, electrocardiograph, preparation for various electrocardiographic examinations, physical principles and pathophysiology of heart sounds, exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs. Laboratory experiences will be provided.

**CETC 1111 - Fundamentals of Hydrology**  
**Prerequisite:** PHYS 1111

4 Credits

Understand the fundamental principles and practices of hydrology and hydraulics in stormwater design.

**CETC 1112 - Fundamentals of Soil Mechanics**  
**Prerequisite:** MEGT 2080

3 Credits

This course will include topics to predict and classify soil behavior. Topics to include soil origin and nature; soil density, gradation, and compaction; soil water content and reaction to frost; stress distribution in soil, soil shear strength, and pile bearing strength. Lab instruction is based on ASTM and AASHTO specification as they are used to classify and predict soil behavior.

**CETC 1113 - Engineering Economics**  
2 Credits

Applications of the mathematics of finance used in engineering decision making by utilizing criteria employed in selecting the best alternative; making short-term and long-term decisions; determining which engineering projects should have a higher priority; comparing different ways to finance purchases and project; quantitatively assessing the costs of completing capital projects.

**CETC 1114 - Intermediate Computer Aided Design**  
4 Credits

*Pre-requisite: DFTG1101*

Computer aided design with COGO overlay programs.

**CETC 1115 - Advanced Computer Aided Design**  
**Prerequisite:** CETC 1114

4 Credits

Using Computer Aided Design with COGO overlay programs.

**CETC 1116 - Surveying II**  
**Prerequisites:** MATH 1113, DRFT 2050

4 Credits

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

**CETC 1117 - Fundamentals of Road Design**

**Prerequisite:** CETC 1111

3 Credits

The course will provide an introduction to the planning, design, construction methods, and characteristics of highways and city streets including layout, traffic requirements, safety and control, drainage, sub-grade structure, base courses, and surface pavements. Topics include: geometric design, traffic volume, channelization, and hydrology.

**CETC 1118 - Construction Materials**

**Prerequisite:** MATH 1111

3 Credits

This course covers the fundamental construction materials and their engineering properties. Material properties such as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, materials testing, and material selection and use.

**CETC 1121 - Hydraulics and Fluid Mechanics**

**Prerequisite:** PHYS 1111

3 Credits

Understand the fundamental principles and practices of hydraulics and fluid mechanics in water and wastewater systems.

**CHEM 1151 - Survey of Inorganic Chemistry**

3 Credits

*Pre/Co-requisite(s): Degree Level Mathematics Course, CHEM 1151L*

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151L - Survey of Inorganic Chemistry Lab**

1 Credits

*Pre/Co-requisite(s): Degree Level Mathematics Course, CHEM 1151*

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1152 - Surv of Organic Chemistry**

3 Credits

*Pre-requisite(s): CHEM 1151, CHEM 1151L*

*Co-requisite (s): CHEM 1152L*

Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

**CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab**

1 Credits

*Pre-requisite(s): CHEM 1151, CHEM 1151L*

*Pre/Co-requisite(s): CHEM 1152*

Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

**CHEM 1211 - Chemistry I**

3 Credits

*Pre/Co-requisite(s)* CHEM 1211L - Chemistry Lab 1, Degree Level Mathematics (1101, 1103 or 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, and stoichiometry and gas laws.

**CHEM 1211L - Chemistry Lab I**

1 Credits

*Pre/Co-requisite(s)* CHEM 1211- Chemistry 1, Degree Level Mathematics (1101, 1103 or 1111)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CIS DB - CIS Database Elective Course**

4 Credits

**CIS Elective - CIS Elective (12 Credits)**

12 Credits

**CIS Elective - CIS Elective (4 Credits)**

4 Credits

**CIS ELEC 0004 - CIS Guided Elective**

4 Credits

**CIST XXXX - Computer Information Systems Technology**

4 Credits

**CIST 1001 - Computer Concepts**

4 Credits

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

**CIST 1101 - Working with Microsoft Windows**

3 Credits

Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

**CIST 1122 - Hardware Install & Maintenance**

4 Credits

*Pre-requisite(s):* Program Admission

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1130 - Operating Systems Concepts**  
3 Credits

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

**CIST 1141 - Network+ Preparation**  
4 Credits

*Pre-Requisite(s): CIST 1122, CIST 1401*

To fundamentally prepare the student for the CompTIA Network+ certification examination. Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining local and wide area networks. Topics include: an introduction to networking, networking standards and the OSI model, network protocols, transmission basics and networking media, physical and logical topologies, networking hardware, WANs and remote connectivity, network operating systems and Windows 2000-based networking, NetWare-based networking, networking with UNIX, networking with TCP/IP and the Internet, troubleshooting network problems, maintaining and upgrading a network, ensuring integrity and availability, network security and managing network design and implementation.

**CIST 1180 - Advanced Topics in Operating Systems**  
3 Credits

*Pre-requisite(s): CIST 1130 or Advisor Approval*

Provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

**CIST 1220 - Structured Query Language (SQL)**  
4 Credits

*Pre-requisite(s): CIST 1001 or Advisor Approval*

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 - Program Design and Development**  
3 Credits

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1306 - Programming Foundations - SWIFT**  
3 Credits

Learn key computing concepts, building a solid foundation in programming with Swift. Learn about the impact of computing and apps on society, economies, and cultures while exploring iOS app development, including the app design process: brainstorming, planning, prototyping, and evaluating an app design of their own.

**CIST 1401 - Computer Networking Fundamentals**  
4 Credits

*Pre-requisite(s): Program Admission*

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

**CIST 1510 - Web Development I**  
3 Credits

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps

**CIST 1601 - Information Security Fundamentals**  
3 Credits

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

**CIST 1602 - Security Policies & Procedures**  
3 Credits

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

**CIST 2120 - Supporting Application Software**  
4 Credits

*Pre-requisite(s): COMP 1000 or Advisor Approval*

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

**CIST 2122 - A+ Preparation**  
3 Credits

*Pre-requisite(s): CIST 1122 or Advisor Approval*

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

**CIST 2127 - CompWordProcessTechniques**  
3 Credits

This course provides students with knowledge in word processing software. Word processing topics include: creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

**CIST 2128 - CompSpreadsheetTechniques**  
3 Credits

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include: creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

**CIST 2129 - Comprehensive DatabaseTechniques**  
4 Credits

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

**CIST 2130 - Desktop Support Concepts**  
3 Credits

This course is designed to give an overview to Desktop Support Management.

**CIST 2301 - Application Development in SWIFT I**  
4 Credits

Build fundamental iOS app development skills with Swift. Master the core concepts and practices that professional programmers use daily and build a basic fluency in Xcode source and UI editors. Create iOS apps that adhere to standard practices, including the use of stock UI elements, layout techniques, and common navigation interfaces. Explore app design by brainstorming, planning, prototyping, and evaluating an application.

**CIST 2302 - Application Development in SWIFT II**  
4 Credits

Expand on the knowledge and skills they developed in Develop in Swift Fundamentals by extending work in iOS app development, creating more complex and capable apps. Work with data from a server and explore new iOS APIs that allow for much richer app experiences including displaying large collections of data in multiple formats. Build an app in Xcode from the ground up with step-by-step instructions.

**CIST 2411 - Microsoft Client**  
4 Credits

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

**CIST 2412 - Installation and Maintenance**  
4 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft Directory Services.



**CIST 2413 - Microsoft Server Networking**

4 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft network infrastructure.

**CIST 2414 - Windows Server Identify Services**

4 Credits

*Pre-requisite (s): Program Admission*

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

**CIST 2420 - Microsoft Exchange Server**

4 Credits

Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

**CIST 2431 - UNIX/Linux Introduction**

4 Credits

*Pre-requisites: Program Admission*

Introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

**CIST 2432 - Unix/Linux Server**

4 Credits

*Pre-requisite(s): Program Admission*

Covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

**CIST 2433 - UNIX/Linux Advanced Server**

4 Credits

This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

**CIST 2434 - UNIX/Linux Scripting**

4 Credits

Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

### **CIST 2451 - Introduction to Networks-CISCO**

4 Credits

*Pre-requisite(s): Program Admission*

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basic network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.

### **CIST 2452 - Cisco Switching, Routing, and Wireless Essentials**

4 Credits

*Pre-requisites: CIST 2451*

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Topics include switched networks, routing concepts, routing in a switched network, static and dynamic routing, Single-Area OSPF, Access Control Lists, and IP Services (DHCP and NAT).

### **CIST 2453 - Enterprise Networking, Security, and Automation**

4 Credits

*Pre-requisites: CIST 2452*

The course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. Major topics are wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. The course also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (API's) enable network automation.

### **CIST 2480 - AWS Cloud Foundations**

4 Credits

AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

### **CIST 2481 - AWS Cloud Architecting**

4 Credits

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach.

### **CIST 2482 - AWS Cloud Developing**

4 Credits

AWS Cloud Developing is designed to help students gain technical expertise in development using cloud technologies and prepare them to take the AWS Certified Developer Associate level AWS Certification exam.

**CIST 2601 - Implementing Operating Systems Security**  
4 Credits

*Pre-requisite(s): (CIST 1401 or 2441 or 2451), CIST 1601*

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

**CIST 2602 - Network Security**  
4 Credits

*Pre-requisite(s): (CIST 1401 or 2441 or 2451), CIST 1601*

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

**CIST 2611 - Network Defense and Countermeasures**  
4 Credits

*Pre-requisite(s): (CIST 1401 or 2441 or 2451), CIST 1601*

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access, managing a firewall, and detecting and preventing network intrusions.

**CIST 2612 - Computer Forensics and Data Identification**  
4 Credits

*Pre-requisite(s): CIST 1122 and CIST 1601*

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

**CIST 2613 - Ethical Hacking and Penetration**  
4 Credits

*Pre-requisite(s): CIST 1601*

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

**CIST 2630 - Computer Forensics & Data ID**  
3 Credits

*Pre-requisite(s): CIST 1122, CIST 1130, CIST 1180 or Advisor Approval*

Provides a study of computer forensic techniques that will teach the techniques needed to harvest, identify, and analyze data while maintaining the legal and ethical standards needed to produce evidence that is admissible in court. Topics include: Computer Forensics, Ethical practices, Sterile Media, Computer Forensic Tools, Evidence Collection, Evidence Analysis, and Documentation.

**CIST 2921 - IT Analysis Design & Project Management**  
4 Credits

*Pre-requisite(s): CIST 1305 or Advisor Approval*

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

**CIST 2991 - CIST Internship I**  
3 Credits

*Pre-requisite(s): Advisor Approval*

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

**COFC 1000 - Safety**  
2 Credits

This course provides a review of general safety rules and practices giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

**COFC 1011 - Overview of Building Construction Practices and Ma**  
3 Credits

*Pre-Requisite(s): Provisional Admission*

This course covers the introduction to a residential construction project from start to finish. Topics include: preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry and construction specialties, and materials and fasteners used in the construction industry.

**COFC 1020 - Professional Tool Use & Safety**  
3 Credits

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

**COFC 1020 - Professional Tool Use and Safety**  
3 Credits

**COFC 1030 - Materials and Fasteners**  
2 Credits

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

**COFC 1050 - Construction Print Reading Fundamentals**  
3 Credits

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

**COFC 1080 - Construction Trades Core**  
4 Credits

Students enrolled in this course are required to complete the entry level occupational with work ethics course during the same term.

**COLL 1500 - Student Success**  
3 Credits

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/ technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communications Skills, Career Exploration, Research Skills, College Campus Knowledge, Memory & Reading Skills, Presentation & Interview Skills, and Group Skills.

*Effective Fall 2016, students who already have an Associate Degree or higher will be given exemption credit for the COLL 1500 course.*

**COMP 1000 - Introduction to Computer Literacy**  
3 Credits

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer and digital terminology, and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

**COSM 1000 - Intro to Cosmetology Theory**  
4 Credits

*Pre-requisite(s): Program Admission*

Introduces fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations; state regulatory agency; image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology.

**COSM 1010 - Chemical Texture Services**  
3 Credits

*Pre/Co-requisite(s): COSM 1000*

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

**COSM 1020 - Hair Care and Treatment**  
3 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

**COSM 1030 - Haircutting**  
3 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

**COSM 1040 - Styling**  
3 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

**COSM 1050 - Hair Color**

3 Credits

*Pre/Co-requisite(s): COSM 1000*

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

**COSM 1060 - Fundamentals of Skin Care**

3 Credits

*Pre/Co-requisite(s): COSM 1000*

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**COSM 1070 - Nail Care & Advanced Techniques**

3 Credits

*Pre/Co-requisite(s): COSM 1000*

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

**COSM 1080 - Physical Hair Services Practicum**

3 Credits

*Pre-requisite(s): COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1060*

*Pre/Co-requisite(s): COSM 1050, COSM 1070*

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 required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1090 - Hair Services Practicum I**

3 Credits

*Pre/Co-requisite(s): COSM 1050, COSM 1070, COSM 1080*

This course 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, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

**COSM 1100 - Hair Services Practicum II**

3 Credits

*Pre/Co-requisite(s): COSM 1090*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/ decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1110 - Hair Services Practicum III**

3 Credits

*Pre/Co-requisite(s): COSM 1100*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1115 - Hair Services Practicum IV**

2 Credits

*Pre/Co-requisite(s): COSM 1110*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1120 - Salon Management**

3 Credits

*Pre/Co-requisite(s): COSM 1000*

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

**COSM 1125 - Skin and Nail Care Practicum**

2 Credits

*Pre/Co-requisite(s): COSM 1060, COSM 1070*

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/ advanced nail techniques; reception; safety precautions/ decontamination; and Hazardous Duty Standards Act compliance.

**CRJU 1010 - Introduction to Criminal Justice**  
3 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

**CRJU 1021 - Private Security**  
3 Credits

*Pre-requisites: Program Admission*

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

**CRJU 1030 - Corrections**  
3 Credits

*Pre-requisites: Program Admission*

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

**CRJU 1040 - Principles of Law Enforcement**  
3 Credits

*Pre-requisites: Program Admission*

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

**CRJU 1043 - Probation and Parole**  
3 Credits

*Pre-requisites: Program Admission*

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

**CRJU 1050 - Police Patrol Operations**  
3 Credits

*Pre-requisites: Program Admission*

Presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills.



**CRJU 1052 - Criminal Justice Administration**  
3 Credits

*Pre-requisites: Program Admission*

This course explores the managerial aspects of effective and efficient criminal justice administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

**CRJU 1062 - Methods of Criminal Investigation**  
3 Credits

*Pre-requisites: Program Admission*

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

**CRJU 1063 - Crime Scene Processing**  
3 Credits

*Pre-requisite(s): Program Admission*

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

**CRJU 1065 - Community-Oriented Policing**  
3 Credits

*Pre-requisite(s): Program Admission*

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

**CRJU 1068 - Criminal Law for Criminal Justice**  
3 Credits

*Pre-requisite(s): Program Admission*

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

**CRJU 1072 - Introduction to Forensic Science**  
3 Credits

*Pre-requisite(s): 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 the 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.

**CRJU 1075 - Report Writing**  
3 Credits

*Pre-requisite(s): Program Admission*

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

**CRJU 1400 - Ethics & Cultural Perspectives**  
3 Credits

*Pre-requisite(s): Program Admission*

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

**CRJU 2020 - Constitutional Law for Criminal Justice**  
3 Credits

*Pre-requisite(s): Program Admission*

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

**CRJU 2050 - Criminal Procedure**  
3 Credits

*Pre-requisite(s): Program Admission*

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

**CRJU 2060 - Criminology**

3 Credits

*Pre-requisite(s): Program Admission*

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

**CRJU 2070 - Juvenile Justice**

3 Credits

*Pre-requisite(s): Program Admission*

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

**CRJU 2090 - Criminal Justice Practicum**

3 Credits

*Pre-requisite(s): Completion of all required program courses.*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

**CRJU 2100 - Criminal Justice Intern/Extern**

3 Credits

*Pre-requisite(s): Completion of all required program courses.*

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

**CRJU 2110 - Homeland Security**

3 Credits

*Pre-requisite(s): Program Admission*

This course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

**CRJU 2201 - Criminal Courts**

3 Credits

*Pre-requisites: Program Admission*

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

**CSSP 1010 - CentralSterileSupProcess Tech**  
5 Credits

*Pre-requisite(s): Program Admission*

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCMM) certification exam.

