Course Catalog/Student Handbook

2012-2013

Clarkesville Campus
P.O. Box 65
Clarkesville, GA 30523
(706) 754-7700
(706) 754-7777 Fax

Blairsville Campus
121 Meeks Avenue
Blairsville, GA 30512
(706) 439-6300
(706) 439-6301 Fax

Currahee Campus
8989 Hwy. 17 S.
Toccoa, GA 30577
(706) 779-8100
(706)779-8130 Fax

North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of North Georgia Technical College. (Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission's office. Please direct all questions to: North Georgia Technical College, 1500 Highway 197N, Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777.)

Table of Contents

President's Message

Welcome to North Georgia Technical College! We are excited about the prospect of serving you as a student, employer, or member of the community. At North Georgia Tech, we pride ourselves in offering the right programs and training to provide you with the right skills to achieve your career goals.

Our highly-trained faculty and staff are focused on the success of our students. Using state of the art equipment, employing cutting edge techniques, and leveraging partnerships with our local industries, we ensure that our enrollment, graduate rates, and job placement rates remain strong.

Our courses are offered in a wide variety of venues ranging from traditional classroom to those that make use of advancing technology. Many instructors also employ internet delivery for web-assisted, online, and hybrid classes. The Distance Learning Classroom lab broadcasts audio and video from one campus to another, allowing students to cut down on commute times for program classes that are offered only a few times a year. Across the miles, the instructor is able to communicate with students in real-time via high-speed fiber optic connections.

Technical colleges have a very unique niche in their mission of training and educating people to enter the workforce quickly. We stay very clear and focused on that mission. We believe in access, opportunity, and affordability. It is my own personal belief that higher education should be available, accessible, and affordable to whomever needs to pursue it.

I am enthusiastic about being immersed in the community as we actively seek to find ways to support the ever-changing economic needs of North Georgia. As part of the heritage of the area for over 100 years, our college is an integral part of the communities we serve. We are grateful for the tremendous civic support we've received through the years. As we move into the future, it will remain our priority to encourage this relationship to flourish.

So, on behalf of all of us here at the college, thank you for choosing us. We look forward to working with you as we push this college and community to new heights and directions in the coming years.

Sincerely,

Gail G. Thaxton, Ed.D.
President

Communications Directory

Hours of Operation
7:30 a.m.-6:00 p.m., Monday-Thursday

Email: info@northgatech.edu
http://www.northgatech.edu

Clarkesville Campus..... P.O. Box 65, 1500 Hwy 197 N., Clarkesville, GA 30523
706-754-7700
Fax: 706-754-7777

Academic Affairs 706-754-7773
Fax: 706-754-7788

Admissions 706-754-7725

Adult Education/GED 706-754-7717

Assessment Center 706-754-7728

Bookstore 706-754-7708

Business Office 706-754-7706

Campus Police …. 706-754-7731

Campus Visits 706-754-7797

Continuing Education 706-754-7715

Disability Services 706-754-7728

Economic Development 706-754-7737
Fax: 706-754-7811

EXCELL Center 706-754-7855

Financial Aid 706-754-7727

Job Placement 706-754-7728

Library 706-754-7720

President's Office 706-754-7702

Public Information Office 706-754-7852

Registrar/Office of Student Records 706-754-7768

Student Affairs 706-754-7803
Fax: 706-754-7777

Blairsville Campus .....121 Meeks Avenue, Blairsville, GA 30512
706-439-6300
Fax: 706-439-6301

Academic Affairs 706-439-6328
Admissions/Student Affairs 706-439-6316
Bookstore 706-439-6310
Cashier.....706-439-6334
Financial Aid 706-439-6339
Library 706-439-6320

Currahee Campus .....8989 Hwy 17 S., Toccoa, GA 30577
706-779-8100
Fax: 706-779-8130

Academic Affairs 706-779-8105
Admissions/Financial Aid 706-779-8111
Bookstore 706-779-8142
Cashier.....706-779-8106
Library 706-779-8114
Student Affairs 706-779-8136

Adult Learning Centers

Fannin County .....71 Overview Drive, Blue Ridge, GA 30513
706-946-3524

Franklin County .....Currahee Campus, 8989 Hwy 17 S., Toccoa, GA 30577
706-779-8116

Habersham County ..... 166 Commerce Pkwy., Unit D, Cornelia, GA 30531
706-776-7323

Rabun County..... 184 South Main Street, Ste. 100, Clayton, GA 30525
706-782-1362

Stephens County .....Currahee Campus, 8989 Hwy 17 S, Toccoa, GA 30577
706-779-8116

Towns County ..... Blairsville Campus, 121 Meeks Avenue, Blairsville, GA 30512
706-439-6321

Union County ..... Blairsville Campus, 121 Meeks Avenue, Blairsville, GA 30512
706-439-6321

White County .....5702 Hwy 115 E., Cleveland, GA 30528
706-865-7323

Academic Calendar

201312 FALL SEMESTER 2012

Aug 21 .....Academic Advisement/Registration for New Students
Aug 22 .....Fall Semester/MMA Begins
Aug 27 .....Drop/Add Ends
Aug 28 ..... Report No-Shows in BannerWeb
Sept 3 .....Holiday Labor Day – College Closed
Sept 6 .....Graduation Application Deadline
Sept 11 ..... Staff Development Day
Sept 18 ..... MMA Midterm
Sept 25 ..... MMA Withdrawal Deadline
Sept 25 ..... Staff Development Day
Oct 10.....Semester Midterm/MMA Ends
Oct 11.....MMA Final Exams
Oct 12.....MMA Grades Due
Oct 15-16..... Annual Leave Option Days/Fall Break
Oct 17..... Classes Resume/MMB Begins
Oct 17-24..... Academic Advisement for Returning Students
Oct 22..... Drop Ends for MMB
Oct 23.....Report No-Shows for MMB
Nov 1 .....Full Semester Withdrawal Deadline
Nov 12 ..... MMB Midterm
Nov 13 .....Academic Advisement for New Students
Nov 20 .....MMB Withdrawal Deadline
Nov 21 ..... Annual Leave Option Day/No Classes
Nov 22 ..... Holiday Thanksgiving – College Closed
Dec 11 ..... Full Semester Ends/MMB Ends
Dec 12-13 .....Final Exams for Full Semester/MMB
Dec 17 .....Grades Due
Dec 17-18 ..... Workday/Staff Development
Dec 19-20 ..... Annual Leave Option Days
Dec 24..... Holiday (Washington's Birthday Observed) – College Closed
Dec 25 ..... Holiday Christmas– College Closed
Dec 26.....Holiday (Confederate Memorial Day Observed) – College Closed
Dec 27 ..... Holiday (Columbus Day Observed) – College Closed
Dec 31 .....Holiday (Veteran's Day Observed) – College Closed