**CSSP 1020 - Central Ster SupProcTec Prac 1**  
4 Credits

*Pre-requisite(s): Program Admission*

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCMM) requirements to sit for the certification examination.

**CSSP 1022 - Central Ster Sup Proc Tech Pra**  
4 Credits

*Pre-requisite(s): CSSP 1020*

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCMM) requirements to sit for the certification examination.

**CSSP 2010 - Endoscope Reprocessing Fundamentals**  
4 Credits

This course provides an overview of the duties of an Endoscope Reprocessing Technician and develops the fundamental concepts and principles necessary to participate successfully as an entry-level Endoscope Reprocessing Technician. Emphasis will be placed on types of endoscopes, instrumentation and accessories, microbiology, endoscope maintenance and leak testing, inspection and preparation of endoscopes, cleaning and disinfection processes for endoscopes, sterilization processes, types of mechanical disinfectors, infection control techniques, department design, transportation and storage of endoscopes, legal issues and regulatory agencies, professional development and healthcare trends. Students completing this course will be prepared to take the Certified Endoscope Reprocessor (CER) exam or the Certified Flexible Endoscope Reprocessor (CFER) exam.

**CSSP 2020 - Endoscope Reprocessing Practicum**  
5 Credits

This course complements CSSP 2010 Endoscope Reprocessing Fundamentals and provides experience with basic skills necessary to the Endoscope Reprocessing Technician. Topics include but are not limited to: endoscope maintenance and leak testing, inspection and preparation of endoscopes, cleaning and disinfection processes, sterilization processes, mechanical disinfection, infection control techniques, transportation and storage of endoscopes. Together with CSSP 2010, students are prepared to take the Certified Endoscope Reprocessor (CER) exam or the Certified Flexible Endoscope Reprocessor (CFER) exam.

**CTDL 1010 - Fundamentals of Commercial Driving**  
3 Credits

*Pre-requisite(s): CDL Permit, as applicable for course selection and qualified 7-year Motor Vehicle Report*

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program. : A CDL permit from the Georgia Department of Driver Services is required for this course.

**CTDL 1021 - Combination Vehicle Basic Operation and Range Work**

3 Credits

*Pre-Requisite(s): Class A CDL Permit, CTDL 1010**Co-Requisite(s): CTDL 1031*

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

**CTDL 1022 - Commercial Driving Training Internship I**

3 Credits

*Pre/Co-requisite(s): Advisor Approval, Class A or B CDL Permit, CTDL 1010, CTDL 1032*

Commercial Driving Internship provides the opportunity for an individual to complete his/her basic operations training with their employer. This course is available for Class A or Class B commercial license. Basic operations familiarize students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a commercial motor vehicle (CMV) through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling as applicable for the vehicle class. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

**CTDL 1031 - Combination Vehicle Advanced Operations**

3 Credits

*Pre-Requisite(s): Class A CDL Permit, CTDL 1010**Co-Requisite(s): CTDL 1021*

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

**CTDL 1032 - Commercial Driving Training Internship II**

3 Credits

*Pre/Co-Requisite(s): Advisor Approval, Class A or B CDL Permit, CTDL 1010, CTDL 1022*

Commercial Driving Internship provides the opportunity for an individual to complete his/her advanced operations training with their employer. This course is available for Class A or Class B commercial license. Advanced operations develop students' driving skills under actual road conditions. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

**CTDL 1035 - Combination Vehicle Advanced Operations/Automatic**  
3 Credits

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

**DFTG 1015 - Practical Mathematics for Drafting Technology**  
3 Credits

*Pre-requisite(s): Provisional Admission*

This course introduces and develops basic algebraic, geometric, and trigonometric concepts needed to be successful in the drafting industry. Course content will emphasize algebraic, geometric, and trigonometric concepts as they pertain to drafting/CAD.

**DFTG 1101 - CAD Fundamentals**  
4 Credits

*Pre-requisite(s): Provisional Admission*

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

**DFTG 1103 - Multiview/Basic Dimensioning**  
4 Credits

*Pre/Co-requisite(s): DFTG 1101*

This course provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

**DFTG 1105 - 3D Mechanical Modeling**  
4 Credits

*Pre/Co-requisite(s): Provisional Admission*

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

**DFTG 1107 - Advanced Dimensioning/Sectional Views**  
4 Credits

*Pre/Co-requisite: DFTG 1103*

This course continues dimensioning skill development and introduces tools for precision measurement and section views.

**DFTG 1109 - Auxiliary Views/Surface Developments**  
4 Credits

*Pre/Co-requisite(s): DFTG 1103*

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts.

**DFTG 1111 - Fasteners**  
4 Credits

*Pre/Co-requisite(s): DFTG 1105, DFTG 1103*

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

**DFTG 1113 - Assembly Drawings**

4 Credits

*Pre/Co-requisite(s): DFTG 1111*

This course provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

**DFTG 1125 - Architectural Fundamentals**

4 Credits

*Pre/Co-requisite(s): DFTG 1103*

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamental residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1127 - Architectural 3D Modeling**

4 Credits

*Pre/Co-requisite(s): Provisional Admission*

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1129 - Residential Drawing I**

4 Credits

*Pre/Co-requisite(s): DFTG 1125*

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/ practices. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1131 - Residential Drawing II**

4 Credits

*Pre/Co-requisite(s): DFTG 1127, DFTG 1129*

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/ practices. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1133 - Commercial Drawing I**

4 Credits

*Pre/Co-requisite(s): DFTG 1127, DFTG 1125*

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 1150 - Introduction to 3D Printing**  
3 Credits

This course is an introduction to the latest emerging rapid prototyping technology, 3D printing. Using specialized software to create and export files, students will bring their digital work to life. Students will learn how to create, scan, manipulate and print three-dimensional objects. Topics include desktop 3D printing and the operation of equipment, rapid prototyping, product customization and creating new product alternatives. Literacy in basic 3D modeling, design and manufacturing is an essential skill for future STEM success and innovation. Lab fee required. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2010 - Engineering Graphics**  
4 Credits

Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

**DFTG 2020 - Visualization and Graphics**  
3 Credits

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

**DFTG 2030 - Advanced 3D Modeling Architectural**  
4 Credits

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2040 - Advanced 3D Modeling Mechanical**  
4 Credits

In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2130 - Manual Drafting Fundamentals**  
2 Credits

*Pre-requisite(s): Provisional Admission*

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction techniques. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2300 - Drafting Technology Practicum/Internship 3**  
3 Credits

*Pre-requisite(s): Advisor Approval*

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control. This is an approved elective for the Drafting Technology A.A.S. and Diploma.



**DFTG 2400 - Drafting Technology  
Practicum/Internship 4**  
4 Credits

*Pre-requisite(s): Advisor Approval*

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2500 - Drafting Technology Exit Review**  
3 Credits

*Pre-requisite(s): Advisor Approval*

Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the workforce. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DFTG 2600 - Drafting Tech Pract/Internship 6**  
6 Credits

*Pre-requisite(s): Advisor Approval*

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**DIET 1000 - Introduction to Diesel Technology, Tools,  
and Safe**  
3 Credits

**DIST 1003 - Directed Independent Study**  
3 Credits

*Pre/Co-requisite(s): Advisor Approval*

This course allows students to complete program projects or engage in other student led lab practice required to complete course competencies in their selected program of study

**DMPT 1500 - Introduction to Television Production**  
4 Credits

An introduction to the fundamentals of television production. Students will be introduced to the process of television production, technical aspects of video signals, video cameras, video processing, television lighting, audio related to television production, producing, directing, editing, video recording and playback operation. Students will participate in studio production including producing and directing projects. Production theory, terminology, and production techniques are also introduced, with an emphasis on the function and operation of equipment to achieve basic broadcast production skills.

**DMPT 1600 - Introduction to Video Production**  
4 Credits

This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

**DMPT 2115 - Advertising and Promotional Design**  
4 Credits

Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

**DMPT 2120 - Prepress and Output**  
4 Credits

This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience challenges involved in successful graphic prepress production.

**DMPT 2305 - Web Interface Design**

4 Credits

This course introduces best practices for interaction design and user experience. This course begins with an in-depth study of visual page design and navigation structure and progresses into high-fidelity interface prototyping and user testing. Students will learn to upload working prototypes and replace pages on a server.

**DMPT 2520 - Lighting for Television**

4 Credits

This course focuses on lighting techniques for television production and on the tools of lighting for television and film. The student will learn about lighting and grip equipment and techniques for their use in the audio and field. The course will consist of extensive demonstration, lab and project work.

**DMPT 2525 - Writing for Broadcast**

4 Credits

Students will be introduced to writing formats for news, promotion, press releases, commercial television and radio productions and dramatic screenplays. Emphasis will be placed on correct writing styles and conceptualization for each application. Students will adapt an existing work to create an original script for the screen.

**DMPT 2630 - Post-Production Audio**

4 Credits

The course will introduce students to intermediate and advanced techniques for post-production audio for film and video using specialized software such as Adobe Audition or Pro-Tools. Students will learn the concept of sound design and use techniques such as rerecording dialogue and creating Foley to enrich the sound of finished projects. Students will also learn mixing techniques to ensure that all elements are audible final projects.

**DMPT 2640 - Color Grading**

4 Credits

The course will introduce students to color balancing and grading techniques.

**DMPT 2700 - Portraiture Photography**

4 Credits

Provides instruction in the techniques of portrait photography. The students will be able to perform creative use of lighting, including available and studio lighting. Introduces techniques in posing portrait subjects, critical positioning of lighting, and techniques used in the field. Students develop skills for critical evaluation of a portrait photograph. Topics include: tools for indoor and outdoor photography, posing individuals and groups, manipulating natural light and flash, critique and portfolio building.

**DMPT XXXX - Digital Media Production Technology Elective**

4 Credits

**DMPT XXXX - Digital Media Production Technology Elective**

3 Credits

**DMPT 1000 - Introduction to Design**

4 Credits

Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

**DMPT 1005 - Vector Graphics**

4 Credits

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

**DMPT 1010 - Raster Imaging**

4 Credits

In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

**DMPT 1020 - Introduction to Photography**

4 Credits

Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

**DMPT 1025 - Production Photography**

4 Credits

Students will produce photographs using a variety of commercial lighting techniques and common studio setups, and compositing practices. Students will be required to produce a portfolio of their photography in a variety of formats.

**DMPT 1040 - Introduction to Animation**

4 Credits

This course familiarizes the student with traditional animation methodology, use of key poses, breakdowns, and timing charts. These methods are then applied to each of the 12 basic principles of animation. The course also introduces the history of animated film, various techniques used to create animation, and important animated short films.

**DMPT 1055 - Introduction to Media Technology**

4 Credits

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

**DMPT 1505 - Introduction to Digital Post Production**

4 Credits

This course is an introduction to basic video editing techniques used in digital video production with non-linear video editing software. The student will learn to perform basic editing functions and include the acquisition and management, shot sequencing, finishing and output.

**DMPT 2100 - Identity Design**

4 Credits

This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

**DMPT 2105 - Page Layout (201512) 4 hrs**

4 Credits

This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

**DMPT 2110 - Publication Design**

4 Credits

Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

**DMPT 2125 - Advanced Raster Imaging**

4 Credits

The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

### **DMPT 2135 - Documentary Photography**

4 Credits

This course is designed to provide an introduction to the principles and theories of photojournalism. It concentrates on the principles of personal and social documentary photography. It is also designed to increase understanding of photography as a communication tool and to train the student to translate ideas and information into photographic form.

### **DMPT 2300 - Foundations of Interface Design**

4 Credits

This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of design fundamentals, information architecture, interface structure, and graphic element creation. These studies will be used as a basis to develop comprehensive web layouts and navigation systems. Topics include: design elements, project planning, thumbnails and wireframes, web anatomy, sitemap and user-flows, common usability problems, UI libraries and mock-ups.

### **DMPT 2330 - Introduction to Content Management Systems**

4 Credits

In the Introduction to CMS course, the student learns the basics of installing and configuring a Content Management System to easily build blogs and small web sites. Students will perform common tasks using any of the most popular {and free} Content Management Systems.

### **DMPT 2335 - Web Interface Structure**

4 Credits

This course focuses on creating standard-based web interfaces while using the most current version of HTML for content structure and CSS for interface styling. Students will also explore emerging design trends and techniques used for designing modern web based interfaces.

### **DMPT 2400 - Basic 3D Modeling and Animation**

4 Credits

An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.

### **DMPT 2405 - Intermediate 3D Modeling**

4 Credits

This course covers the fundamentals of computer geometry by creating the basic elements that make computer models: surfaces, NURBS, polygon, mesh and subdivisions. Students will also be introduced to production techniques that includes preparing reference images for modeling aid, rendering and output of models.

### **DMPT 2410 - Digital, Texture and Lighting**

4 Credits

Introduces the students to concepts for creating textures and lighting for 3D computer graphics. Students will explore indepth the various ways to create and apply texture and lighting to the 3D models.

### **DMPT 2415 - Character Rigging**

4 Credits

This course introduces fundamental rigging techniques used to prepare a modeled character for animation. The course will focus on the essential tools and techniques, used for body and facial character rigging, skinning, skin weighting, and blend shapes.

### **DMPT 2420 - 3D Production and Animation**

4 Credits

This course will focus on tying together all the various stages of production, including concept development, materials creation, rigging and animation, and post-production.

**DMPT 2510 - Field Video Production**

4 Credits

This course applies the concepts and practices of field video production. The class will be introduced to portable video equipment, and field production practices and techniques including Electronic News Gathering {ENG} and Electronic Field Production {EFP}. The student will produce several projects executing all aspects of production including conceiving, writing, producing, shooting and editing resulting in final broadcast-ready products.

**DMPT 2530 - Advanced Video Projects**

4 Credits

This is an advanced production course. The individual student will complete a long form production, which will include conceiving, writing, and pre/pro/post producing the project. Evaluation criteria include organization, visual storytelling, lighting, audio, editing and graphics.

**DMPT 2600 - Basic Video Editing**

4 Credits

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

**DMPT 2605 - Introduction to Video Compositing and Broadcast An**

4 Credits

This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project.

**DMPT 2610 - Intermediate Video Compositing and Broadcast Anima**

4 Credits

This course will expose students to advanced techniques used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow.

**DMPT 2615 - Intermediate Video Editing**

4 Credits

**DMPT 2620 - Intermediate Graphics for Television**

4 Credits

The student will apply knowledge from the Introduction to Raster Imaging to creating static graphics for broadcast. Emphasis will be placed upon aesthetics and techniques, working with filters, compositing, layering, creating alpha channels, creating mattes, creating titles and effects as well as importing images to the application. The student will also learn how to export multi-layer graphics into applicable animation and editing applications.

**DMPT 2625 - DVD Authoring**

4 Credits

This course will provide design techniques and strategies for authoring DVDs. Students will create interactive navigational interfaces for their own projects. Students will "author" a DVD by crating buttons, interactive links, and slideshows.

**DMPT 2650 - Visual Effects**

4 Credits

The course will teach students techniques in compositing video with visual effects which includes incorporating 3D elements and pre-keyed footage, applying digital lighting and shading techniques, and applying 3rd party plugins with the goal of creating realistic-looking visual effects.

**DMPT 2660 - Special Projects**

4 Credits

In this course students will work closely with the instructor to develop complex, portfolio quality work that reflects his or her skill set in one or more of the Design and Media areas of specialization. Depending on complexity, the instructor may ask students to create a single or multiple projects.