201314 SPRING SEMESTER 2013

Jan 1.....Holiday New Year's – College Closed
Jan 2..... Workday
Jan 3..... Academic Advisement/Registration Day for New Students
Jan 7.....Spring Semester/MMA Begins
Jan 9.....Last Day to Withdraw for Refund of Tuition
Jan 10..... Drop/Add Ends for Full Semester/MMA
Jan 21..... Holiday Martin Luther King – College Closed
Jan 25.....Make-up Day (if needed)
Jan 31.....MMA Midterm
Feb 11 .....MMA Withdrawal Deadline
Feb 22 .....Make-up Day (if needed)
Feb 26 ..... MMA Ends
Feb 27 .....Full Semester Midterm
Feb 27 .....Final Exams for MMA
Feb 28 .....Grades Due for MMA
Mar 4 .....MMB Begins
Mar 6 .....Drop Ends for MMB
Mar 11-14 .....Academic Advisement for Returning Students
Mar 14 ..... Full Semester Withdrawal Deadline
Mar 27 .....MMB Midterm
Mar 28..... Academic Advisement/Registration Day for New Students
Apr 1-4 ..... Annual Leave Option Days/Spring Break
Apr 8 .....Classes Resume
Apr 10 .....MMB Withdrawal Deadline
Apr 29 ..... Full Semester/MMB Ends
Apr 30-May 1 ..... Final Exams for Full Semester/MMB
May 2..... Grades Due
May 6-14 ..... Annual Leave Option Days/No Classes
May 15..... Workday
May 16 ..... Academic Advisement/Registration Day for New Students

List of Programs

Associate of Applied Science Degree

Accounting
Air Conditioning Technology
Applied Business Technology
Applied Technical Management
Business Administrative Technology
Clinical Laboratory Technology
Criminal Justice Technology
Culinary Arts
Engineering Technology
Environmental Technology
Horticulture
Industrial Systems Technology
Internet Specialist – Web Site Design
Networking Specialist
Pharmacy Technology
Photography
Turf and Golf Course Management

Diploma

Accounting
Air Conditioning Technology
Applied Business Technology
Auto Collision Repair
Automotive Technology
Business Administrative Technology
CNC Technology
Cosmetology
Criminal Justice Technology
Culinary Arts
Electrical Systems Technology
EMS Professions
Horticulture
Industrial Systems Technology
Internet Specialist – Web Site Design
Machine Tool Technology
Marine Engine Technology
Medical Assisting
Motorcycle Service Technology
Networking Specialist
Pharmacy Technology
Photography
Practical Nursing
Turf and Golf Course Management
Welding and Joining Technology

Technical Certificate of Credit

Advanced Commercial Refrigeration
Advanced Emergency Medical Technician
Advanced Shielded Metal Arc Welder
Air Conditioning Electrical Technician
Air Conditioning Technician Assistant
Automotive Electrical/Electronic Systems Technician
Automotive Collision Repair Assistant I
Automotive Refinishing Assistant I
Automotive Transmission/Transaxle Tech Specialist
Basic Shielded Metal Arc Welder
Certified Customer Service Specialist
CNC Specialist
Commercial Truck Driving
CompTIA A+ Certified Preparation
Digital Photographer
Electrical Lineworker
Emergency Medical Technician
Entrepreneurship Specialist
Firefighter I
Gas Metal Arc Welder
Gas Tungsten Arc Welder
Health Care Assistant
Health Care Science
Lathe Operator
Linux/UNIX System Administrator
Medical Coding
Medical Front Office Assistant
Microsoft Office Applications Professional
Mill Operator
Pipe Welder
Prep Cook
Residential Wiring Technician
Technical Specialist
Tool and Die Specialist
Turfgrass Technician

Programs of Study

Effective 7/30/12 (subject to change)

CLARKESVILLE CAMPUS – 1500 HWY 197 N, Clarkesville, GA 30523

Technical Certificate of Credit (TCC) Programs *Qualified* students may receive **HOPE Grants** ***Specific* TCCs** approved for **PELL Grants**	Diploma Programs *Qualified* students may receive both **HOPE Grants** and **PELL Grants**	Associate of Applied Science Degree Programs *Qualified* students may receive both **HOPE Scholarships** and **PELL Grants**
Advanced Commercial Refrigeration	Accounting	Accounting
Advanced Emergency Medical Technician	Air Conditioning Technology	Air Conditioning Technology
Advanced Shielded Metal Arc Welder	Applied Business Technology	Applied Business Technology
Air Conditioning Electrical Technician	Automotive Collision Repair	Applied Technical Management
Air Conditioning Technician Assistant	Automotive Technology	Business Administrative Technology
Auto Electrical/Electronic Systems Technician	Business Administrative Technology	Clinical Laboratory Technology
Automotive Collision Repair Assistant I	CNC Technology	Criminal Justice Technology
Automotive Refinishing Assistant I	Cosmetology	Engineering Technology
Auto Transmission/Transaxle Tech Specialist	Criminal Justice Technology	Environmental Technology
Basic Shielded Metal Arc Welder	Electrical Systems Technology	Horticulture
Certified Customer Service Specialist	EMS Professions	Internet Specialist – Web Site Design
CNC Specialist	Horticulture	Networking Specialist
Commercial Truck Driving	Internet Specialist – Web Site Design	Pharmacy Technology
CompTIA A+ Certified Preparation	Machine Tool Technology	Photography
Digital Photographer	Marine Engine Technology	Turf and Golf Course Management
Electrical Lineworker	Medical Assisting	
Emergency Medical Technician	Motorcycle Service Technology	
Entrepreneurship Specialist	Networking Specialist	
Firefighter I	Pharmacy Technology	
Gas Metal Arc Welder	Photography	
Gas Tungsten Arc Welder	Practical Nursing	
Health Care Assistant*	Turf and Golf Course Management	
Health Care Science*	Welding and Joining Technology	
Lathe Operator		
Linux/UNIX System Administrator		
Medical Coding*		
Medical Front Office Assistant		
Microsoft Office Applications Professional		
Mill Operator		
Pipe Welder		
Residential Wiring Technician		
Technical Specialist		
Tool and Die Specialist		
Turfgrass Technician		

Programs of Study

Effective 7/30/12 (subject to change)

BLAIRSVILLE CAMPUS - 121 Meeks Avenue, Blairsville, GA 30512

Technical Certificate of Credit (TCC) Programs *Qualified* students may receive **HOPE Grants** ***Specific* TCCs** approved for **PELL Grants**	Diploma Programs *Qualified* students may receive both **HOPE Grants** and **PELL Grants**	Associate of Applied Science Degree Programs *Qualified* students may receive both **HOPE Scholarships** and **PELL Grants**
Advanced Emergency Medical Technician	Accounting	Accounting
Certified Customer Service Specialist	Applied Business Technology	Applied Business Technology
Comp TIA A+ Certified Preparation	Business Administrative Technology	Business Administrative Technology
Emergency Medical Technician	Cosmetology	Criminal Justice Technology
Health Care Assistant*	Criminal Justice Technology	Culinary Arts
Health Care Science*	Culinary Arts EMS	Networking Specialist
Medical Coding*	Professions Medical	
Medical Front Office Assistant	Assisting Networking	
Prep Cook	Specialist Practical	
Technical Specialist	Nursing	

CURRAHEE CAMPUS - 8989 Georgia HWY 17 S, Toccoa, GA 30577

Technical Certificate of Credit (TCC) Programs *Qualified* students may receive **HOPE Grants** ***Specific* TCCs** approved for **PELL Grants**	Diploma Programs *Qualified* students may receive both **HOPE Grants** and **PELL Grants**	Associate of Applied Science Degree Programs *Qualified* students may receive both **HOPE Scholarships** and **PELL Grants**
Advanced Emergency Medical Technician	Accounting	Accounting
Certified Customer Service Specialist	Applied Business Technology	Applied Business Technology
Commercial Truck Driving	Business Administrative Technology	Business Administrative Technology
Emergency Medical Technician	Criminal Justice Technology	Criminal Justice Technology
Health Care Assistant*	Culinary Arts	Culinary Arts
Health Care Science*	EMS Professions	Industrial Systems Technology
Medical Front Office Assistant	Industrial Systems Technology	
Prep Cook		
Technical Specialist		

General Information

The College Catalog

While this catalog's provisions will ordinarily be applied, North Georgia Technical College reserves the right to change any of the catalog's provisions without actual notice to individual students. Every effort will be made to keep students advised of changes and to minimize the inconvenience such changes might create for students. Information on changes will be added as an addendum and will be available in the Admissions Office and on the web.