**DMPT 2705 - Photography II**

4 Credits

Students continue the study of Photography through technical skills and theory. Topics include exposure control, advanced lighting techniques, and portfolio building. This class emphasizes creative skills, practical exercises and photography projects.

**DMPT 2800 - Intermediate Video Production**

4 Credits

This course will expose students to advanced techniques in digital cinematography and production audio. Students will gain hands on experience in camera operation, shot composition, camera movement, lighting, and production sound.

**DMPT 2805 - Narrative Filmmaking**

4 Credits

This course will take students through the entire process of creating a narrative short film, with particular emphasis on skills that are specific to fictional, scripted material.

**DMPT 2810 - Documentary Filmmaking**

4 Credits

This course will take students through the entire process of creating a documentary short film, with particular emphasis on skills that are specific to unscripted or partially scripted, non-fiction material.

**DMPT 2900 - Practicum/Internship I**

3 Credits

**DMPT 2905 - Practicum/Internship II**

4 Credits

**DMPT 2930 - Exit Review**

4 Credits

Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

**DMPT, RART, or FILM XXXX - DMPT, RART, or FILM Elective**

4 Credits

**DMSO 1040 - Sonographic Physics and Instrumentation**

3 Credits

Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters. Topics include: basic principles and wave analysis; propagation of acoustic waves through tissues; principles of pulse echo imaging; sonographic transducers and sound beams; hemodynamic and Doppler imaging; sonographic instrumentation; artifacts; quality assurance/quality control of sonographic instruments; bio effects and safety. Student laboratory scanning hours are included in this course.

**DMSO 1080 - Sonographic Physics and Instrumentation Registry R**

1 Credits

Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication; physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation; and quality assurance/quality control of equipment.

**DMSO 1090 - Introduction to Vascular Sonography**

1 Credits

This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

**DRFT 2050 - Surveying I****Prerequisites:** MATH 1015, DFTG 1015

2 Credits

*Pre-requisite: MATH1015 or DFTG1015*

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**ECCE 1101 - Introduction to ECCE**

3 Credits

*Pre-requisite(s): Provisional Admission*

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; licensing; accreditation; and credentialing.

**ECCE 1103 - Child Growth and Development**  
3 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

**ECCE 1105 - Health, Safety and Nutrition**  
3 Credits

*Pre-requisite(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.

**ECCE 1112 - Curriculum and Assessment**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

**ECCE 1113 - Creative Activities for Child**  
3 Credits

*Pre-requisite(s): Provisional Admission*

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

**ECCE 1121 - Early Childhood Care and Education Practicum**  
3 Credits

*Pre/Co-requisite(s): ECCE 1105*

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

**ECCE 2115 - Language and Literacy**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.



**ECCE 2116 - Math and Science**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

**ECCE 2201 - Exceptionalities**  
3 Credits

*Pre-requisite(s): ECCE 1103*

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 children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

**ECCE 2202 - Social Issues and Family Involvement**  
3 Credits

*Pre-requisite(s): Provisional Admission*

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities; family/social issues; community resources; family education and support; teacher/family communication; community partnerships; social diversity and anti-bias concerns; successful transitions; and school-family activities.

**ECCE 2203 - Guidance and Classroom Management**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

**ECCE 2245 - Early Childhood Care and Education Internship**  
6 Credits

*Pre-requisite(s): ECCE 1101, ECCE 1103*

*Pre/Co-requisite(s): ECCE 1105*

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**ECCE 2310 - Paraprofessional Methods and Materials**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

**ECCE 2312 - Paraprofessional Role and Practices**  
3 Credits

*Pre/Co-requisite(s): ECCE 1103*

Develops skills to enable the student to work as a paraprofessional in a program for pre-Kindergarten through elementary age children. Topics include professional qualifications; professional and ethical conduct; professionalism and employment; and paraprofessional roles and responsibilities.

**ECCE 2320 - Program Administration and Facility Management**  
3 Credits

*Pre-requisites: Provisional Admission*

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

**ECCE 2322 - Personnel Management**  
3 Credits

*Pre-requisites: Provisional Admission*

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

**ECCE 2360 - Class Strategies for Exceptional Children**  
3 Credits

*Pre/Co-Requisite(s): ECCE 2201*

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

**ECCE 2362 - Exploring Your Role in the Exceptional Environment**  
3 Credits

*Pre/Co-Requisite(s): ECCE 2201*

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

**ECHO 1100 - Echocardiography Fundamentals**  
3 Credits

This course introduces the basic principles and applications of the physical assessment and echocardiographic procedures. Discussion of medical law and ethics as it relates to the professional scope of practice. Topics include: basic echocardiographic imaging principles, patient skills and equipment instrumentation, basic Doppler and color principles, medical law and ethics and common terminology and abbreviations.

**ECHO 1310 - Echocardiography I**  
3 Credits

This course utilizes cardiac sonography fundamentals to evaluate cardiac anatomy, function and hemodynamics in diagnosing coronary artery heart disease. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: ventricular function, coronary artery disease, Stress Echocardiography, Transesophageal Echocardiography (TEE), 3-D/4-D Echocardiography, Contrast Echocardiography and advanced techniques/procedures.

**ECHO 1320 - Echocardiography II**  
3 Credits

This course utilizes fundamentals to evaluate cardiac function and acquired disease states. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: valvular heart disease, cardiomyopathies, systemic and pulmonary hypertensive heart disease, pericardial diseases, systemic disease, cardiac transplantation, cardiac tumors/masses, diseases of the aorta, pericardial diseases, and miscellaneous topics.

**ECHO 1370 - Echocardiography Clinical I**  
7 Credits

Provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include: policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations. Students enrolled in this course will be assessed a \$203 cost recovery course fee in addition to tuition and fees. Fees are subject to change at the end of any semester.

### **ECHO 2310 - Pediatric Echocardiography**

3 Credits

This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures. Emphasis is placed on the latest modalities and specialties of a pediatric noninvasive cardiac diagnostic study. Topics include: fetal cardiac embryology; acyanotic lesions; cyanotic lesions; complex congenital heart disease; corrective surgical procedures; Doppler, color flow, and 2D imaging; research methods; syndromes; sedation; and transducer selection.

### **ECHO 2360 - Echocardiography Clinical II**

7 Credits

Provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics, and performing echocardiographic procedures.

Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

### **ECHO 2370 - Echocardiography Clinical III**

10 Credits

This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

### **ECHO 2400 - Comprehensive Registry Review**

1 Credits

This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Emphasis is placed on reviewing information so that the student will successfully pass the ARMDS and/or CCI certification examinations. Topics include: normal and abnormal cardiac anatomy, techniques, pathology, physics/hemodynamics, test validation and measurements, and laboratory values.

### **ECON 1101 - Principles of Economics**

3 Credits

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

### **ECON 2105 - Macroeconomics**

3 Credits

*Pre-requisite(s): Program Admission*

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

**ECON 2106 - Microeconomics**

3 Credits

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

**ELCR 1005 - Soldering Technology**

1 Credits

*Pre-Requisite(s): Provisional Admission or Faculty Approval*

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

**ELCR 1010 - Direct Current Circuits**

6 Credits

*Pre-Requisite(s): Program Admission or Faculty Approval*

Provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and Applied Algebraic Concepts.

**ELCR 1020 - Alternating Current Circuits**

7 Credits

*Pre-Requisite(s): ELCR 1010 or Faculty Approval*

Introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

**ELCR 1030 - Solid State Devices**

5 Credits

*Pre-Requisite(s): ELCR 1020 or Faculty Approval*

Provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

**ELCR 1040 - Digital & Microprocessor Fund**

5 Credits

*Pre-Requisite(s): ELCR 1020 or Faculty Approval*

Designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

**ELCR 1060 - Linear Integrated Circuits**

3 Credits

*Pre-Requisite(s): ELCR 1020 or Faculty Approval*

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

**ELCR 1300 - Mobile Audio and Video Systems**

3 Credits

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

**ELCR 1800 - Electrical Lineworker Organization Principles**

3 Credits

This course provides a comprehensive summary of lineworker requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.

**ELCR 1820 - Electrical Lineworker Workplace Skills**

2 Credits

This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills

**ELCR 1840 - Electrical Lineworker Automation Skills**

2 Credits

This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.

**ELCR 1860 - Electrical Lineworker Occupational Skills**

5 Credits

This course provides an introduction to the basic skills necessary for an electrical lineworker. Topics include an understanding of ratios and proportions, blueprint reading, CDL training and testing, lineman simulations, and observation based instruction.

**ELCR 2130 - Programmable Controllers**

3 Credits

*Pre-Requisite(s): ELCR 1020 or Faculty Approval*

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

**ELCR 2140 - Mechanical Devices**

2 Credits

*Pre-Requisite(s): Provisional Admission or Faculty Approval*

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

**ELCR 2150 - Fluid Power**

4 Credits

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

**ELCR 2155 - Fluid Power**

4 Credits

This course provides instruction in the fundamentals of safely operating, troubleshooting, and maintaining hydraulic and pneumatic fluid power systems. Theory and practical application concepts are discussed. Topics include industrial safety, hydraulic system principles, hydraulic system components, pneumatic systems principles and pneumatic system components.

**ELCR 2160 - Adv Microprocessors&Robotics**

3 Credits

*Pre-Requisite(s): ELCR 1040 or Faculty Approval*

Continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

**ELCR 2170 - Computer Hardware**

5 Credits

*Pre-Requisite(s): Program Admission or Faculty Approval*

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

**ELCR 2210 - Analog Communications**

5 Credits

*Pre-Requisite(s): ELCR 1020 or Faculty Approval*

Provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

**ELCR 2220 - Digital Communication**

3 Credits

*Pre-requisite(s): Program Instructor Approval, ELCR 1020*

Continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

**ELCR 2230 - Antenna and Transmission Lines**

3 Credits

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

**ELCR 2240 - Microwave Communication and Radar**

3 Credits

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

**ELCR 2250 - Optical Communications Techniques**  
3 Credits

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

**ELEC 0000 - Guided Elective**  
3 Credits

**ELEC xxxx - Elective**  
4 Credits

**ELEC 0001 - Guided Elective**  
4 Credits

**ELEC 0002 - Guided Security Elective**  
3 Credits

**ELEC-CORE 0001 - Core Elective**  
3 Credits

**ELECT 0000 - Electives to include any course offered by SRTC**  
9 Credits

**Elective 0000 - Elective Open (9 Credits)**  
9 Credits

Open Elective – You may take any Technical College System of Georgia (TCSG) approved elective.

**Elective 0001 - ELEC-Occup**  
3 Credits

**Elective Open 0000 - Elective Open (3 Credits)**  
3 Credits

Specific Occupational-Guided Elective (3 Credits)

**ELTR 0000 - Guided Electives**  
14 Credits

**ELTR 0000 - Occupationally Related Elective**  
3 Credits

**ELTR 0000 - Elective**  
4 Credits

**ELTR 1010 - Direct Current Fundamentals**  
3 Credits

3.00 Credits

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**ELTR 1020 - Alternating Current Fundamentals**  
3 Credits

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**ELTR 1060 - Electrical Prints, Schematics, and Symbols**  
2 Credits

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.



**ELTR 1080 - Commercial Wiring I**

5 Credits

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, Principles of Grounding and Bonding, Commercial Services, three-phase power systems, and Electric Motor Fundamentals.

**ELTR 1090 - Commercial Wiring II**

3 Credits

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: conduit installation and system design concepts.

**ELTR 1110 - Electric Motors**

4 Credits

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

**ELTR 1120 - Variable Speed Low Voltage Controls**

2 Credits

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

**ELTR 1180 - Electrical Controls**

4 Credits

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

**ELTR 1205 - Residential Wiring I**

3 Credits

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaires and receptacle installation.

**ELTR 1210 - Residential Wiring II**

3 Credits

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

**ELTR 1220 - Industrial PLC's**

4 Credits

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**ELTR 1250 - Diagnostic Troubleshooting**

2 Credits

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

**ELTR 1260 - Transformers**

3 Credits

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

**ELTR 1270 - NEC Industrial Wiring Applications**

4 Credits

Provides instruction in industrial wiring applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

**ELTR 1530 - Conduit Sizing**

3 Credits

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

**EMPL 1000 - Interpersonal Relations & Professional Development**

2 Credits

*Pre-requisite(s): Program Admission*

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills, personal finance, problem solving, and diversity.

**EMSP 1010 - Emergency Medical Responder (EMR)**

4 Credits

*Pre-requisite(s): Program Admission*

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

**EMSP 1110 - Introduction to EMT Profession****Corequisites:** EMSP 1120, EMSP 1130

3 Credits

*Pre-requisite(s): Program Admission*

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

**EMSP 1120 - EMT Assessment/Airway Management Pharmacology****Corequisites:** EMSP 1130, EMSP 1110

3 Credits

*Pre-requisite(s): Program Admission*

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

**EMSP 1130 - Medical Emergencies for the EMT****Corequisites:** EMSP 1120, EMSP 1110

3 Credits

*Pre-requisite(s): Program Admission*

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

**EMSP 1140 - Special Patient Populations****Corequisites:** EMSP 1150, EMSP 1160

3 Credits

*Pre-requisite(s): Program Admission*

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

### **EMSP 1150 - Shock and Trauma for the EMT**

**Corequisites:** EMSP 1140, EMSP 1160

3 Credits

*Pre-requisite(s): Program Admission*

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

### **EMSP 1160 - Clinical and Practical Applications for the EMT**

**Corequisites:** EMSP 1140, EMSP 1150

1 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

### **EMSP 1210 - Emergency Medical Technician (EMT) Theory I**

3 Credits

This course serves as the foundational introduction to the Emergency Medical Services (EMS) profession, orienting students to both in-hospital and out-of-hospital prehospital care environments. It covers essential knowledge, skills, and attitudes necessary for effective, safe, ethical, and professional communication and functioning within the EMS environment. Furthermore, the course prepares students to apply pre-hospital emergency care to trauma patients, focusing on injuries from various mechanisms including Abdominal and Genitourinary Trauma, Orthopedic Trauma, Soft Tissue Trauma, Head, Facial, Neck, and Spine Trauma, and Nervous System Trauma. Topics include but not limited to, Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, and Principles of Safely Operating a Ground Ambulance. Additionally, the course introduces students to critical scene management and patient assessment, airway management, and the basics of pharmacology, with topics such as Scene Size-Up, Primary Assessment, History Taking, Secondary Assessment, Monitoring Devices, Reassessment, Airway Management, Respiration, Artificial Ventilation, Principles of Pharmacology, Medication Administration, and Emergency Medications.

### **EMSP 1211 - Emergency Medical Technician (EMT) Lab I**

2 Credits

This course allows students to master psychomotor and affective skills required to perform as an EMT. The student must master various skills and assessment from content previous taught within EMSP 1210 using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies (SMCs) documents.

**EMSP 1220 - Emergency Medical Technician (EMT)  
Theory II**  
3 Credits

This course integrates pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for a wide range of non-traumatic medical emergencies. It provides a comprehensive understanding of medical conditions and patient care across all stages of life, from birth through aging. Topics covered include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; Patients with Special Challenges; and Special Patient Populations - Assessments. This course equips students with the knowledge and skills necessary to provide effective emergency care and transportation for diverse patient populations, including those with special needs.

**EMSP 1221 - Emergency Medical Technician (EMT) Lab II**  
3 Credits

This course builds upon EMSP 1220 and allows students to master the psychomotor and affective skills required to perform as an EMT. Students must master the affective skills and assessments from content previously taught within EMSP 1220 using scenario based learning. The students must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies documents.

**EMSP 1230 - Emergency Medical Technician (EMT)  
Clinical**  
1 Credits

This clinical practicum course provides Emergency Medical Technician (EMT) students with hands-on, real-world experience in various healthcare and pre-hospital settings. Under the supervision of licensed medical professionals, students will apply classroom knowledge and skills to assess, treat, and transport patients in emergency situations. The course emphasizes patient assessment, basic life support (BLS), airway management, trauma care, and communication in diverse clinical environments, such as emergency departments, ambulance services, and community health settings. Students will complete a series of clinical rotations, demonstrating competency in essential EMT skills, including patient interaction, vital signs monitoring, and basic interventions. By the end of the course, students will be able to perform the duties of an EMT with confidence and professionalism in real-time emergency scenarios.

**EMSP 1510 - Advanced Concepts for the AEMT**  
**Corequisites:** EMSP 1520, EMSP 1530, EMSP 1540

3 Credits

*Pre-requisite(s): Program Admission*

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

**EMSP 1520 - Advanced Patient Care for the AEMT**

**Corequisites:** EMSP 1510, EMSP 1530, EMSP 1540

3 Credits

*Pre-requisite(s): Program Admission*

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

**EMSP 1530 - Clinical Applications for AEMT**

**Corequisites:** EMSP 1510, EMSP 1520, EMSP 1540

1 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

**EMSP 1540 - Clinical and Practical Applications for the AEMT**

**Corequisites:** EMSP 1510, EMSP 1520, EMSP 1530

3 Credits

*Pre-requisite(s): Program Admission*

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 1550 - Advanced Emergency Medical Technician (AEMT) Theor**

2 Credits

This course builds on the previous EMT program courses and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: EMS System, Public Health, Assessment, Pharmacology, etc.

**EMSP 1550L - Advanced Emergency Medical Technician Lab I**

1 Credits

This course allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also master the affective skills of patient communications and assessments using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies documents.

**EMSP 1560 - Advanced Emergency Medical Technician (AEMT) Theory**  
2 Credits

This course builds on the previous EMT program and EMSP 1550 course and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: Trauma and Special Patient Populations

**EMSP 1560L - Advanced Emergency Medical Technician (AEMT) Lab I**  
1 Credits

This course builds upon EMSP 1550L and allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also master the affective skills of patient communications and assessments using scenariobased learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies documents.

**EMSP 1570 - Advanced Emergency Medical Technician Clinical**  
2 Credits

This course provides the student with opportunities to put didactic and lab skills learned into real world environment under the careful direct observation of a clinical preceptor. The minimum number of patient contact hours is dictated by the GA EMS Office, Student Minimum Competencies documents (SMC).

**EMSP 1580 - Advanced Emergency Medical Technician (AEMT) Capst**  
1 Credits

This course provides the student the opportunity to demonstrate proficiency as an entry level AEMT, in management of patient in the role of team leader. This is performed under the direct observation of clinical preceptor. The student must demonstrate competency in the following areas: 1) Performance of Patient Assessments 2) Direction of Medical Care and 3) performs items 1 and 2 with minimal to no assistance from the Preceptor. The minimum number of patient contacts is dictated by the Georgia Department of Public Health EMS Office, Student Minimum Competencies documents. (SMC)

**EMSP 2110 - Foundations of Paramedicine**  
3 Credits

*Pre-requisite(s): Program Admission*

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

**EMSP 2120 - Applications of Pathophysiology for Paramedicine**

3 Credits

*Pre-requisite(s): Program Admission*

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

**EMSP 2130 - Advanced Resuscitative Skills**

3 Credits

*Pre-requisite(s): Program Admission*

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

**EMSP 2140 - Advanced Cardiovascular Concepts**

4 Credits

*Pre-requisite(s): Program Admission*

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

**EMSP 2310 - Therapeutic Modalities of Cardiovascular Care**

3 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

**EMSP 2320 - Therapeutic Modalities of Medical Care**

5 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.



**EMSP 2330 - Therapeutic Modalities of Trauma Care**  
4 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies

**EMSP 2340 - Therapeutic Modalities for Special Patient Populat**  
4 Credits

*Pre-requisite(s): Program Admission*

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

**EMSP 2510 - Clinical Applications for the Paramedic I**  
2 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is the first course in a series of courses including EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2520 - Clinical Applications for the Paramedic II**  
2 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is the second course in a series of courses including EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2530 - Clinical Applications for the Paramedic III**  
2 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is the third course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2540 - Clinical Applications for the Paramedic IV**  
1 Credits

*Pre-requisite(s): None*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is the fourth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2550 - Clinical Applications for the Paramedic V**  
1 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is the fifth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2560 - Clinical Applications for the Paramedic VI**  
1 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is the sixth course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2570. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2570 - Clinical Applications for the Paramedic VII**  
1 Credits

*Pre-requisite(s): Program Admission*

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is the last course in a series of courses including EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, and EMSP 2560. The successful completion of all of these will result in meeting all standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

**EMSP 2710 - Field Internship of Paramedic**  
2 Credits

*Pre-requisite(s): Program Admission*

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 - Practical Applications for the Paramedic**  
3 Credits

*Pre-requisite(s): Program Admission*

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

**ENGL 1010 - Fundamentals of English**  
3 Credits

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

**ENGL 1101 - Composition and Rhetoric**  
3 Credits

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

**ENGL 1102 - Literature and Composition**  
3 Credits

*Pre-requisite(s): ENGL 1101 with a "C" or better.*

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

**ENGL 1105 - Workplace and Technical Communication**  
3 Credits

*This course is currently offered through [eCampus](#)<sup>§102</sup>.*

Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

**ENGL 2110 - World Literature**  
3 Credits

*Pre-requisite(s): ENGL 1101 with a "C" or better.*

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

**ENGL 2130 - American Literature**  
3 Credits

*Pre-requisite(s): ENGL 1101 with a "C" or better.*

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

**ENGT 1000 - Introduction to Engineering Technology**  
3 Credits

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**ENGT 2300 - Capstone Project**

1 Credits

*Pre-requisite: Advisor approval*

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

**ESTH 1000 - Introduction to Esthetics**

3 Credits

*Pre-Requisite(s): Program Admission*

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

**ESTH 1010 - Anatomy and Physiology of the Skin**

3 Credits

*Pre/Co-Requisite(s): ESTH 1000*

Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

**ESTH 1020 - Skin Care Procedures**

4 Credits

*Pre/Co-Requisite(s): ESTH 1000*

Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

**ESTH 1030 - Electricity and Facial Treatments with Machines**

5 Credits

*Pre/Co-Requisite(s): ESTH 1000*

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, mens skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

**ESTH 1040 - Advanced Skin Care**

3 Credits

*Pre/Co-Requisite(s): ESTH 1000*

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

**ESTH 1050 - Color Theory and Makeup**

4 Credits

*Pre/Co-Requisite(s): ESTH 1000*

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

**ESTH 1060 - Esthetics Practicum I**

4 Credits

*Pre-Requisite(s): ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050*

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

**ESTH 1070 - Esthetics Practicum II**

4 Credits

*Pre/Co-Requisite(s): ESTH 1060*

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

**FILM 2080 - Film and TV Adv. Set Construction and Scenic Paint**

3 Credits

**FILM 1010 - Basic Skills of Film and Television Production I**

3 Credits

Explores the foundational hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of Film production, including the classical stage, set and location environments, exposure to the core production departments, their crafts and responsibilities including expected protocols, etiquette and ethics of the production assistant.

**FILM 1020 - Basic Skills for Film and Television Production II**

3 Credits

Building on the fundamentals gained from the Film 1010, broadens the exploration of the business of Film and Television Production by understanding the scheduling and budgeting process. Stresses the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Includes rigorous exposure to crew responsibilities, locations logistics and organizational expectations.

**FILM 1030 - Essentials of Film and Television Post-Production**

3 Credits

Expose students to the final phase of the production process cycle. Introduction to all facets of post production and create an understanding of file protocols, workflow, basic logging of original materials and an introduction to the concept of non-linear editing. Organizational skills will be refined and tricks of the trade will be explored to better prepare them for a professional work environments.

**FILM 1040 - Film and Television Production Scheduling/Movie Ma**  
3 Credits

Continues the exploration into the techniques of Film and Television Production by acquainting students with the preproduction process of script breakdown, scene evaluation and film production scheduling strategies. Utilizes the industry standard, Entertainment Partners/Movie Magic Scheduling software, students will become familiar with this essential preproduction process and will also become proficient in navigating this powerful production software tool.

**FILM 1050 - Film and Television Production Budgeting/Movie Mag**  
3 Credits

Continues to teach the industry software. Following the pre-production scheduling process, comes the utilization of the data collected through the scheduling software and the creation of an accurate production budget for Film/Television. Entertainment Partners/Movie Magic Budgeting software will be used to introduce students to the complex tasks of calculating costs for talent, crew, locations, union fees, overtime/penalties, art direction & scenic, etc through post production to final product. Students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.

**FILM 1100 - GFA Introduction to On-Set Film Production**  
6 Credits

This course provides students with a basic set of skills and insights sufficient to be integrated onto the sets of working film productions. The course is offered in collaboration with the Georgia Film Academy.

**FILM 1350 - GFA Electric and Lighting**  
6 Credits

**FILM 1410 - Basic Skills of Grip/Rigging for Film I**  
3 Credits

Explores the foundational concepts, skills and work environments for a Grip in the Film and Television Production Industry. Emphasis is placed on the students understanding of the terminologies, fundamental elements, principles and expectations of a grip, including duties on a classical stage and in a location environment. Exposure to the basic equipment used by the Grip / Rigging department.

**FILM 1420 - Basic Skills of Grip/Rigging for Film II**  
3 Credits

Building on the fundamentals gained from the Film 1410. Broaden the exploration of the equipment used in The Grip / Rigging department, including expected protocols, etiquette and ethics. Stressing the importance of pre-production preparation and organization / inventory procedures of equipment during the production process. Students will be introduced to basic safe handling of Grip essential equipment and accessories. Advanced rigorous exposure to grip / rigging crew responsibilities, logistics and organizational skills.

**FILM 1450 - GFA Grip and Rigging**  
6 Credits

**FILM 1510 - GFA Set Construction and Painting**  
6 Credits

**FILM 2010 - Advanced Skills for Film and TV Production I**  
3 Credits

Reinforcing the foundational knowledge gained in Film 1010 & 1020, reinforce the structure embedded in the hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Hands on instructional exercises reproduces production department environments, responsibilities, protocols, etiquette and ethics used daily by production assistants.

**FILM 2020 - Advanced Skills for Film and TV Production II**  
3 Credits

Building on the fundamentals gained from the course Film 2010, students will broaden the exploration of the business of Film and Television Production by better understanding the scheduling and budgeting process. Stressing the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew responsibilities, locations logistics and organizational expectations.

**FILM 2030 - Essentials of Film and TV Post-Production II**  
3 Credits

**FILM 2040 - Advanced Film and TV Production Scheduling/Movie M**  
3 Credits

**FILM 2050 - Advanced Film and TV Production Budgeting/Movie Ma**  
3 Credits

**FILM 2090 - Film and TV Adv. Set Construction and Scenic Paint**  
3 Credits

**FILM 2310 - Advanced Skills of Electric/Lighting for Film I**  
3 Credits

**FILM 2320 - Advanced Skills of Electric/Lighting for Film II**  
3 Credits

**FILM 2410 - Advanced Skills of Grip/Rigging for Film I**  
3 Credits

**FILM 2420 - Advanced Skills of Grip/Rigging for Film II**  
3 Credits

**FILM 2430 - Basics of Crane, Condor and Heavy Equipment**  
3 Credits

**FILM 2500 - Film and TV Production Practicum/Internship**  
6 Credits

Provides additional skills application in a professional production environment through cooperative agreements among the film industry, the Georgia Film Institute and the student to furnish employment within a variety of production opportunities. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professional. Supplements and compliments the courses taught in the Georgia Film Institute. Topics include: application of production skills, appropriate employability skills, problem solving, adaptability to differing production environments and acceptable job performance for Production Assistants assigned to the grip, electrical, art department, hair and makeup, SPFX, locations, camera, transportation and production departments.

**FILM 2550 - FILM 2550 - GFA Film Practicum/Internship**  
6 Credits

**FILM 2900 - FILM 2900 - Film and TV Production Practicum/Inter**  
4 Credits

**FORS 1010 - Intro to Forestry/Natural Resources**  
3 Credits

Introduces the fundamentals of forestry and natural resources. Topics include: history of forestry, importance of forestry, forest safety, harvesting equipment, and natural resource careers.

**FORS 1030 - Dendrology**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include: tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

**FORS 1100 - Forest Technology**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course introduces basic forest management concepts and techniques. Topics include forest protection, products, harvesting, silviculture, and measurements. Upon completion students should have a fundamental understanding of the different aspects of forest management in the southeastern United States.

**FORS 1210 - GPS/GIS Aerial Photography**

4 Credits

*Pre/Co-requisite(s): MATH 1012 or MATH 1111, Provisional Admission*

Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include: Global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.

**FOSC 2037 - Victimology**

3 Credits

*Pre-requisites: Program Admission*

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

**FRSC 1020 - Basic Firefighter-EMS Fundament**

3 Credits

*Pre-Requisite(s): Program Admission*

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/ recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.



**FRSC 1030 - Basic Firefighter - MODULE I**  
5 Credits

*Pre-Requisite(s): Program Admission*

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response + size-up, forcible entry, ladders, search + rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following:

1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

**FRSC 1040 - Basic Firefighter - MODULE II**  
3 Credits

*Pre-Requisite(s): Program Admission*

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes + knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I

**FRSC 1050 - Fire and Life Safety Educator I**  
3 Credits

*Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141*

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

**FRSC 1060 - Fire Prev, Preparedness & Maint**  
3 Credits

*Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141*

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141. (1500-1500- 0)

**FRSC 1070 - Introduct to Technical Rescue**  
4 Credits

*Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141*

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

**FRSC 1080 - Fireground Operations**  
3 Credits

*Pre-Requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141*

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

**FRSC 1100 - Introduct to the Fire Service**  
3 Credits

*Pre-Requisite(s): Program Admission*

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

**FRSC 1110 - Fire Admin/Supervis&Leadership**  
3 Credits

*Pre-Requisite(s): Program Admission*

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1.NFA Leadership I 2.NFA Leadership II 3.NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

**FRSC 1115 - Fire Behavior and Combustion**  
3 Credits

*Pre-requisite(s): Program Admission*

This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

**FRSC 1121 - Firefighting Strategy&Tactics**  
3 Credits

*Pre-Requisite(s): Program Admission*

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

**FRSC 1132 - Fire Service Instructor**  
4 Credits

*Pre-Requisite(s): Program Admission*

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

**FRSC 1141 - Hazardous Materials Operations**  
4 Credits

*Pre-Requisite(s): Program Admission*

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

**FRSC 1151 - Fire Prevention & Inspection**  
4 Credits

*Pre-Requisite(s): Program Admission*

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, means of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

**FRSC 1161 - Fire Service Safe&Loss Control**

3 Credits

*Pre-Requisite(s): Program Admission*

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

**FRSC 2100 - Fire Admin Management**

3 Credits

*Pre-Requisite(s): Program Admission*

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why its done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

**FRSC 2110 - Fire Service Hydraulics**

3 Credits

*Pre-Requisite(s): Program Admission*

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

**FRSC 2120 - Fire Protection Systems**

3 Credits

*Pre-Requisite(s): Program Admission*

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

**FRSC 2130 - Fire Serv Building Construct**

3 Credits

*Pre-Requisite(s): Program Admission*

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

**FRSC 2141 - Incident Command**

4 Credits

*Pre-Requisite(s): Program Admission*

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

**FRSC 2170 - Fire and Arson Investigation**

4 Credits

*Pre-Requisite(s): Program Admission*

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

**FWMT 1090 - Wildlife Science**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course covers the taxonomy, biology, ecology, and management of game, non-game mammals, and management of birds of North America. Topics includes identification, biology, and ecology, behavior, collection of age, sex, and reproduction data, and management. Upon completions students should be able to identify mammals species, waterfowl and upland game birds and demonstrate knowledge of their understanding of wildlife biology, ecology, and management.