It is especially important that students know that it is their responsibility to be thoroughly familiar with the regulations and conditions listed in the catalog and to keep informed of all changes, including academic requirements for graduation.

Philosophy

North Georgia Technical College serves the needs of those persons who desire and can profit from occupational training. A student-oriented philosophy prevails throughout the campus. It is the belief of the college's administration, faculty, and staff that each student is an individual with latent abilities which must be developed through properly balanced, systematic study and planned work experiences. Students are challenged to enhance existing skills with new experiences in learning. The development of personal attributes needed to obtain, retain, and advance in employment is also emphasized.

History

North Georgia Technical College's Clarkesville Campus originally was the home of the Georgia Ninth District School of Agriculture and Mechanical Arts (A&M), which was active from 1907 until 1933. From 1938 to 1943, the campus was home of "Habersham College" and the National Youth Administration, one of President Franklin Delano Roosevelt's programs during the Great Depression.

Recognizing the need for occupational training for Georgians, the State Legislature created a vocational division in the State Board of Education, which approved a plan creating a system of state vocational schools in October 1943. The initial location for the school was identified in 1943, and North Georgia Trade and Vocational School accepted its first student in February 1944.

In 1962, the volume and variety of training programs offered had grown; and the name of the school was changed to North Georgia Technical and Vocational School. On July 1, 1985, the Institution was placed under the governance of the new state board, which today is called the Technical College System of Georgia. In 1987, the school name was changed to North Georgia Technical Institute.

As the demand for technical training grew, new locations and facilities were also needed. Former Governor Zell Miller pledged to bring a postsecondary institution within 40 miles of every Georgian. Over the next decade, state funds would be appropriated to build new facilities for NGTC creating a collection of three campuses: Clarkesville, Blairsville, and Currahee.

In 1995, the legislative session appropriated 5.5 million dollars to build a state-of-the-art facility to be located on 25 acres along the Zell Miller Parkway just outside the town of Blairsville. Union County graciously donated the land on which the Blairsville Campus is located. The 45,000+ square foot facility was built on a knoll with a dramatic view of the beautiful Blue Ridge Mountains. Classes began September 30, 1998, at the Blairsville Campus of North Georgia Technical Institute.

Shortly after the Blairsville Campus was completed, plans were finalized for the creation of the Currahee Campus to be located just outside of Toccoa in Stephens County in the Hayestone-Brady Industrial Park. This 45,000+ square foot state-of-the-art facility was completed in 2005, and the exquisite conference facilities have become a popular site for community events.

The Clarkesville Campus of North Georgia Technical College is located in a mountain setting off Georgia Highway 197 one and one-half miles north of Clarkesville, the county seat of Habersham County. It is situated on 339 acres with the campus covering approximately 40 acres. It is 30 miles northeast of Gainesville, 50 miles north of Athens, and 90 miles northeast of Atlanta off Interstates 85/985 and 365. With an established presence of nearly 18 buildings, renovations and new structures are constantly in the works. In the summer of 2007, as the college celebrated its 100th birthday, the new Transportation Center and Visual Technology Center opened. In the fall of 2011, the new Welding Building opened.

The progress of technology programs and expanding facilities has been recognized throughout the legislative and academic communities. On July 1, 2000, House Bill 1187 was made into law which paved the way for Georgia's technical institutes to become technical colleges. North Georgia Technical Institute became North Georgia Technical College on October 10, 2000. In January 2008, NGTC was awarded SACSCOC Accreditation, opening new doors for students who may want to consider a combination of postsecondary training.

Improvements to campus facilities are continuing with the most recent accomplishments being the new Welding Building which opened in September, 2010, and the major renovation to the Hoyt Coe building in June, 2012.

Mission

North Georgia Technical College is a public, residential, multi-campus, two-year technical college whose mission is to provide quality technical education, adult education, continuing education, and business and industry training to individuals who can benefit from these programs and services. These efforts improve the quality of life of individuals by preparing them to succeed as literate and technically competent members of the workforce and by promoting the economic growth and development of the Northeast Georgia region. The college offers both traditional and distance learning courses that lead to the certificate, the diploma, and the associate degree.

The college encourages the development of the whole individual in a learning-centered environment while maintaining measures of cost effectiveness and fiscal soundness in program planning, implementation, and services. Instruction in work ethics is emphasized, and lifelong learning is promoted. A highly competent, professional faculty and staff are customer focused and dedicated to providing high quality, accessible education and training through continuous improvement efforts.

Vision

Our vision is that North Georgia Technical College will be the preferred provider of technical and adult education, offering quality education and training in convenient locations at a cost its customers can afford. The college's faculty and staff will be recognized as leaders in workforce development and will be competent to meet the various needs of North Georgia Technical College's customers.

We envision a community climate of continuous learning that provides a diversified student population with the opportunity to obtain an education in non-traditional settings and on non-traditional schedules. Collaboration with other institutions, agencies, and organizations will provide our customers with the highest quality of services in the most cost-efficient way.

Institutional Goals

Enrollment and Retention

- Increase and/or maintain enrollment and retention in the college's programs.

Community Partnerships

- Achieve strong positive feedback from community leaders about the college's efforts to assist in positive growth in the service area.

Quality Programs and Instruction

- Provide quality programs that meet the needs of students, business, and industry.
- Assess institutional effectiveness in accomplishing the college's mission.

Fiscal Resources/Facilities

- Maintain a fiscal strategy that permits funding quality programs without undue hardship on the college's various stakeholders through the current economic challenges.

Technology

- Utilize existing campus technology to increase customer service while decreasing the cost of human labor per student.

State Technical College

North Georgia Technical College is a unit of the Technical College System of Georgia.

Student Warranty

The State Board of the Technical College System of Georgia guarantees employers that graduates of state technical colleges have demonstrated proficiency in those competencies defined by the Industry Technical Committee and included in approved state curriculum standards. Should any degree, diploma, or certificate program student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated standard or program guide, including failure to pass a State of Georgia required licensing examination, the State Board of the Technical College System of Georgia agrees to provide specific retraining at any technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees. Contact: Office of Academic Affairs at 706-754-7773.

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia will warrant every program graduate completing a technical certificate of credit, diploma, or associate degree in a state-governed technical college according to the following stipulations:

1. This warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at any state-governed technical college in Georgia.

2. A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.
3. This warranty is included as a part of the original tuition cost at all state-governed technical colleges in Georgia and is applicable to graduates of any technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.
4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.
5. This warranty shall be issued in writing to each graduate who entered a program on or after the mandated standards implementation date for the applicable program standard.