**FWMT 1000 - Intro to Wildlife Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course introduces the principles of wildlife management, including basic terminology, safety and orientation, and employment. Topics include compass and mapping techniques, first aid and CPR training, hunter safety and boating safety, organizations and agencies, and careers in natural resource management.

**FWMT 1010 - Equipment Use**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course provides an introduction to equipment operation, safety, and maintenance. Topics include tractor and ATV operation and maintenance, power boat operation, the use of hand tools and power tools including chain saws. Upon completion, students should be able to safely operate equipment and perform routine maintenance and repair required in a career in wildlife management.

**FWMT 1020 - Wildlife Policy and Law**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course includes laws, policies, and jurisdiction of natural resources. Topics include policy and law; game, non-game and endangered species; public relations and cultural aspects of natural resource management; and law enforcement procedures. Upon completion students should be able to describe and assess the influences of policies, laws, and society on natural resource management.

**FWMT 1080 - Plantation Operations**

3 Credits

*Pre/Co-requisite(s): Program Admission*

This course provides a focus on operations for students interested in managing wildlife on private plantations in the Southeast. Topics include guiding techniques, facility and grounds maintenance, dog handling and kennel operations, hospitality, and interpersonal relations.

**FWMT 2010 - Wildlife Management Techniques**  
4 Credits

*Pre/Co-requisite(s): Program Admission*

This course takes an applied approach in covering the methods commonly used in wildlife population management. Topics include identification, measurement of population parameters, wildlife damage management, collection of age, sex, and reproductive data, radio telemetry, and investigations into causes of mortality. Upon completion students should understand and administer common population management techniques.

**FWMT 2020 - Habitat Manipulation**  
4 Credits

*Pre/Co-Requisite(s): FWMT 1000*

This is an applied course covering habitat management practices beneficial to wildlife. Emphasis is placed on methods for increasing quality food production and cover, and developing and executing management plans. Upon completion students should develop, interpret, and execute management plans to establish, maintain, and improve quality habitat.

**FWMT 2030 - Fish Pond Management**  
3 Credits

*Pre-requisite(s): Provisional Admission*

This course covers the management of fish ponds. Emphasis is placed on the techniques used to maintain a healthy and productive pond for sport and recreation fishing. Upon completion students should be familiar with pond management techniques.

**FWMT 2040 - Internship**  
3 Credits

*Pre-requisite(s): Program Admission*

Focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development

**General Education 0000 - General Education Core Elective**  
3 Credits

**General Management Specialization Elective- Business Management - Elec-MGMT**  
6 Credits

**HIMT 1100 - Introduction to Health Information Technology**  
3 Credits

*Pre-requisite(s): Program Admission*

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).



**HIMT 1150 - Comp Apps in Healthcare**

3 Credits

*Pre-requisite(s): Program Admission*

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

**HIMT 1151 - Computer Applications in Healthcare**

4 Credits

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

**HIMT 1200 - Legal Aspects of Healthcare**

3 Credits

*Pre-requisite(s): Program Admission*

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

**HIMT 1250 - Health Record Content and Structure**

2 Credits

*Pre-requisite(s): Program Admission*

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

**HIMT 1350 - Pharmacotherapy**

2 Credits

*Pre-requisite(s): Program Admission and (ALHS 1090 or BUSN 2300)*

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

**HIMT 1360 - Introduction to Pathopharmacotherapy**

3 Credits

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

**HIMT 1400 - Coding & Classification-ICD**

4 Credits

*Pre-requisite(s): HIMT 1360, (BIOL 2114 or ALHS 1011), (ALHS 1090 or BUSN 2300)*

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

**HIMT 1410 - Coding and Classification-ICD Advanced**  
3 Credits

*Pre-requisite(s): HIMT 1400*

This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

**HIMT 2150 - Healthcare Statistics**  
3 Credits

*Pre-requisite(s): Any Degree Level Mathematics Course*

*Pre/Co-requisite(s): HIMT 2200*

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

**HIMT 2200 - Performance Improvement**  
3 Credits

*Pre-requisite(s): Program Admission*

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

**HIMT 2300 - Healthcare Management**  
3 Credits

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

**HIMT 2400 - Coding and Classification - CPT/HCPCS**  
3 Credits

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

**HIMT 2410 - Revenue Cycle Management**  
3 Credits

*Pre-requisite(s): HIMT 1400*

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

**HIMT 2460 - HIT Practicum**

3 Credits

*Pre-requisite(s): HIMT 1250 and HIMT 1200; Co-reqs HIMT 2400*

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

**HIMT 2500 - Certification Seminar**

4 Credits

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

**HIST 1111 - World History I**

3 Credits

*Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores*

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance

**HIST 1112 - World History II**

3 Credits

*Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores*

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

**HIST 2111 - US History I**

3 Credits

*Pre-requisite(s): Appropriate degree level Writing/English & Reading placement test scores*

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

### **HIST 2112 - US History II**

3 Credits

*Pre-requisite(s): Appropriate degree level  
Writing/English & Reading placement test scores*

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950's; the 1960's and 1970's; and America since 1980.

### **HORT XXXX - Horticulture Elective**

4 Credits

### **HORT XXXX - Horticulture Elective (3 hrs)**

3 Credits

### **HORT 1000 - Horticulture Science**

3 Credits

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

### **HORT 1010 - Woody Plant Identification I**

3 Credits

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

### **HORT 1020 - Herbaceous Plant Identification**

3 Credits

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

### **HORT 1030 - Greenhouse Management**

4 Credits

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

### **HORT 1040 - Landscape Installation**

3 Credits

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

### **HORT 1041 - Landscape Construction**

4 Credits

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

**HORT 1050 - Nursery Production and Management**  
4 Credits

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

**HORT 1060 - Landscape Design**  
4 Credits

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

**HORT 1070 - Landscape Installation**  
4 Credits

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

**HORT 1080 - Pest Management**  
3 Credits

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

**HORT 1100 - Introduction to Sustainable Agriculture**  
3 Credits

Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

**HORT 1110 - Small Scale Food Production**  
4 Credits

Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

**HORT 1120 - Landscape Management**  
4 Credits

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

**HORT 1140 - Horticulture Business Management**  
3 Credits

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

**HORT 1150 - Environmental Horticulture Internship**  
3 Credits

This internship/practicum allows the student to become involved in an actual job placement or practicum experience. Environmental horticulture applications that require practice and follow through are emphasized. Topics include: work ethics, skills, and attitudes; demands within the horticulture industry; horticultural business management; and labor supervision.

**HORT 1160 - Landscape Contracting**  
3 Credits

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

**HORT 1200 - Arboriculture Science**  
4 Credits

Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

**HORT 1250 - Plant Production and Propagation**  
4 Credits

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture), and propagation facilities construction.

**HORT 1310 - Irrigation and Water Management**  
4 Credits

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

**HORT 1330 - Turfgrass Management**  
4 Credits

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices

**HORT 1410 - Soils**  
3 Credits

This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

**HORT 1420 - Golf Course Design Construction and Management**

3 Credits

Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

**HORT 1430 - Advanced Landscape Design**

4 Credits

This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

**HORT 1440 - Landscape Grading and Drainage**

4 Credits

Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

**HORT 1500 - Small Gas Engine Repair and Maintenance**

4 Credits

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

**HORT 1560 - Computer-Aided Landscape Design**

4 Credits

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

**HORT 1680 - Woody Plant Identification II**

3 Credits

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

**HORT 1690 - Horticulture Spanish**

3 Credits

An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include: introductory conversational Spanish with an emphasis on green industry vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating aspects of Latino culture for more effective management.

**HORT 1700 - Large Equipment Operation**

3 Credits

This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

### **HORT 1750 - Interiorscaping**

4 Credits

This course develops students' skills in designing, installing, and maintaining interior plantings. Topics include: an industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, and designs and installations.

### **HORT 1800 - Urban Landscape Issues**

3 Credits

This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

### **HORT 2500 - Specialty Landscape Construction**

4 Credits

This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

### **Humanities/Fine Arts 0000 - Humanities/Fine Arts Elective**

3 Credits

### **HUMN 1101 - Introduction to Humanities**

3 Credits

*Pre-requisite(s): ENGL 1101*

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

### **IDFC 1007 - Industrial Safety Procedures**

2 Credits

*Pre-requisite(s): Provisional Admission*

This course provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

### **IDFC 1011 - Direct Current I**

3 Credits

*Pre/Co-requisite(s): Provisional Admission*

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

### **IDFC 1012 - Alternating Current I**

3 Credits

This course introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.



**IDSY XXX1 - Occupational Electives 9 Hrs**  
9 Credits

Guided Elective hours for Automation Technology Diploma

**IDSY XXXX - Occupational Elective Courses**  
11 Credits

**IDSY 1101 - DC Circuit Analysis**  
3 Credits

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety procedures.

**IDSY 1105 - AC Circuit Analysis**  
3 Credits

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to: electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 - Industrial Motor Controls I**  
4 Credits

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1111 - Industrial Wiring**  
4 Credits

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

**IDSY 1112 - Motor Controls I**  
4 Credits

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1112 - Motor Controls I**  
4 Credits

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1113 - Motor Controls II**  
4 Credits

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

**IDSY 1120 - Basic Industrial PLC's**

4 Credits

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1160 - Mechanical Laws & Principles**

4 Credits

This course introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Acceleration, and Intertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands-on lab exercises.

**IDSY 1171 - Industrial Mechanics**

4 Credits

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

**IDSY 1181 - Fluid Power Systems**

4 Credits

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

**IDSY 1191 - Pumps & Piping Systems**

3 Credits

This course provides instruction on the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

**IDSY 1220 - Intermediate Industrial PLC's**

4 Credits

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

**IDSY 1230 - Industrial Instrumentation**

5 Credits

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

**IDSY 2000 - PLC I**

4 Credits

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 2000 - PLC I**

4 Credits

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 2001 - PLC II**

4 Credits

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

**IDSY 2700 - Advanced PLC's I**

4 Credits

Provides for hands-on development of operational skills in Programming/Troubleshooting industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills + techniques the students can apply to actual control applications in an industrial environment.

**IDSY 2730 - Advanced PLC's II**

4 Credits

Provides hands-on development of operational skills in Programming and set-up for industrial control and process systems. Emphasis is placed on logically thinking through a system process and applying the skills taught in previous PLC classes to solve complex control issues. This course places emphasis on analog controls and advanced process control.

**IDSY 2750 - Human Machine Interface**

4 Credits

Provides hand-on development of Programming skills for industrial HMI components used automated industrial systems. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills and techniques the student can apply to HMI applications in an industrial environment.

**LEQR 1000 - 4-Cycle Engines**

5 Credits

Introduction to basic four-stroke engine operation. Topics include: Lawn Equipment safety, four-stroke gasoline and diesel engine fundamentals, electrical systems, governor systems, fuel systems, engine cooling systems, and precision measuring.

**LEQR 1100 - General Lawnmower Repair**

4 Credits

Introduces general equipment maintenance, electrical systems, bearings, clutches, hydrostatic transmission theory and diagnosis, and steering system diagnosis and repair.

**LEQR 1150 - 2-Cycle Engine Equipment Repair**

3 Credits

Introduces two-stroke engine operation. Topics include: Lawn Equipment two-stroke engine fundamentals, ignition systems, governor systems, fuel systems, general maintenance, and technical information.

**MAST 1010 - Legal and Ethical Concerns in the Medical Office**

2 Credits

*Pre-requisite(s): Program Admission and MAST 1080*

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

**MAST 1030 - Pharmacology in the Medical Office**

4 Credits

*Pre-requisite(s): Program Admission, (MATH 1012 or Degree Level Mathematics Course)*

*Pre/Co-requisite: MAST 1120*

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

**MAST 1060 - Medical Office Procedures**

4 Credits

*Pre-requisite(s): Program Admission, MAST 1030 and students must be able to type 32 wpm or have taken BUSN 1100*

*Co-requisite: MAST 1080 and MAST 1100*

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 - Medical Assisting Skills I**

4 Credits

*Pre-requisite(s): Program Admission, ALHS 1011 and ALHS 1090, MAST 1030*

*Co-requisite(s): MAST 1060, MAST 1100*

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical 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/ mensuration; medical office surgical procedures and electrocardiography.

**MAST 1090 - Medical Assisting Skills II**

4 Credits

*Pre-requisite(s): Program Admission, MAST 1080.**Co-requisite: MAST 1010, MAST 1110**Pre/Co-requisite: PSYC 1010 or PSYC 1101*

Furtheres student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

**MAST 1100 - Medical Insurance Management**

2 Credits

*Pre-requisite(s): Program Admission, MAST 1030.**Co-requisite: MAST 1060, MAST 1080*

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

**MAST 1110 - Administrative Practice Management**

3 Credits

*Pre-requisite(s): Program Admission, MAST 1080.**Co-requisite: MAST 1010, MAST 1090*

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.

**MAST 1120 - Human Diseases**

3 Credits

*Pre/Co-requisite(s): ALHS 1090**Pre-Requisite: ALHS 1011*

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAST 1170 - Medical Assisting Externship**

4 Credits

*Pre-requisite(s): Program Admission, MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120**Co-requisite: MAST 1180*

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

**MAST 1180 - Medical Assisting Seminar**

4 Credits

*Pre-requisite(s): Program Admission, MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120**Co-requisite(s): MAST 1170*

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

**MATH 1012 - Foundations of Mathematics**

3 Credits

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

**MATH 1013 - Algebraic Concepts**

3 Credits

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

**MATH 1015 - Geometry and Trigonometry**

3 Credits

*Pre-requisite(s): MATH 1013*

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

**MATH 1101 - Mathematical Modeling**

3 Credits

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

**MATH 1103 - Quantitative Skills & Reasoning**

3 Credits

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

**MATH 1111 - College Algebra**

3 Credits

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

**MATH 1112 - College Trigonometry**

3 Credits

*Pre-requisite(s): MATH 1111 with a "C" or better.*

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, and complex numbers.

**MATH 1113 - Pre-Calculus**

3 Credits

*Pre-requisite(s): MATH 1111 with a "C" or better or Appropriate Placement Test Score.*

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

**MATH 1127 - Introduction to Statistics**

3 Credits

*Pre-requisite(s): Appropriate Algebra Placement Test Score or MATH 1111 with a "C" or better.*

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

**MATH 1131 - Calculus I**

4 Credits

*Pre-requisite(s): MATH 1111 and 1112 or 1113 with a "C" or better.*

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

**MCHT 1012 - Print Reading for Machine Tool**

3 Credits

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

**MCHT 1011 - Introduction to Machine Tool**

4 Credits

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

**MCHT 1013 - Machine Tool Math**

3 Credits

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

**MCHT 1020 - Heat Treatment and Surface Grinding**

4 Credits

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

**MCHT 1119 - Lathe Operations I**

4 Credits

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

**MCHT 1120 - Mill Operations I**

4 Credits

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

**MCHT 1219 - Lathe Operations II**

4 Credits

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

**MCHT 1220 - Mill Operations II**

4 Credits

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

**MCST 1000 - Intro to Motorcycle Technology**

4 Credits

*Pre-requisite(s): Program Admission*

This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.

**MCST 1010 - Motorcycle Engines and Drive Trains**

6 Credits

This course covers 2-cycle and 4-cycle engines, their transmissions, and their final drive systems. It also provides an overview of the exhaust and lubrication systems. Upon successful completion of this course the student will have disassembled, inspected, reassembled, and operationally tested motorcycle engines and drive trains.

**MCST 1020 - Motorcycle Electrical Systems**

6 Credits

This course covers the theory, operation and repair of electrical systems and components on modern motorcycles. Upon completion, the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle electrical and accessory systems.

**MCST 1030 - Motorcycle Fuel and Exhaust Systems**

4 Credits

This course covers the theory, operation, and repair of fuel tanks, petcocks, carburetors, fuel injection systems, and exhaust systems on modern motorcycles. Upon completion of this course the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle fuel systems. The student should also be able to diagnose, service, and repair exhaust systems.

**MCST 1040 - Motorcycle Chassis & Suspension**

4 Credits

*Pre-requisite(s): MCST 1000*

This course covers the maintenance, adjustment, and repair of motorcycle chassis systems. Topics include: brakes, front and rear suspensions, and wheels. Upon completion the student should be able to diagnose, service, and repair motorcycle chassis and suspension systems.

**MCST 1050 - Customer Service and Product Awareness**

3 Credits

The objectives of this course include professional customer interaction/service, current knowledge of manufacturer and after-market products, and knowledge of the repair of motorcycles and utility vehicles. The topics covered in this course include commercial catalog systems, computer parts lists, inventory control, and proper selection and use of motorcycle parts and products. A motorcycle related business plan will be required.



**MCST 1110 - Motorcycle Maintenance**  
5 Credits

*Pre/Co-requisite(s): MCST 1000*

This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.

**MCST 1120 - Troubleshooting and Diagnostics**  
5 Credits

This course covers procedures for efficient and accurate diagnosis of components in the mechanical, electrical, and fuel systems of the motorcycle. Emphasis is placed on developing logical procedures for diagnosis. Upon completion the student should be able to perform accurate diagnosis of various motorcycle systems.

**MCST 1200 - Power Equipment Repair**  
4 Credits

This course is designed to familiarize the student with the basic function, maintenance and repair of power equipment such as lawn and garden equipment, log splitters, chainsaws, pressure washers and other common outdoor equipment.

**MCST 2000 - Motorcycle Technology Internship**  
4 Credits

This internship course provides the student with opportunities for application and reinforcement of motorcycle maintenance, service, and employability principles in an actual job setting. It acquaints the student with work situations and provides insights into the work environment of a repair shop.

**MCST 2100 - Motorcross Internship**  
4 Credits**MCTX 1011 - Basic Mech Fund I**  
3 Credits

*Pre-Requisite(s): Program Admission*

This course will provide students with an understanding of the basic fundamentals of a Mechatronic operation. Including electronic, pneumatic, and control devices. Students will learn the operation and purpose of components in these automated systems.

**MCTX 1012 - Basic Mech Fund II**  
3 Credits

This course will provide students with an understanding of PLC installation and setup. Students will gain knowledge of components and data storage methods used in automated mechatronic equipment.

**MCTX 1013 - Basic Mech Fund III**  
3 Credits

This course builds on the Level 1 and 2 providing students with a higher level understanding of electronic circuitry and PLCs as it relates to mechatronic and automated equipment.

**MCTX 1014 - Basic Mech Fund IV**  
3 Credits

This course builds from Level 3 and continues to provide students with a broader knowledge of electronics and use of semiconductors and power supplies. Also providing a further study into the programming of a PLC and connections to field devices.

**MEGT 1010 - Manufacturing Processes**

3 Credits

This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

**MEGT 2020 - Engineering Materials**

4 Credits

This course introduces the fundamentals of metallurgy and engineering material science. Topics include: chemical, physical and mechanical properties of materials, material limitations, metallurgy, material structures and applications, material extraction processing techniques, material treating and treatments, and material testing. Emphasis is provided on material strength, design considerations and the effects of heat treatment, creep and fatigue. The course includes performance lab exercises that demonstrate the applications of the topics covered such as; material testing (i.e. tensile and hardness testing), material treatment (i.e. heat treatment), and inspection (i.e. NDE).

**MEGT 2030 - Statics****Prerequisites:** ENGT 1000, MATH 1113

3 Credits

*Pre-requisite: ENGT1000 and MATH1113 or MATH1112*

This course introduces the student to the study of forces acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include: vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**MEGT 2080 - Strength of Materials**

4 Credits

*Pre-requisite: MEGT2030*

This course studies the behavior of materials when subjected to different loadings and constraints. Topics include: stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion and/or shear. The course includes hands on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals. This is an approved elective for the Drafting Technology A.A.S. and Diploma.

**MGMT 0000 - Guided Elective**

3 Credits

**MGMT 1100 - Principles of Management**

3 Credits

Develops skills and behaviors necessary for successful supervision of people and their 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 workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Manager's Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

**MGMT 1105 - Organizational Behavior**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

**MGMT 1110 - Employment Rules & Regulations**

3 Credits

*Pre-requisite(s): Provisional Admission*

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

**MGMT 1115 - Leadership**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

**MGMT 1120 - Introduction to Business**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

**MGMT 1125 - Business Ethics**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

**MGMT 2115 - Human Resource Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

**MGMT 2120 - Labor Management Relations**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

**MGMT 2130 - Employee Training & Development**

3 Credits

*Pre-requisite(s): Provisional Admission*

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**MGMT 2140 - Retail Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

**MGMT 2145 - Business Plan Development**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts. Class requires student to purchase additional software for the class.

**MGMT 2150 - Small Business Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

**MGMT 2200 - Production/Operations Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/ assurance.

**MGMT 2205 - Service Sector Management**

3 Credits

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

**MGMT 2210 - Project Management**

3 Credits

*Pre-requisite(s): Provisional Admission*

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

**MGMT 2215 - Team Project**

3 Credits

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others. Students will work closely with a local non-profit on a fundraiser activity.

**MGMT 2220 - Management OBI**

3 Credits

*Pre/Co-requisites: Program Admission, MGMT 1100, MGMT 1110, MGMT 1115, MGMT 1125, MGMT 2115, MGMT 2125*

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

**MKTG Elective - MKTG Elective (3 Credits)**

3 Credits

**MKTG 1100 - Principles of Marketing**

3 Credits

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

**MKTG 1130 - Business Regulations and Compliance**

3 Credits

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

**MKTG 1160 - Professional Selling**

3 Credits

This course introduces professional selling skills and processes. Topics include: professional selling, product/ sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

**MKTG 1190 - Integrated Marketing Communications**

3 Credits

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

**MKTG 1210 - Services Marketing**

3 Credits

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

**MKTG 1370 - Consumer Behavior**

3 Credits

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

**MKTG 2000 - Global Marketing**

3 Credits

*Pre-Requisite(s): MKTG 1100*

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

**MKTG 2010 - Small Business Management**

3 Credits

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

**MKTG 2030 - Digital Publishing Design**

3 Credits

*Pre-Requisite(s): Program Admission, COMP 1000*

This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.

**MKTG 2060 - Marketing Channels**

3 Credits

This course emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

**MKTG 2070 - Buying and Merchandising**

3 Credits

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

**MKTG 2090 - Marketing Research**

3 Credits

*Pre-Requisite: MKTG 1100*

This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

**MKTG 2160 - Advanced Selling**

3 Credits

*Pre-Requisite(s): MKTG 1160*

This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

**MKTG 2210 - Entrepreneurship**

6 Credits

*Pre-Requisite(s): Program Admission*

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.



**MKTG 2270 - Retail Operations Management**

3 Credits

*Pre-Requisite(s): Program Admission*

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

**MKTG 2290 - Marketing Internship/Practicum**

3 Credits

*Pre-Requisite(s): Faculty Approval*

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

**MKTG 2300 - Marketing Management**

3 Credits

*Pre-Requisite(s): MKTG 1100*

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

**MKTG 2500 - Exploring Social Media**

3 Credits

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment

**MLBT 1010 - Introduction to Medical Laboratory Technology**

2 Credits

*Pre-requisite(s): Program Admission*

Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

**MLBT 1030 - Urinalysis/Body Fluids**

2 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, CLBT 1010*

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

**MLBT 1040 - Hematology/Coagulation**

5 Credits

*Pre/Co-requisite(s): BIOL 2113, BIOL 2113L, CLBT 1010*

Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, and process improvement.

**MLBT 1050 - Serology/Immunology**

3 Credits

*Pre/Co-requisite(s): CLBT 1010*

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.

**MLBT 1060 - Immunohematology**

4 Credits

*Pre-requisite(s): CLBT 1050*

Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

**MLBT 1070 - Clinical Chemistry**

4 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, (CHEM 1211 & CHEM 1211L) OR (CHEM 1151 & CHEM 1151L),*

*Pre/Co-requisite(s): CLBT 1010, (CHEM 1212 & CHEM 1212L) OR (CHEM 1151 & CHEM 1151L),*

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

**MLBT 1080 - Microbiology**

5 Credits

*Pre/Co-requisite(s): CLBT 1010*

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

**MLBT 2090 - Clinical Urinalysis and Preanalytic Specimen Proc**

3 Credits

*Pre-requisite(s): CLBT 1010, CLBT 1030, CLBT 1050*

Provides students 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: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MLBT 2100 - Clinic Immunohematology Practicum**  
4 Credits*Pre-requisite(s): CLT 1060*

Provides students with an opportunity for in-depth application and reinforcement of immunohematology 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: specimen processing; slide and tube Immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MLBT 2110 - Clinical Hematology/Coagulation Practicum**  
4 Credits*Pre-requisite(s): CLBT 1040*

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation 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: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MLBT 2120 - Clinical Microbiology Practicum**  
4 Credits*Pre-requisite(s): CLBT 1080*

Provides students 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: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MLBT 2130 - Clinical Chemistry Practicum**  
4 Credits*Pre-requisite(s): CLBT 1070*

Provides students with an opportunity for in-depth application and reinforcement of chemistry 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: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MLBT 2200 - CLT Certification Review**

2 Credits

*Pre-requisites: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

**MUSC 1101 - Music Appreciation**

3 Credits

*Pre-requisite(s): Appropriate Degree Level Writing (English) and Reading Placement Test Scores*

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

**NAST 1100 - Nurse Aide Fundamentals**

6 Credits

*Pre-requisite(s): Program Admission*

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of the human body systems and common disease processes; vital signs; observing, reporting and documenting changes in a resident's condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents' rights; basic patient care skills; personal care skills; and restorative care.

NOTE: Students enrolled in this course are required to complete the entry level occupational work ethics course during the same term.

NOTE: Students enrolled in this course are required to complete the capstone level occupational work ethics course during the same term.

**NAST 2100 - Nurse Aide Accelerated**

7 Credits

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury.

NOTE: Students enrolled in this course are required to complete the entry level occupational work ethics course during the same term.

NOTE: Students enrolled in this course are required to complete the capstone level occupational work ethics course during the same term.

**OCCU 0000 - Occupational Electives**

11 Credits

**OCCU 0007 - Occupational Electives**

7 Credits

**PCTA 1000 - Patient Care Technician/Assistant Fundamentals**

Credits

*Pre-requisites*

NAST 1100 - Nurse Aide Fundamentals ( 202112L )

NAST 2100 - Nurse Aide Accelerated ( 202112L )

NAST 2105 - Nurse Aide Fast Track ( 202312L )

The Patient Care Technician/Assistant (PCT/A) course is designed to prepare Certified Nursing Assistants (CNAs) to expand their skills. This comprehensive course combines theoretical knowledge with practical skills to ensure students are well-equipped to provide high-quality care to patients in various healthcare settings. Topics include, Patient Care; Compliance, Safety, & Professional Responsibility; Infection Control; Phlebotomy; EKG.

(Disclaimer: Colleges can choose to utilize the Practicum hours outline within this course as a instructor led lab with required check-offs or as a true clinical course with required supervised work experience.)

**PHLT 1030 - Introduction to Venipuncture**

3 Credits

*Pre-requisite(s): Program Admission*

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

**PHLT 1050 - Clinical Practice**

4 Credits

*Pre/Co-requisite(s): PHLT 1030*

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PHLT 1055 - Accelerated Phlebotomy Clinical Practice**

5 Credits

Provides work experiences in a clinical or simulated lab setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PHYS 1110 - Conceptual Physics**

3 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1101, MATH 1103, OR MATH 1111)*

*Pre/Co-requisite(s): PHYS 1110L*

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1110L - Conceptual Physics Lab**

1 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1101, MATH 1103, OR MATH 1111)*

*Pre/Co-requisite(s): PHYS 1110*

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1111 - Introductory Physics I**

3 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1112 OR MATH 1113)*

*Pre/Co-requisite(s): PHYS 1111L*

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

**PHYS 1111L - Introductory Physics Lab I**

1 Credits

*Pre-requisite(s): ENGL 1101 AND (MATH 1112 OR MATH 1113)*

*Pre/Co-requisite(s): PHYS 1111*

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

**PHYS 1112 - Introductory Physics II**

3 Credits

*Pre-requisite(s): PHYS 1111, PHYS 1111L**Pre/Co-requisite(s): PHYS 1112L*

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

**PHYS 1112L - Introductory Physics Lab II**

1 Credits

*Pre-requisite(s): PHYS 1111, PHYS 1111L**Pre/Co-requisite(s): PHYS 1112*

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

**PNSG 1600 - Introduction to Pharmacology and Clinical Calculat**

3 Credits

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06( 5a & 5b). A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing certificate and have the qualifications of an entry-level practical nurse. The PN21 program is a certificate program to be implemented with new cohorts of students beginning Fall 2024 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

**PNSG 1605 - Fundamentals**

6 Credits

An introduction to the nursing process and clinical practice, normal body system function, and terminology related to healthcare. Topics include: nursing as a profession; scope of practice; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, history taking, and an introduction to structure, function, terminology associated with healthcare, and physical assessment of body systems; customer/client relationships; standard precautions; activities of daily living; infection control/ blood-borne/ airborne pathogens; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care. At the end of the course, students will have completed a minimum of 66 lecture/lab (3300/50min) hours and 75 clinical (4500/60min) hours.

**PNSG 1610 - Adult Health Nursing I**

6 Credits

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include terminology associated with healthcare, structure and function of body systems, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions concerning the cardiovascular, respiratory, and hematological and immunological systems. Clinical topics include but are not limited to hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions about cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

**PNSG 1615 - Adult Health Nursing II**

6 Credits

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary systems. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.



**PNSG 1620 - Adult Health Nursing III**

6 Credits

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological and sensory systems, disaster preparedness, emergency response, triage, and bioterrorism. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

**PNSG 1625 - PNSG 1625 - Adult Health Nursing IV**

6 Credits

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and musculoskeletal systems and oncology. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. After, this adult health course students will have completed a minimum of 4125/50= 82.5 lecture/lab contact hours and 3750/60=62.5 clinical hour.

**PNSG 1630 - Mental Health Nursing**

4 Credits

Presents concepts within the field of mental health nursing and their application to everyday human behavior, thinking, emotion, and communication. Focuses on health management and maintenance and the prevention of illness, care of the mental health patient as a whole, and deviations from the normal state of health. Emphasis is placed on students understanding mental health principles and their application within the context of family, work and social interactions. Topics include an overview of psychological disorders and their treatments; terminology associated with health care, stress and health; health management and maintenance and prevention of illness; care of the mental health patient as a whole, and deviations from the normal state of health in the mental health client; client care, pharmacology, and diet therapy of the mental health client; and standard precautions. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education, displaying cultural competence across the life span and with attention to special populations. At completion of this mental health course, students will have completed a minimum of 75 (3750/50) lecture contact hours and 25 (1500/60) clock hours of mental health-related clinical experience.

**PNSG 1635 - Maternal Nursing**

4 Credits

Focuses on maternal and newborn patient care aspects of health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include the function of the human body systems, terminology associated with healthcare, health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn, and standard precautions. After this maternity course, students will have completed a minimum of 1500/50 (30) lecture and lab contact hours and 3000/60 (50) clock hours of reproductive, maternity, and newborn-related clinical experience.

**PNSG 1640 - Pediatric Nursing**

3 Credits

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions. After this pediatric course, students will have completed a minimum of 45 (2250/50) lecture/lab contact hours and 25 (1500/60) clock hours of pediatric-related clinical experience

**PNSG 1645 - Practical Nursing Capstone**  
5 Credits

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, group dynamics, professional oral and written communication, and conflict resolution. At completion of this nursing leadership course, students will have completed a minimum of 54 lecture/lab (2700/50 min) hours and 60 clock (3600/60 min) hours of leadership-related clinical experience.