Accreditation

- North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of North Georgia Technical College. (Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission's office. Please direct all questions to: North Georgia Technical College, 1500 Highway 197N, Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777.)
- The Air Conditioning Technology program is accredited by Heating, Ventilation, Air Conditioning (HVAC) Excellence. (P.O. Box 491, Mt. Prospect, IL 60056-0521; 800-394-5268)
- The Medical Assisting diploma program on the Blairsville and Clarkesville campuses is accredited by the Commission on Accreditation for Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). (Commission on Accreditation for Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; 727-210-2350)
- The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). (5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; 773-714-8880)
- The Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation. (American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095; 904-824-4468)

Nondiscriminatory Policy

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, 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 admission policies, scholarship and loan programs, athletic, and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Contact Person for Student and General Public Complaints

Dr. Michael King, VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
P.O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7711

Mr. Daniel Gregg, Director of Career Development and Disability Services
Sec. 504/Title I/ADA
North Georgia Technical College
P.O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7728

Administration

Administration supports all departments of all campuses through the administration of all financial operations (including accounting, purchasing, payroll, and personnel), property control, vending services, and maintenance of grounds and facilities. This department also operates the dining hall located on the Clarkesville Campus and Beyond Books, the on-campus bookstore on all campuses.

Academic Affairs

Academic Affairs is responsible for Adult Education; associate degree, diploma, and certificate programs; information technology; institutional effectiveness; and library services.

Adult Education

The Adult Education Department provides instruction in basic skills, GED® preparation and testing, English as a Second Language (ESL), and English Literacy/Civics (EL/C) for non-native speakers of English. Adults may learn to read and become literate in writing, spelling, vocabulary, and basic math by attending free classes or by using GED® online services offered by the North Georgia Technical College Adult Education Department.

- **GED®** – North Georgia Technical College is an official test center for administration of the General Educational Development Test (GED®), approved by the American Council on Education (ACE). The policy of ACE is to utilize the GED® tests to enable persons who have not graduated from high school to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study.
  - North Georgia Technical College also offers free GED® preparation and basic skills courses. In Fannin, Rabun, Stephens, Union, and White counties, day and evening basic skills and GED® classes are offered. In Habersham County, ESL, basic skills and GED® classes are offered at two locations during the day and at one location during evening hours. GED® classes are also offered online.
  - Qualified Georgia residents passing the GED® are eligible to receive a State HOPE Grant voucher of $500 to be applied toward the cost of education in a credit program at North Georgia Technical College or other state technical colleges.
- **English Literacy/Civics (EL/C)** – Free classes are provided for non-native speakers of English. A real-life English language approach is used to help persons become more functional in this country.

Diploma and Certificate Programs – NGTC offers 25 diploma programs and 35 technical certificate programs on the Blairsville, Clarkesville, and Currahee campuses. Information on these programs is available in the section "Programs of Study."

Associate Degree Programs – NGTC offers 17 associate of applied science degree programs. See "Programs of Study" for information.

Online Course Offerings

North Georgia Technical College offers its students credit courses online using the Angel Learning Management System. Transient students may apply via the centralized portal site of the Georgia Virtual Technical Connection (GVTC) at www.gvtc.org. North Georgia Technical College online courses follow the same state competencies and provide the same high-quality instruction as traditional classes but remove the barriers of time and place that prevent so many students from pursuing educational opportunities. The course offerings vary each term and are listed in the college's course schedules and on the GVTC portal website. Online students are required to attend at least one proctored on-campus activity during a semester. Course syllabi will provide students with proctoring requirements, and instructors will provide additional proctoring details at the beginning of each online course. If an online course should require additional student charges associated with verification of student identity, students will be notified at the time of registration or enrollment.

North Georgia Technical College acknowledges that not all students are candidates for online instruction. As a result, students are strongly encouraged to meet with an advisor prior to enrolling in an online course for the first time to determine if online education is compatible with his/her learning style. North Georgia Technical College recommends that all students considering an online option perform the self-assessment on the GVTC website at: http://lor.gvtc.org/studentorientation/READI.html. Additionally, prior to registering for an online course, all students are required to take an online ready survey which addresses technical and learning style issues associated with online learning. Students who are not online ready are required to participate in tutoring for online readiness, which is available on each North Georgia Technical College campus. Online readiness tutoring includes introduction to

the Angel learning environment, locating course content, using the Angel drop box, using the Angel discussion forum, viewing course grades, and sending emails. During the online readiness tutoring session, students practice performing these basic skills within online courses. Students demonstrating these skills are considered online ready. Students who do not successfully demonstrate these skills must repeat the online readiness training before registering for online classes.

Before taking an online course at North Georgia Technical College, the student is required to have prior experience in browsing the Internet, sending emails, and performing related functions such as sending email attachments and communicating electronically. It is also the student's responsibility to ensure he or she has access to a computer meeting the minimum hardware and software requirements to participate in online courses. North Georgia Technical College's suggested requirements are:

- **Minimum Hardware Requirements**:
  - PC with 300 megahertz (MHz) or higher processor clock speed recommended; 233 MHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended.
  - 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported but may limit performance and some features).
  - 1.5 gigabytes (GB) of available hard disk space.
- **Internet Access**: 56K dial-up connection or better. DSL or cable recommended.
- **Browser Settings**: Java version 1.4 or higher; JavaScript enabled; cookies enabled: pop-up blockers disabled.
- **Current e-mail account.**
- **Supplemental Software:** Some courses may require specific software. It is the student's responsibility to contact the advisor or instructor to determine all course requirements prior to registration.

For more information regarding online course offerings, contact the Distance Education Specialist at 706-439-6314.

Library Services

The purpose of the North Georgia Technical College Library is to provide a wide range of quality resources and customer-focused services that support and enhance the educational goals of the college. Goals of the library include assistance in workforce development and lifelong learning skills in serving the college community as well as the wider community of which North Georgia Technical College is a part.

Library facilities are provided on all three campuses, and many resources are accessible online. Resources and services at each library are available to all North Georgia Technical College staff and students as well as the local community. An online catalog provides electronic access to records for all print and electronic resources. The North Georgia Technical College student identification card is used as a library card and is valid at each campus. Resources from one North Georgia Technical College campus can be delivered promptly to another North Georgia Technical College campus if requested by a user. If a resource is not available at North Georgia Technical College, interlibrary loan services are available to staff and students at no charge through membership in OCLC (Online Computer Library Center).

Cooperative agreements with the libraries at Emmanuel College, Piedmont College, Toccoa Falls College, Young Harris College, and each technical college in the state of Georgia permit use by NGTC staff and students. It is expected that users of these libraries will respect the individual policies of the colleges. Check with a library staff member for details of these agreements.

GALILEO (Georgia Library Learning Online), eBooks on EBSCOhost, Gale Virtual Reference Library, and several other reputable online resources available from the North Georgia Technical College library web page provide an extensive collection of journals and books in addition to the in-house collections. For students accessing materials off campus, any necessary passwords can be located via a link on the library web page.

For all students enrolled in hybrid or online courses, an Online Library Resources 101 page is available from the North Georgia Technical College library web page. Multiple links provide students with video tutorials, step-by-step instructions, and North Georgia Technical College library resources.

Computers at each facility provide access to the Internet and Microsoft Office products. Each campus also provides wireless Internet access, copying, and printing services. Audio-visual materials and equipment are also available.

Instruction in the use of the library and its resources is available to classes and individuals. A professional librarian is available during daytime hours on all three campuses. The librarians are available by appointment for orientation during evening hours on all campuses.

Please refer to the library web page for hours of operation and contact information.

Expected Student/Program Outcomes

The faculty at North Georgia Technical College identified the following student/program outcomes determined to be of importance for all programs.

1. Graduates will be employed in field of study or in a related field.
2. Graduates will pass required certification or licensure exams.
3. Graduates will be technically/occupationally proficient in their areas of study.
4. Students who complete learning support courses will be able to demonstrate proficiency in basic academic skills that prepare them for diploma/degree courses.
5. Students who complete general education courses will be able to demonstrate proficiency in academic skills that prepare them to perform successfully in their programs of study as well as on the job.
6. Graduates will have knowledge of and demonstrate value in work ethics as an integral part of the workplace environment as it relates to their program of study.
7. Graduates will be satisfied with the education that they have received.

Credit Program Advisory Committees

Representatives of area business and industry are invited to serve on advisory committees to ensure that occupational programs meet the needs of employers. These committees, which meet a minimum of twice a year, review training components of each specific program and make recommendations for improvement.

Economic Development

The Economic Development Department provides a number of programs and services to support businesses, industries, and the lifelong learning needs of the community. Training programs and services include customized/contract training, Continuing Education, work-based credit programs, Georgia Quick Start, Georgia Retraining Tax Credits, Work Ready testing, the Small Business Resource Center, and more.

Customized/Contract Training

Customized/contract training, available on-site and on flexible schedules, is developed to meet the specific needs of business and industry. Customized/contract training is "training for a fee" and includes such topics as computer/technology, safety, quality, maintenance assessments and maintenance training, customer service, leadership, Workplace Spanish™, supervision, and more.

Specialized Workshops/Seminars

Specialized workshops and seminars are conducted on a regular basis to bring innovative and cutting-edge information to the companies in the area. The informational workshops/seminars are designed to promote the profitability and competitiveness of Georgia's existing industry.

Georgia Tax Credit for Retraining of Employees

The Georgia Tax Credit for Retraining of Employees provides tax credits according to the "Georgia Business Expansion Support Act of 1994" as amended. The objective of the retraining tax credit is to foster the profitability and competitiveness of Georgia's existing industry by encouraging workforce development through retraining tax incentives. The Vice President for Economic Development can provide assistance and direction to a company interested in claiming the Retraining Tax Credit. The Vice President for Economic Development is responsible for determining if programs are eligible for a tax credit and approving the required forms.

American Heart Association Training Center

North Georgia Technical College is an official training center for the American Heart Association. Training includes both provider and instructor courses in Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Heartsaver First Aid. All training through the Center will conform to the requirements, guidelines, and the curriculum of the American Heart Association.

Continuing Education

The Continuing Education Department offers non-credit classes and seminars at all North Georgia Technical College locations and at community sites within the North Georgia Technical College service area. Offerings include a variety of opportunities for adults to upgrade, certify, or enhance skills through short-term training. Broad categories include computer skills, personal/family enrichment, and professional/career development. Professional licensing courses are offered in the traditional classroom as well as through distance learning avenues such as online instruction.

Continuing Education provides lifelong learning opportunities and strives to meet the needs of the community. Seminars and workshops which relate to timely topics of interest to the business and industrial community are provided both day and evening. A catalog of course offerings and registration is available online.

PearsonVUE Testing Center

North Georgia Technical College provides academic, professional licensure, and information technology standard certification testing as provided through the PearsonVUE Testing Programs. Tests are scheduled through PearsonVUE and should be completed at least seven days in advance. Students should report to the Continuing Education Office for payment. All tests are administered through the Excell Center.

Computer Center

This center provides a wide variety of short, hands-on, non-credit training sessions on the most currently-used software packages. Training sessions are offered at all North Georgia Technical College locations and at company sites. Portable laboratories using laptop computers are available for training at company sites.

Entrepreneurship Education Program

This program provides credit and continuing education courses for individuals who want to own their own business. The Entrepreneurship Specialist TCC covers business aspects such as planning, small business fundamentals, business law, and other factors related to planning and opening a small business. The program is available online and in the traditional classroom environment. Short, non-credit courses are available through Continuing Education. These courses address small business management and marketing skills, cash flow, tax skills, and legal issues.

Small Business Resource Center (SBRC)

The Small Business Resource Center, a part of the Entrepreneurship Education Program, is located on the Clarkesville Campus and is available for use by anyone who wants to find out more about owning and operating his/her own business. The SBRC provides written materials, Internet access, and limited small business counseling including referrals to financial sources.

Most services are free, and counseling is available by appointment in several communities served by the college. The SBRC provides workshops and seminars on a regular basis that promote and support small business creation and growth, especially in agritourism and locally made or grown products.

Georgia Work Ready

The Technical College System of Georgia is the official agency for administering Georgia Work Ready assessments, GAP training, and profiles. North Georgia Technical College serves Fannin, Franklin, Habersham, Rabun, Stephens, Towns, Union, and White counties. Tests are offered on a scheduled basis through all three college campuses and the Habersham, Rabun, and White Adult Education Centers. Group testing is available on company sites or at NGTC campuses by appointment. Call 706-754-7858 for more information.

Georgia Quick Start

The Georgia Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia. Quick Start training services are available for both manufacturing and service companies that qualify. Manufacturing training includes company orientation, core skills, job-specific skills, productivity enhancement, employee involvement, and human resource development. Service training includes company orientation, customer service, interaction skills, product information training, job procedures, and professional development. For more information, call the NGTC Economic Development Department at 706-754-7703.

Student Affairs

The Student Affairs Department is responsible for providing services that facilitate the development of the "whole person" which will better enable students to achieve their educational goals. Personnel coordinate with faculty and staff to promote academic excellence through career counseling, program advisement, financial aid assistance, and job placement services. Services which promote a high quality of student life for both resident and commuting students are also provided. These include student activities, recreation, health and wellness, and career/academic counseling.

North Georgia Technical College Foundation

The North Georgia Technical College Foundation was started in 2000. Since that time, the Board of Trustees for the Foundation has been raising support for scholarships, student activities, sports and recreation for students, and equipment upgrades for instructional programs. Many businesses also make donations of equipment to specific programs through the foundation.

NGTC Alumni Association

Graduates of credit programs are encouraged to join the North Georgia Technical College Alumni Association. The association gives graduates an opportunity to provide needed input to the college on ways it can effectively promote technical education. The Alumni Association holds a reunion once a year at which time it gives Career Achievement Awards to those graduates who have excelled in their field of study at North Georgia Technical College, and one graduate is inducted into the Alumni Hall of Fame. Requirements for membership and notification of the annual reunion are a membership fee of $5 and keeping the alumni director informed of your correct address.

Public Complaint Policy

It is the policy of North Georgia Technical College to provide clear and accurate information, accessible services, excellent educational programs, and quality services. The college recognizes that complaints from the general public may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If a resolution cannot be reached, the College has established procedures to provide a systematic way to express and resolve misunderstandings and complaints about dissatisfaction with college services.