**PNSG 2010 - Intro to Pharmacology and Clinical Calculations**  
2 Credits

*Pre-requisite(s): MATH 1012*

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

**PNSG 2030 - Nursing Fundamentals**  
6 Credits

*Pre-requisite(s): ALHS 1011, ALHS 1060, ENGL 1010, MATH 1012, PSYC 1010, and an Acceptable Score on the Health Educational System Incorporated (HESI).*

*Co-requisite: PNSG 2035*

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions; basic life support; infection control/bloodborne/airborne pathogens and basic emergency care/first aid and triage.

**PNSG 2035 - Nursing Fundamentals Clinical**  
2 Credits

*Pre-requisite(s): ALHS 1011, ALHS 1060, ENGL 1010, MATH 1012, PSYC 1010, and an Acceptable Score on the Health Educational System Incorporated (HESI).*

*Co-requisite: PNSG 2030*

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions; hygiene and personal care; mobility; biomechanics; fluid and electrolytes; oxygen care and perioperative care.

**PNSG 2210 - Medical-Surgical Nursing I**  
4 Credits

*Pre-requisite(s): PNSG 2030, PNSG 2035*

*Co-requisite(s): PNSG 2310*

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, hematological and immunological systems.

**PNSG 2220 - Medical-Surgical Nursing II**  
4 Credits

*Pre-requisite(s): PNSG 2210, PNSG 2310*

*Co-requisite(s): 2320*

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

**PNSG 2230 - Medical-Surgical Nursing III**  
4 Credits

*Pre-requisite(s): PNSG 2220, PNSG 2320*

*Co-requisite(s): PNSG 2330*

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

**PNSG 2240 - Medical-Surgical Nursing IV**  
4 Credits

*Pre-requisite(s): PNSG 2230, PNSG 2330*

*Co-requisite(s): PNSG 2340*

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

**PNSG 2250 - Maternity Nursing**  
3 Credits

*Pre-requisite(s): PNSG 2240, PNSG 2340*

*Co-requisite(s): PNSG 2255*

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

**PNSG 2255 - Maternity Nursing Clinical**  
1 Credits

*Pre-requisite(s):* PNSG 2240, PNSG 2340

*Co-requisite(s):* PNSG 2250

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

**PNSG 2310 - Medical-Surgical Nursing Clinical I**  
2 Credits

*Pre-requisite(s):* PNSG 2030, PNSG 2035

*Co-requisite(s):* PNSG 2210

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2320 - Medical-Surgical Nursing Clinical II**  
2 Credits*Pre-requisite(s): PNSG 2210, PNSG 2310**Co-requisite(s): PNSG 2220*

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2330 - Medical-Surgical Nursing Clinical III**  
2 Credits*Pre-requisite(s): PNSG 2220, PNSG 2320**Co-requisite(s): PNSG 2230*

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2340 - Medical-Surgical Nursing Clinical IV**  
2 Credits

*Pre-requisite(s): PNSG 2230, PNSG 2330*

*Pre/Co-requisite(s): PNSG 2240*

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, respiratory, hematological, immune systems, neurological, sensory, musculoskeletal systems, endocrine, gastrointestinal, urinary system, integumentary and reproductive systems.

**PNSG 2410 - Nursing Leadership**  
1 Credits

*Pre-requisite(s): PNSG 2240, PNSG 2340*

*Pre/Co-requisite(s): PNSG 2415*

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

**PNSG 2415 - Nursing Leadership Clinical**  
2 Credits

*Pre-requisite(s): PNSG 2240, PNSG 2340*

*Co-requisite(s): PNSG 2410*

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

**POLS 1101 - American Government**  
3 Credits

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

**PSYC 1010 - Basic Psychology**  
3 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

**PSYC 1101 - Introductory Psychology**

3 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

**PSYC 2103 - Human Development**

3 Credits

*Pre-requisite(s): PSYC 1101*

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

**PSYC 2250 - Abnormal Psychology**

3 Credits

*Pre-requisite(s): PSYC 1101*

Emphasizes the nature and causes of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications of psychological disorders; and etiology and treatment considerations.

**RADT 1010 - Introduction to Radiology**

4 Credits

*Pre-requisite(s): Program Admission*

*Co-requisite(s): RADT 1030, RADT 1320*

Introduces medical imaging and radiologic science and health care professions with an emphasis on ethics and professionalism. Fundamental principles of radiation protection, equipment operation, and exposure are discussed. Medical imaging services are described with instruction regarding patient care including patient interactions and preparation. Topics include: introduction to medical imaging and radiologic sciences and health care, ethics and law in medical imaging and radiologic sciences, patient care and services in the medical imaging and radiologic sciences, basic principles of radiation protection and exposure, equipment introduction, and patient interactions/preparation.

**RADT 1030 - Radiographic Procedures I**

3 Credits

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L*

*Pre/Co-requisite(s): RADT 1010*

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.



**RADT 1060 - Radiographic Procedures II**

3 Credits

*Pre-requisite(s): RADT 1010, RADT 1030**Co-requisite(s): RADT 1330*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**RADT 1065 - Radiologic Science**

2 Credits

*Pre/Co-requisite(s): RADT 1030*

Content of this course is designed to establish a basic knowledge a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation, ionizing, and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

**RADT 1075 - Radiographic Imaging**

4 Credits

*Pre/Co-requisite(s): RADT 1060*

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

**RADT 1085 - Radiologic Equipment**

3 Credits

*Pre/Co-requisite(s): RADT 1060*

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

**RADT 1200 - Principles of Radiation Biology and Protection**

2 Credits

*Pre/Co-requisite(s): RADT 1030*

Cellular biology and the molecular effects of ionizing radiation are reviewed. The various health effects of radiation exposure are explained including variations in cell radiosensitivity and response. Units and measures used to evaluate radiation exposure and the agencies and regulations involved in radiation safety are presented. Elements of a personnel monitoring program are identified. Radiation protection tools and methods including personnel and patient radiation protection techniques are discussed. Topics include: introduction to radiation biology, radiation energy transfer, radiation effects, radiosensitivity and response, introduction to radiation protection, units, detection, and measurement, surveys, regulatory/advisory agencies, and regulations, personnel monitoring, application, patient protection, and personnel protection.

**RADT 1320 - Clinical Radiography I**

4 Credits

*Pre/Co-requisite(s): RADT 1030*

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

**RADT 1330 - Clinical Radiography II**

7 Credits

*Pre-requisite(s): RADT 1010, RADT 1030, RADT 1320*

*Co-requisite(s): RADT 1060*

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

**RADT 2090 - Radiographic Procedures III**

2 Credits

*Pre-requisite(s): RADT 1060*

*Co-requisite(s): RADT 1330, RADT 2340*

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

**RADT 2260 - Radiologic Technology Review**

3 Credits

*Pre-requisite(s): RADT 1200, RADT 2090, RADT 2340**Co-requisite(s): RADT 2360*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: Patient Care (Patient Interactions and Management), Safety (Radiation Physics, Radiobiology and Radiation Protection), Image Production (Image Acquisition, Technical Evaluation, Equipment Operation and Quality Assurance), and Procedures (Head, Spine, Pelvis, Thorax, Abdomen and Extremities).

**RADT 2340 - Clinical Radiography III**

6 Credits

*Pre-requisite(s): RADT 1330*

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

**RADT 2360 - Clinical Radiography IV**

9 Credits

*Pre-requisite(s): RADT 2340**Co-requisite(s): RADT 2260*

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

**RESP 1110 - Pharmacology**

3 Credits

*Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111*

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

### **RESP 1120 - Intro to Respiratory Therapy**

3 Credits

*Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111*

*Co-requisite(s): RESP 1130, RESP 1193*

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

### **RESP 1130 - Respiratory Therapy Lab I**

4 Credits

*Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111*

*Co-requisite(s): RESP 1120, RESP 1193*

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

### **RESP 1193 - Cardiopulmonary Anatomy and Physiology**

4 Credits

*Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111*

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; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

### **RESP 2090 - Clinical Practice I**

2 Credits

*Pre-requisite(s): Program Admission*

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, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

### **RESP 2100 - Clinical Practice II**

2 Credits

*Pre-requisite(s): RESP 2090*

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

**RESP 2110 - Pulmonary Disease**

3 Credits

*Pre-requisite(s): Program Admission, RESP 1120, RESP 1193**Co-requisite(s): RESP 1110*

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

**RESP 2120 - Critical Respiratory Care**

2 Credits

*Pre-requisite(s): RESP 1120, RESP 1130*

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

**RESP 2130 - Mechanical Ventilation & Airway Management**

4 Credits

*Pre-requisite(s): RESP 1120, RESP 1130**Pre/Co-requisite(s): RESP 2120*

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

**RESP 2140 - Advanced Critical Care Monitoring**

1 Credits

*Pre-requisite(s): RESP 1120, RESP 1130, RESP 1193*

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

**RESP 2150 - Pulmonary Function Testing**

1 Credits

*Pre-requisite(s): RESP 1193*

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.

**RESP 2160 - Neonatal Pediatric Respiratory Care**  
3 Credits

*Pre-requisite(s): RESP 1120, RESP 1130*

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

**RESP 2170 - Advanced Respiratory Care Seminar**  
3 Credits

*Pre-requisite(s): RESP 2120, RESP 2130*

RESP 2170 provides an Advanced Respiratory Care View Seminar Course. This course is utilized to provide Respiratory Care students with a Self-Assessment Examination (SAE) for the Therapist Multiple Choice Examination. This test will be administered as "tools for identifying areas of weakness and remediation only." While completion of these exams is required as a participation grade, there is no required exit cut score for graduation from the program. Program faculty will review the areas of weakness with the student and develop a remediation plan.

**RESP 2180 - Clinical Practice III**  
2 Credits

*Pre/Co-requisite(s): RESP 2100*

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

**RESP 2190 - Clinical Practice IV**  
2 Credits

*Pre-requisite(s): RESP 2180*

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

**RESP 2200 - Clinical Practice V**  
3 Credits

*Pre-requisite(s): RESP 2180, RESP 2120*

*Pre/Co-requisite(s): RESP 2130, RESP 2190*

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

**RESP 2220 - Clinical Practice VI**  
7 Credits

*Pre/Co-requisite(s): RESP 2190*

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/ home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/ neonatal respiratory care, and rehabilitation/home care.

**RESP 2270 - Rehabilitation and Home Care**

1 Credits

*Pre/Co-requisite(s): RESP 1120*

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

**RNSG 1920 - Thero and Tech Foundations for Nursing Practice**

8 Credits

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101,*

*Any Degree Level Math, COLL 1500, Program Admission*

*Pre/Co-requisite(s): RNSG 1931*

**Generic Option – Thomasville/Tifton – Spring Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101,*

*Any Degree Level Math, COLL 1500, Program Admission*

*Pre/Co-requisite(s): RNSG 1931*

This course is designed to facilitate the acquisition of foundational concepts, knowledge, and essential psychomotor skills related to providing nursing care to a variety of clients. Interwoven within the concepts presented is the study of the role of the associate degree nurse and the application of skills related to health history collection and physical assessment of all body systems with consideration of nutritional, bio/psychosocial, developmental, and transitional changes. The following concepts are introduced and integrated throughout subsequent courses: wellness and health promotion, caring, communication, and collaboration; ethical and legal implications; cultural diversity; the teaching/ learning process; life transitions; the nursing process and critical thinking; and roles of the associate degree nurse. The establishment and maintenance of a therapeutic nurse/client relationship is emphasized. Clinical judgement is developed through exercises presented in class, skills lab, and clinical. Students transition from existing skills to more advanced skills through guided learning experiences in the skills and clinical setting. Guidance is provided on the basics of data collection and health history interviewing, and the knowledge required to assess each body system is learned. The student applies the standards of practice in adhering to legal and ethical standards related to the basic assessment of diverse clients.

**RNSG 1931 - Introduction to Nursing Principles of Pharmacy**

3 Credits

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101,*

*Any Degree Level Math, COLL 1500, Program Admission*

*Co-requisite(s): RNSG 1920*

**Bridge Option – Thomasville – Spring Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, BIOL 2117, BIOL 2117L*

*Any Degree Level Math, PSYC 1101, COLL 1500, a Humanities and General Education Elective, Program Admission*

*Co-requisite(s): RNSG 1960*

**Generic Option – Thomasville/Tifton – Spring Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101,*

*Any Degree Level Math, COLL 1500, Program Admission*

*Co-requisite(s): RNSG 1920*

**Bridge Option – Moultrie – Fall Admit**

*Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, BIOL 2117, BIOL 2117L*

*Any Degree Level Math, PSYC 1101, COLL 1500, a Humanities and General Education Elective, Program Admission*

*Co-requisite(s): RNSG 1960*

This course is a study of the introduction to pharmacology. Foundations of pharmacology, drug action at the physiologic level, and drug preparation and administration to diverse clients as they transition throughout the lifespan are included. Concepts include medication administration via various routes along

**RNSG 1940 - Life Transition Indicator Promotion of Health**

The nursing process of administration of medication. The student will gain knowledge of dosage calculations and skills related to the administration of medications; infusion therapy and blood administration. Emphasis is placed on concern for safety and precision. The student will gain knowledge of the therapeutic classifications of medications with an emphasis on client education. Throughout the course, critical thinking will be utilized.

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): RNSG 1920, RNSG 1931*

*Co-requisite(s): RNSG 1950*

This first adult health course is designed to prepare associate degree nursing students to provide nursing care utilizing concepts and skills introduced in the foundational course (RNSG 1920). Nursing care that promotes healthy transitions for clients experiencing variations of health status related to gastrointestinal, respiratory, musculoskeletal, neurological, cardiovascular, and psychosocial functions is included. Special consideration is given to the care of the elderly and clients during the operative period. Critical thinking skills are utilized to meet the bio/psychosocial, developmental, cultural, and spiritual needs of the client. Emphasis is placed on the application of the roles of associate degree nursing practice.



**RNSG 1950 - Life Transitions II: Promotion of Mental Health**

5 Credits

**Generic Option – Thomasville – Fall Admit***Pre-requisite(s): RNSG 1920, RNSG 1931**Co-requisite(s): RNSG 1940, RNSG 2910***Generic Option – Thomasville/Tifton – Spring Admit***Pre-requisite(s): RNSG 1920, RNSG 1931**Co-requisite(s): RNSG 1940*

This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced. The course focuses on provisions of care and the role of the associate degree nurse as a communicator to promote health and support individual wellness behaviors. The application of the roles of the nurse to meet the needs of clients experiencing variations of health status related to mental growth and health are introduced. Content related to various treatment modalities, nutrition, pharmacology, and cultural diversity is incorporated throughout the course. Legal and ethical factors related to mental health care are also included.

**RNSG 1960 - Transition to Associate of Science in Nursing**

8 Credits

**Bridge Option – Thomasville – Spring Admit***Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, BIOL2117, BIOL 2117L**Any Degree Level Math, PSYC 1101, COLL 1500, a Humanities and General Education Elective, Program Admission**Co-requisite(s): RNSG 1931***Bridge Option – Moultrie – Fall Admit***Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, BIOL2117, BIOL 2117L**Any Degree Level Math, PSYC 1101, COLL 1500, a Humanities and General Education Elective, Program Admission**Co-requisite(s): RNSG 1931*

This course is designed to assist the licensed practical nurse (L.P.N.) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. (Successful completion of this course gives the student credit for RNSG 1920, RNSG 1940 and RNSG 1950.) This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, physical assessment, and nutrition will be included in critical thinking activities that will assist the student in identifying the effect that these modalities have on a client experiencing a transition in health.