Members of the public can follow the procedures outlined in North Georgia Technical College Public Complaint Policy/Procedure II.F. in the North Georgia Technical College Policy and Procedure Manual, located on the College's website, to resolve informal and file formal complaints with North Georgia Technical College.

Admissions

Application Process for Associate Degree, Diploma, and Certificate Programs

To apply for admission to any location or program at North Georgia Technical College, one must:

- Submit an application for admission and a $15 non-refundable application fee. Pay online or make checks payable to North Georgia Technical College.
- Request that an official transcript from high school including graduation date or official GED® Scores be mailed to the Admissions Office. (All degree and diploma programs require a high school diploma or GED® before admission.)
- Request that official transcripts from ANY technical college or university attended be mailed to the Admissions Office at appropriate campus location.
- Take a placement test or submit valid SAT, ACT, COMPASS, or ASSET scores.

North Georgia Technical College uses the ASSET and Compass placement tests to identify academic skills and needs. These tests include, sections on reading comprehension, writing skills and basic math. Algebra is required for some programs. In Lieu of ASSET or COMPASS, the SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores may be used if the scores meet the college programs required minimums and are less than five years old. Postsecondary level math and/or English with a grade of C or better may be used in lieu of the ASSET or COMPASS. Applicants who have a disability and need special testing accommodations should contact Mr. Daniel Gregg, Director of Career Development and Disability Services at 706-754-7728 to make arrangements.

Definition of "Official" Documents:

"Official" transcripts, GED® test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office at the appropriate campus location. If brought by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Submit applications, transcripts, and other admission documents to:

Clarkesville Campus
Attn: Admissions Office
P.O. Box 65
Clarkesville, GA 30523
Phone: 706-754-7700
Fax: 706-754-7777

Blairsville Campus
Attn: Admissions Office
121 Meeks Avenue
Blairsville, GA 30512
Phone: 706-439-6300
Fax: 706-439-6301

Currahee Campus
Attn: Admissions Office
8989 Highway 17 South
Toccoa, GA 30577
Phone: 706-779-8100
Fax: 706-779-8130

Eligible Applicants

Age

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Some program standards require a student to be 17, 18, or 21 years of age to enter. See individual program requirements.

Education

A General Education Diploma (GED®) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to all degree and diploma programs.

High school diplomas must be awarded by a secondary school that is accredited by an agency included in the Technical College System of Georgia's list of recognized agencies of accreditation. An applicant who has received a diploma from and unaccredited institution, attendance, performance, or Special Education diploma rather than a general diploma or its equivalent, must successfully complete the General Educational Development (GED®) test to satisfy the high graduation requirements.

A home-schooled applicant located in Georgia who did not receive his/her diploma from a recognized accredited home study program must provide the following additional documentation to the Admissions Office:

1. Letter from the local superintendent's office verifying that:
   - The parent or legal guardian notified the Superintendent of intent to home school.
   - The parent or legal guardian submitted the required attendance reports to the Superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
2. Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report or final transcript should include a graduation date.

Applicants of home-schools located outside of the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

1. Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
2. Submit SAT or ACT scores that meet the Technical College System of Georgia minimum requirements.

Individuals who cannot meet the above requirements may be admitted to the college by obtaining a GED®. Exceptions to this policy may be considered only after review and approval by the Vice President for Student Affairs.

Residency

The State Board of the Technical College System of Georgia recognizes three student residency categories: in-state, out-of-state, and international.

A student's legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times that charged in-state students. These students are recognized as out-of-state students.

3. Students who are residents of a country other than the United States and are studying at a technical college shall pay tuition and fees at a rate four times that charged in-state students. These students are recognized as international students.

Dependent Students – A Dependent Student meets the Georgia Residency Requirements if his or her parent has established and maintained domicile in the State of Georgia 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 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 meets the Georgia Residency Requirements if he or she has established and maintained domicile in the State of Georgia 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.

Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before being considered eligible for in-state tuition:

- A current Driver's License issued by the state of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at: http://law.ga.gov/vgn/images/portal/cit_1210/1/54/187427385List%20of%20States%20that%20Verify%20Immigration%20Status%207.31.12.pdf
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current valid Permanent Resident Card (USCIS form I-151 or I-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in the TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

International Students

A student who has been granted resident alien status is considered a permanent resident of the United States, and he/she may apply for financial aid. Students with diplomas from secondary and postsecondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Students who are not citizens or permanent residents will pay international tuition which is four times the in-state tuition. Note: North Georgia Technical College does not issue the I-20 Certificate of Eligibility.

Admission Categories and Requirements

Regular Admission

Regular admission of students to a technical certificate, diploma, or degree program is contingent upon their meeting statewide and institutional admission requirements established for that specific program and proper completion of application, assessment, and program placement procedures.

Regular admission of transfer students to a diploma or degree program is contingent upon the following requirements:

- Regular admission and good standing at a regionally or nationally-accredited diploma or degree-granting institution.
- Completion of the North Georgia Technical College admission process and related procedures.

Provisional Admission

Applicants who do not meet regular admission requirements may be admitted to a program on a provisional basis. The applicant must complete the admission process and related procedures. Provisionally admitted students must take required learning support courses and may be allowed to take specific program courses.

Provisional admission of students to a technical certificate, diploma, or degree program for which assessment is required is based on an evaluation of assessment scores and completion of the application, assessment, and placement procedures.

Special Admission

The special admission category is for non-credential seeking students who desire credit for a specific program course.

The parameters for Special Admission are:

- The student must be classified as non-credential seeking at the time of entry by the Admissions Director.
- The student must adhere to the specific institutional prerequisite requirements when selecting courses.
- The student may receive credit for regular program course work that is satisfactorily completed.
- The student may apply for regular student status by completing the regular admission process including taking the placement test.
- The student may transfer only 25 quarter or 17 semester credit hours to a regular program while in this admission status.
- The student may not take courses requiring occupationally-based instruction while in this admit status, i.e., internships and clinical rotations.

- Special admitted students are not eligible for financial aid.
- Special admitted students are enrolled in classes on a space-available basis.

Note: A student admitted under *Special Admission Status* is not eligible to graduate from a certificate, diploma, or degree program.

Transient Student Admission

A student in good standing at another accredited postsecondary institution may be permitted to enroll as a transient student on a space-available basis at a technical college in order to complete work to be transferred back to the home institution. The transient student must:

- Submit an application to the host institution and be designated as a transient student by North Georgia Technical College for reporting purposes.
- Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution. The Transient Agreement letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement letter is required for each term of enrollment.
- Pay scheduled fees of the host institution.
- Complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution in order to obtain a degree or diploma from North Georgia Technical College.

Transfer Admission – from previously attended postsecondary institution or from within the institution

- The applicant must complete the application process and related procedures.
- Students with a bachelor's degree or higher are not required to submit high school transcripts.
- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" in all courses for which the student is seeking transfer credit to his/her program of study. Programs with competitive admissions may require a specific grade in defined courses.
- Credit is awarded only in areas offered within the current curriculum of North Georgia Technical College.
- A course accepted for credit has essentially the same content and is taught at a comparable or higher level as the course at North Georgia Technical College.
- Transfer credit is not awarded for learning support courses.
- All transferred courses must have the equivalent or higher number of credit hours.
- All transferred courses will be transferred in at the highest level regardless of the level of the student's chosen course of study.
- There are time limits on validity of some coursework. (See below.)
- The Registrar is responsible for final transfer credit approval.
- The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.
- For coursework meeting the above conditions but taken at non-regionally accredited institutions, the student should complete the Request for Transfer Credit From a Non-Regionally Accredited Institution form on the North Georgia Technical College website or in the Registrar's Office. The Office of the Registrar and the Academic Affairs division determine on a case-by-case basis the

transferability of courses based on the course curriculum standards and the qualifications of the faculty members who taught those courses. In cases where course equivalency is questioned, credit must be validated by examination.

- If a course cannot be evaluated on course prefix and title, students have the right to submit to the North Georgia Technical College Registrar course descriptions from the transferring institution's college catalog from the year the course was taken.
- Transfer credit for military service schools may be awarded based upon American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation of Educational Experiences in the Armed Services and approved by the Registrar.
- A student who presents credit for evaluation and transfer must be aware that the awarding of credit by North Georgia Technical College does not guarantee that institutions subsequently attended by the student will also accept those credits.
- The applicant may be awarded credit for courses previously earned within the institution as applicable.
- North Georgia Technical College reserves the right to rescind previously awarded transfer and exemption credit as warranted.
- The applicant in good standing may be accepted in good standing.
- The applicant on academic warning may be accepted only on academic warning.
- The applicant on academic probation may be accepted only on academic probation.
- The applicant on academic suspension may be accepted on academic probation after a waiting period of one semester.
- In order to obtain a degree, diploma, or technical certificate of credit from North Georgia Technical College, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution.
- Time limits on transferability of courses are as follows:
  - 2 years – all ALHS, CLBT, NAST, EMSP, HECT, MAST, PNSG, and PHAR courses.
  - 4 years – all ACCT, BIOL, BUSN, CIST and COMP courses.
  - 10 years – all occupational courses not listed above. However, if course content and competencies have changed significantly within the 10-year period, faculty may request that students validate skills or repeat a course.
  - No expiration – all general education/basic skills courses (ARTS, CHEM, ECON, EMPL, ENGL, HIST, MATH, MUSC, PHYS, PSYC, SOCI, SPCH); and courses used to satisfy elective credit requirements.

These rules apply for transfer students and returning North Georgia Technical College students who have had a break in enrollment greater than one term.

Exceptions to the established time limits will be determined at the program level. The student must contact the advisor to request the exception. The student will be required to complete an assessment of skills and competencies to validate proficiency in the defined area. Approval for courses must be sent in writing to the Registrar before the end of the student's first term of admittance/re-admittance.

Permission to take AAS-Level General Education Coursework as a Diploma-Level Program Major

Students in diploma programs who meet the test score requirements for AAS programs may choose to satisfy the diploma's general education course requirements with the corresponding AAS-level general education courses. For example, if ENGL 1010 is required for the diploma program, but the student meets the test score requirements for ENGL 1101, ENGL 1101 may be taken and will satisfy the ENGL 1010 requirement.

College Credit Now Programs for High School Students

Under the Dual Enrollment programs, a student 16 or older may attend North Georgia Technical College while also attending high school. The student may receive Carnegie unit credit from a high school and postsecondary credit hours from North Georgia Technical College for the same course. North Georgia Technical College offers three different Dual Enrollment programs:

- **ACCEL –** Students receive both technical college credit and high school credit for academic courses taken through the college.
- **Dual Enrollment** – Students receive both technical college credit and high school credit for technical courses taken through the college.
- **Move on When Ready (MOWR) –** High school juniors or seniors enroll full-time at the college and receive both technical college credit and high school credit for academic and technical courses taken through the college.
- **Joint Enrollment –** The Joint Enrollment program is designed for secondary and adult education students who want to begin their technical college career but do not need or want additional high school Carnegie units. Joint Enrollment students receive technical college credit only.

Dual & Joint Enrollment Process

Dual and Joint Enrollment students should:

- Submit an application for admission.
- Meet with high school counselor or adult education instructor to obtain approval and dual/joint enrollment consent form. A copy of this form must be provided to the Admissions Office by the high school counselor or adult education instructor.
- Provide an official copy of high school transcript (high school students only).
- Take the placement test or submit valid SAT, ACT, COMPASS, or ASSET scores and meet or exceed state recommended scores for regular program admission.
- Submit applicable financial aid documents to apply for HOPE Grant. See HOPE Grant in the "Financial Aid" section of this catalog/handbook.

NOTE: There are no tuition grant funds for summer semester classes under the dual enrollment program.

High School Articulation

Georgia students at the secondary school level may be able to articulate credits to North Georgia Technical College within 24 months of high school graduation. Secondary articulated credit will be transferred according to written agreements with secondary schools. Courses in programs which are articulated will require validation by testing at North Georgia Technical College before credit is awarded. Secondary credits from schools where there is no written agreement will be evaluated in terms of the specific curriculum using the statewide articulation guide. No fee will be charged for validation tests of articulated credit.

Change of Major

A current student who is changing his/her program for the upcoming semester will be eligible to register for classes through BannerWeb during his/her designated registration period.

Audit

Students who wish to audit a course must complete an application and pay the $15 non-refundable application fee. Students are admitted as special admissions students if not already enrolled. Students are permitted to audit a course and attend class without completing the admission process and do not receive credit for the course. Students are not permitted to change from audit to credit or credit to audit after the drop/add period at the beginning of each term. Audit students pay regular tuition and fees. Note: The student must adhere to the specific institution prerequisite requirements when selecting courses.

General Education Program

General education is an area of study which is consistent with the philosophy and workforce development purpose of the college. It forms an integral part of the associate degree technical or occupational education, thereby preparing students to succeed in the workforce as well as encouraging development of the whole individual by promoting intellectual, personal, and social awareness. The general education curriculum forms the basis of North Georgia Technical College's students' technical preparation.

The general education courses provide academic foundations in social/behavioral sciences, natural sciences/mathematics, language arts/communication, and humanities/fine arts appropriate for programs at the associate degree level. The development of general education courses is based on the premise that successful employees require basic communications, mathematics, science, socio-economic, and interpersonal skills and knowledge that support occupational/technical activities.

Through its general education curriculum, North Georgia Technical College equips students for success in two ways. It provides students with a basic academic foundation that prepares them for careers in their chosen fields: and it also fosters intellectual habits that encourage students to become thinking, inquiring, self-fulfilled citizens.

North Georgia Technical College has identified the following broad-based general education core competencies that reflect the college's foundation for general education:

- Demonstrate proficiency with written communication skills.
- Apply the use of mathematics to solve common problems.
- Demonstrate basic understanding of people, cultures, and global issues.
- Demonstrate basic understanding of the ideas and values of the arts or various literary works.

These core competencies are addressed in the curriculum of each associate degree program, and all associate degree students are provided exposure to them. These core competencies are assessed, and the assessment results are reviewed to determine the extent to which students have attained them.

Learning Support

Learning support instruction is available to students of credit programs at North Georgia Technical College in the areas of reading, mathematics, and language skills. The instruction is designed to help students who need to improve skills in one or more of these areas in order to succeed in technical training. These courses earn institutional credit only.