**RNSG 2910 - Life Transitions IV: Maternal/Child Nursing Care**  
8 Credits

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): RNSG 1931*

*Co-requisite(s): RNSG 1940, RNSG 1950*

**Generic Option – Thomasville/Tifton – Spring Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1940, RNSG 1950*

*Co-requisite(s): RNSG 2930*

**Bridge Option – Thomasville – Spring Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960*

*Co-requisite(s): RNSG 2930*

**Bridge Option – Moultrie – Fall Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960*

*Co-requisite(s): RNSG 2930*

This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to childbearing and the health care of children. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking and clinical judgement to plan and provide nursing care for women, newborns, and children. Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family will be expected. Reflection upon the legal and ethical issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience. The student will gain knowledge in the system of classification/prototypes of drugs according to the body system.

**RNSG 2930 - Life Transitions V: Medical Surgical II**  
6 Credits

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): RNSG 1920, RNSG 1931, RNSG 1940, RNSG 1950, RNSG 2910*

*Co-requisite(s):*

**Spring Option – Thomasville/Tifton – Spring Admit**

*Pre-requisite(s): RNSG 1920, RNSG 1931, RNSG 1940, RNSG 1950*

*Co-requisite(s): RNSG 2910*

**Bridge Option – Thomasville – Spring Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960*

*Co-requisite(s): RNSG 2910*

**Bridge Option – Moultrie – Fall Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960*

*Co-requisite(s): RNSG 2910*

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, Preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication

and collaboration techniques in the management of a client caseload.

**RNSG 2941 - Life Transitions VI: Clinical Decision Making**  
6 Credits

**Generic Option – Thomasville – Fall Admit**

*Pre-requisite(s): RNSG 1920, RNSG 1931, RNSG 1940, RNSG 1950, RNSG 2910, RNSG 2930*

**Generic Option – Thomasville/Tifton – Spring Admit**

*Pre-requisite(s): RNSG 1920, RNSG 1931, RNSG 1940, RNSG 1950, RNSG 2910, RNSG 2930*

**Bridge Option – Thomasville – Spring Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960, RNSG 2910, RNSG 2930*

*Co-requisite(s):*

**Bridge Option – Moultrie – Fall Admit**

*Pre-requisite(s): RNSG 1931, RNSG 1960, RNSG 2910, RNSG 2930*

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload.

**SOCI 1101 - Introduction to Sociology**

3 Credits

*Pre-requisite(s): Entrance exam reading and writing scores in accordance with approved TCSG admission score levels*

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

**Social/Behavioral Science Elective 0000 - Social/Behavioral Sciences**

3 Credits

**SOCW 2000 - Introduction to Social Work**

3 Credits

*Pre-requisite(s): Provisional Admission*

This course provides an introduction to social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

**SOCW 2010 - Introduction to Case Management**  
3 Credits

*Pre-requisite(s): Provisional Admission*

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a clients progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

**SOCW 2020 - Human Behavior and the Social Behavior**  
3 Credits

*Pre-requisite(s): SOCW 2000; SOCW 2010*

This course provides an overview of multi-cultural and critical perspectives on understanding: individuals, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students learn to address biopsychosocial influences on human functioning.

**SOCW 2030 - Interviewing Techniques with I**  
3 Credits

*Pre-requisite(s): SOCW 2000; SOCW 2010*

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a clients situation, and determination of the appropriate level of intervention for the change effort. Students will be expected to participate in interpersonal sharing and activities. Additional areas of study include: interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

**SOCW 2040 - Behavioral Health**  
3 Credits

*Pre-requisite(s): SOCW 2020, SOCW 2030*

This course examines various modalities for assessing and intervening with individuals who have special needs, such as mental health disorders, addictive diseases, and development disabilities. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions.

**SOCW 2050 - Group Work Intervention**  
3 Credits

*Pre-requisite(s): SOCW 2020, SOCW 2030*

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes an experiential approach which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups in micro and macro practice. Students will learn about the basic issues in group work and how to design groups for and work with children, youth, and adults. Emphasis will be placed on exploration and application of group work theory, principles and practices of group counseling, stages of group development, group dynamics, and group leadership. The latest research, ethical guidelines, and practices in group work will be examined and applied. Students will explore the interaction between groups and systems with their external environments and learn about concepts, theories, and methods and skills relevant to group work with diverse populations. Application of group work methods with at-risk populations will also be explored.

**SOCW 2060 - Child & Adolescent Behaviors**  
3 Credits

*Pre-requisite(s): SOCW 2040, SOCW 2050*

This course examines various modalities for assessing and interviewing with children and adolescents. It focuses on Bio-psychosocial changes, interpersonal relationships and the individual's ability to relate to the social environment. Topics include: child maltreatment, teen parenting, delinquency, violent behavior, school dropout, suicide, substance abuse, and runaway behavior.

**SOCW 2070 - Social Policies and Programs for Aging**  
3 Credits

*Pre-requisite(s): SOCW 2040, SOCW 2050*

This course explores the aging process and the experience of aging from a variety of perspectives. Physiological psychological and socio-culturally. Emphasis is placed on understanding the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and socially. Issues that will be reviewed include the realities of aging on our society; issues around health and emotional well being and aging, including life adjustments, physical health and mental problems and changes in physical appearance; and a look into the future of aging.

**SOCW 2080 - Social Work Field Practicum I**  
6 Credits

*Pre-requisite(s): (SOCW 2040 and SOCW 2050) or (SOCW 2060 and SOCW 2070)*

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalists social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

**SOCW 2090 - Social Work Field Practicum II**  
6 Credits

*Pre-requisite(s): SOCW 2060, SOCW 2070, SOCW 2080*

Field Practicum II is an advanced educationally focused, guided, field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organization setting, to demonstrate an understanding of and behavior consistent with NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of special needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program, faculty and/or persons designated to coordinate work experience arrangements.

**SOCW 2100 - Leadership & Community Service**  
3 Credits

*Pre/Co-requisite(s): SOCW 2000 or SOCW 2010 or SOCW 2020*

This course is designed to prepare students for a lifetime of engaged, responsible and active community involvement and leadership. In class, students will learn about leadership skills and styles and how to most effectively assess and assist organizations in their community. Outside of class, students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

**SOCW 2110 - Case Management with Families**  
3 Credits

*Pre-requisite(s): SOCW 2020, SCOW 2030*

This course focuses on initial introduction to the concept of families throughout the human life cycle. Using a biopsychosocial approach, the course explores the changing family structure from initial courtship and marriage, having infants and toddlers, young children, teenagers, adult children, and grandparenthood along with caring for elderly parents and relations. Influences upon family (economic, cultural, ethnic, etc.) along with changes to traditional family structures (single parent, gay/lesbian, divorce) will be explored. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities.

**SOCW 2120 - Multicultural Issues**  
3 Credits

*Pre-requisite(s): SOCW 2000, SOCW 2010*

This course provides students with knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

**SOCW 2130 - Social Welfare & Comm Service**  
3 Credits

*Pre-requisite(s): SOCW 2060, SOCW 2070, SOCW 2080*

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

**SOCW 2150 - Domestic and Family Violence**

3 Credits

*Pre-requisite(s): Program Admission*

This course provides a comprehensive exploration of domestic and family violence. The history, nature, extent, causes and consequences of violence are examined. This course includes laws and law-enforcement, societal issues, populations victimized and diagnosis and treatment techniques. It also includes community resources, treatment centers and support groups, cultural awareness, special populations at risk and theories explaining the prevalence of domestic and family violence.

**SPCH 1101 - Public Speaking**

3 Credits

*Pre-requisite(s): Program Admission*

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

**SURG 1010 - Introduction to Surgical Technology**

8 Credits

*Pre-requisite(s): Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, Any Degree Level Math, Program Admission*

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the Co-Related Procedures Concept. The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

**SURG 1020 - Principles of Surgical Technology**

9 Credits

*Pre-requisite(s): Pre-requisite(s): BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, ENGL 1101, Any Degree Level Math, Program Admission*

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

**SURG 1100 - Surgical Pharmacology**

2 Credits

*Pre-requisite(s): SURG 1010, Program Admission*

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

**SURG 2030 - Surgical Procedures I**

5 Credits

*Co-requisites(s): SURG 1010*

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery.

**SURG 2040 - Surgical Procedures II**  
5 Credits

*Pre-requisite(s): SURG 1010*

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

**SURG 2110 - Surgical Technology Clinical I**  
3 Credits

*Co-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 cases.



**SURG 2120 - Surgical Technology Clinical II**  
3 Credits

*Co-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 cases.

**SURG 2130 - Surgical Technology Clinical III**  
3 Credits

*Pre-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 cases.

**SURG 2140 - Surgical Technology Clinical IV**  
3 Credits

*Pre-requisite(s): Program Admission*

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 cases.

**SURG 2240 - Seminar in Surgical Technology**  
2 Credits

*Pre-requisite(s): SURG 1010, SURG 1020*

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

**VETT 1000 - Veterinary Medical Terminology**  
2 Credits

*Pre-requisite(s): Coreq. VETT 1060, Program Admission*

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: word origins, word building, abbreviations and symbols, terminology related to animal anatomy, terminology specific to veterinary medicine, and reading medical orders and reports.

**VETT 1010 - Intro to Veterinary Technology**  
1 Credits

*Pre-requisite(s): Coreq. VETT 1060, Program Admission*

This course provides an introduction to the veterinary technology occupation. Emphasis is placed on legal, regulatory, ethical and professional issues. Other topics include: breeds, career choices, medical records, and animal identification.

**VETT 1020 - Veterinary Clinical Path I**  
3 Credits

*Pre-requisite(s): VETT 1010, VETT 1060*

Presents an introduction to the principles and procedures utilized in the veterinary practice diagnostic laboratory. Emphasis is placed on laboratory safety and management, technical skills in microscopy, microbiology, and parasitology. Topics include: microscopy and laboratory equipment; handling of laboratory specimens, laboratory safety, and quality control; parasitology; microbiology; and necropsy.

**VETT 1030 - Veterinary Clinical Procedures I**

4 Credits

*Pre-requisite(s): BIOL 1111, BIOL 1111L, Program Admission**Co-requisite(s): VETT 1000, VETT 1010*

This course will provide an orientation to small and large animal patient care and technical procedures. Emphasis is placed on physical restraint, general patient assessment and care, sample collection, medication administration, instrumentation and supplies, and basic surgery and isolation room procedures.

**VETT 1060 - Animal A & P**

4 Credits

*Pre-requisite(s): Program Admission, BIOL 1111, BIOL 1111L**Co-requisite(s): VETT 1000, VETT 1010*

Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system and the special senses.

**VETT 1070 - Veterinary Diagnostic Imaging**

3 Credits

*Pre-requisite(s): Prereq. VETT 1000, VETT 1060*

Introduces the knowledge required to perform radiologic procedures applicable to veterinary care. Emphasis will be placed on the production of quality radiographs, and laboratory experiences will demonstrate the application of theoretical principles and concepts. Topics include: radiation safety, radiographic procedures, quality control, processing and record keeping, ultrasonography, alternate imaging, and maintenance.

**VETT 1110 - Veterinary Pathology & Disease**

4 Credits

*Pre-requisite(s): VETT 1060*

Presents a study of veterinary diseases and zoonoses. Emphasis is placed on the types of diseases and disease transmission. Topics include: classification of causes of disease; responses to injury; sources and transmission of agents; common diseases; toxicology and poisonous plants.

**VETT 2120 - Veterinary Clinical Path II**

4 Credits

*Pre-requisite(s): VETT 1020*

Provides continued study in the principles and procedures for the veterinary practice diagnostic laboratory. Topics include: hematology, clinical chemistry, cytology, serology, and urinalysis.

**VETT 2130 - Veterinary Clinical Proc II**

5 Credits

*Pre-requisite(s): VETT 1030*

This course provides advanced instruction related to the care of both large and small animals. Emphasis is placed on collecting samples, medication administration and therapeutics, catheterization, bandaging techniques, dentistry and advanced patient care procedures.

**VETT 2160 - Pharmacology for Veterinary Technology**

3 Credits

*Pre-requisite(s): VETT 1030*

Provides study in the area of veterinary drugs and medicines. Emphasis is placed on classes and actions of drugs, calculating dosages, proper administration, and dispensing of drugs. Topics include: general pharmacology, calculating dosages, pharmacy, and record keeping.

**VETT 2210 - Laboratory and Exotic Animals**  
4 Credits

*Pre-requisite(s): VETT 1020, VETT 1030, VETT 1060*

Provides an overview into the study of laboratory and exotic animals. Emphasis is placed on principles of animal research, maintaining human health and safety in a research environment, providing proper care and husbandry, nursing procedures and euthanasia. Topics include: principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures and euthanasia.

**VETT 2220 - Veterinary Practice Management**  
3 Credits

*Pre-requisite(s): VETT 1000, VETT 1010*

Provides an introduction to veterinary facility management. Emphasis is placed on office management, client relations, and communication skills.

**VETT 2230 - Veterinary Anesthesiology and Surgical Procedures**  
5 Credits

*Pre-requisite(s): VETT 1030, VETT 2130, VETT 2160*

Provides study in surgical assisting, operative care and anesthesiology. Emphasis is placed on assisting in surgical procedures and administering and monitoring anesthesia. Topics include: surgical assisting, anesthesia, special equipment, and emergencies.

**VETT 2300 - Veterinary Technology Clinical Internship**  
12 Credits

*Pre-requisite(s): VETT 2120, VETT 2130, VETT 2230*

Introduces students to the application of veterinary technology procedures in an actual job setting under direct supervision of a veterinarian or a registered veterinary technician. Students are acquainted with occupational responsibilities through realistic work situations on the job. Job sites can include veterinary referral/teaching hospitals, private veterinary hospitals and clinics, research laboratories, and other facilities supervised by a veterinarian or a credentialed veterinary technician. Topics include, but are not limited to: office and hospital procedures, client relations and communications; pharmacy and pharmacology; nursing; anesthesia; surgical nursing; laboratory procedures; and imaging. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, and required on-the-job training.

**WELD 1000 - Introduction to Welding**  
4 Credits

*Pre-requisite(s): Provisional Admission*

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

**WELD 1010 - Oxyfuel and Plasma Cutting**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel plasma cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

**WELD 1030 - Blueprint Reading for Welding Technology**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

**WELD 1040 - Flat Shielded Metal Arc Weld**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

**WELD 1050 - Horizontal Shielded Metal Arc Welding**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

**WELD 1060 - Vertical Shielded Metal Arc Welding**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

**WELD 1070 - Overhead Shield Metal Arc Weld**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

**WELD 1090 - Gas Metal Arc Welding**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

**WELD 1110 - Gas Tungsten Arc Welding**  
4 Credits

*Pre/Co-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

**WELD 1120 - Preparation for Industrial Qualification**  
4 Credits

*Pre/Co-requisite(s): WELD 1040, WELD 1070, WELD 1090, WELD 1110*

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation

**WELD 1150 - Adv Gas Tungsten Arc Welding**  
3 Credits

*Pre-requisite(s): WELD 1000*

This course provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

**WELD 1151 - Fabrication Processes**  
3 Credits

*Pre-requisite(s): WELD 1030*

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

**WELD 1152 - Pipe Welding**  
4 Credits

*Pre-requisite(s): WELD 1000*

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

**WELD 1153 - Flux Cored Arc Welding**

4 Credits

*Pre-requisite(s): WELD 1000*

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

**WELD 1156 - Ornamental Iron Works**

4 Credits

*Pre-requisite(s): WELD 1000*

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

**WELD 1160 - Submerged Arc Welding**

4 Credits

*Pre/Co-requisite: WELD 1000***WELD 1330 - Metal Welding and Cutting Tech**

2 Credits

*Pre-requisite(s): None*

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

**xxxx cccc - Guided Electives**

6 Credits

## LINK INDEX

- 1 <http://southernregional.edu/>
- 2 <http://www.acbsp.org/>
- 3 <http://ems.ga.gov>
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