Course Numbering

Learning support courses are numbered 0090 through 0098. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses.

Assessment and Testing

If required as a part of the admission process, students who have not taken the SAT, ACT, ASSET, or COMPASS within the last five years will be scheduled to take the state-approved placement test.

Prior to taking the placement test at North Georgia Technical College, prospective students must submit an application for admission and obtain an admittance ticket. The student must present an admittance ticket and a picture ID to the test proctor on the testing date. Students who do not meet minimum program entrance scores will be scheduled for the necessary learning support courses.

Upon presentation of appropriate documentation of disability, provisions will be made for the assessment of a student with disabilities who needs special assistance and consideration.

Students who were admitted with a Provisional Admission status or those students changing programs where higher level entrance scores are required will be allowed the opportunity to retest on the COMPASS placement test. A student eligible to sit for a retest on the COMPASS placement test can sit for the retest one time. If a student plans to retest in more than one area, the student must take all sections needed in one testing session. A non-refundable $15 retest fee will be assessed.

If the student is scheduled to take a learning support class because his/her placement test score was significantly below the minimum required score, the student may choose to take a test taking workshop before retesting. Students may contact the Transition Specialist at 706-754-7828 for preparing to retest on COMPASS.

Appeal Procedure for Admission Decision

To appeal an admission decision, the prospective or current student must put his/her request in writing to the Vice President for Student Affairs (VPSA). The VPSA or his/her designee will make a decision after reviewing the request and relevant documentation that was submitted during the application process. The VPSA or his/her designee will send written notification of the decision to the student within ten (10) business days. The decision from the Vice President for Student Affairs or his/her designee is final.

Readmission Policy

Students who withdraw voluntarily or take two semesters off must complete a returning student application. Students may return on a space-available basis in the program desired. Students who are dismissed for academic or disciplinary reasons or who voluntarily withdraw while not in good standing must make a request for reinstatement in writing to the Vice President for Student Affairs.

Tuition and Fees

Tuition

Tuition is typically assessed at the rate of $75 per credit hour up to a maximum of $1,125 per term, with the exception of the Commercial Truck Driving certificate which will be assessed at the rate of $125 per credit hour.

Requests for fee waivers must be made in writing to the Vice President for Student Affairs. The request must be received prior to the end of the drop/add period for the semester under consideration. If granted, the waiver is valid for one semester only. Any additional fee waiver will require the student to follow the aforementioned procedure each semester.

Tuition for out-of-state students is twice the rate of Georgia students, and tuition for foreign students is four times the Georgia resident rate. Out-of-state tuition is waived for students who are legal residents of the following counties bordering the Georgia counties in the North Georgia Technical College service delivery area: North Carolina – Cherokee, Clay, and Macon; South Carolina – Oconee; Tennessee – Polk.

Accident Insurance

Students are required to pay an insurance fee of $6 per semester with the exception of GVTC students and total Internet students. Accident insurance coverage is not included in the Student Activity Fee. This coverage is provided to students while attending class. The option of additional accident insurance for 24-hour coverage is no longer available.

Application Fee

A non-refundable application fee of $15 for certificate, diploma, and associate degree programs is due at the time of application for admission.

Athletic Fee

Students are required to pay a non-refundable athletic fee of $10 per semester with the exception of GVTC students and total Internet students.

Bookstore

Students are expected to purchase necessary textbooks, materials for personal projects, and other items required for each course. For the convenience of the students, the college maintains a bookstore, “Beyond Books,” on all campuses where required books and other items may be purchased. Bookstore hours are posted on each campus. The bookstores also carry a variety of North Georgia Technical College logo items and personal items. Also, for students’ convenience, the online bookstore is available at www.bookstore.northgatech.edu.

Check Handling Fee

A check handling fee of $30 per check will be charged for all checks returned by the bank for “insufficient funds,” “account closed,” or “stop payment.”

Dining Hall Fees – Clarkesville Campus

The dining hall on the Clarkesville Campus serves breakfast, lunch, and dinner Monday through Thursday when classes are in session. Resident students use their ID cards as their meal ticket. Commuting students, staff, and guests pay through the line or use a meal ticket. Meal tickets are available for purchase at a reduced rate in the Cashier's Office or in the dining hall. Take-out meals are available for a small additional fee. The dining hall can prepare special diets for resident students as required by a physician. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

To comply with state health laws, all students must wear appropriate clothing including shirt and shoes in the dining hall. Students must also conduct themselves in a proper manner and carry their trays to the designated area to be cleaned.

Meals are served Monday-Thursday during the following scheduled hours:

Breakfast	7:15 a.m.-10:15 a.m.
Lunch	11:30 a.m.-1:30 p.m.
Dinner	4:45 p.m.-5:45 p.m.

Drug Test Fee

Students enrolled in the following programs are required to pay a $35 non-refundable fee for drug testing: Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology, Clinical Laboratory Technology, Practical Nursing, and Health Care Assistant.

Graduation Fee

A non-refundable fee of $35 will be charged during the semester in which the diploma- or degree-seeking student applies for graduation even though he/she may choose not to participate in the commencement ceremony.

Instructional and Technology Support Fee

A mandatory instructional and technology support fee of $55 will be charged to each student regardless of the number of credit hours they take. Dual-enrolled and Joint-enrolled high school students are exempt from this fee.

Late Registration Fee

Any student who registers on or after the first day of class will be charged a non-refundable late registration fee of $45.

Malpractice Insurance

Students enrolled in the following programs are required to purchase malpractice insurance: Practical Nursing, Clinical Laboratory Technology, Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology, Health Care Assistant, and Cosmetology. This insurance can be purchased through the cashier at the Clarkesville, Blairsville, or Currahee Campus. This fee is non-refundable once the student has attended at least one day of class.

Registration Fee

Students are required to pay a registration fee of $39 per semester.

Residence Hall Fees – Clarkesville Campus

Resident students will be charged $1,950 per semester for room and board for a double occupancy room. Single occupancy rooms, if available, are assigned to returning students based on date of initial application; and students will be charged $2,400 per semester for a single occupancy room and board. Residence hall/dining hall fees include breakfast, lunch, and dinner, Monday through Thursday during the semester (excluding holidays).

A $150 deposit is due when the residence hall application and contract are returned to the Office of Student Affairs. This deposit is refundable if the student follows official check-out procedures, leaves campus housing with no balance due on his/her account, leaves his/her room in good condition and free of any personal belongings, and returns the key(s) and the student ID.

Student Activity Fee

Students are required to pay an activity fee of $45 per semester with the exception of GVTC students and total Internet students.

Student Identification Card

North Georgia Technical College ID cards are issued to all students enrolled for credit. The cards are to be used for identification in the dining hall, bookstore, and library; at activities and athletic events; and as identification when needed. Many activities sponsored off campus require an ID card for identification and reduced rates. The ID card is an official document of North Georgia Technical College. The use of a student identification card as a meal ticket or for other function by other than its original holder is prohibited. A fee of $5 is charged for a replacement ID card.

Vehicle Registration and Parking Fees

All motor vehicles must be registered with the Campus Safety Department. A parking permit will be issued to the student and should be displayed on the lower left side of the rear windshield. Failure to display the parking permit at the designated location on the motor vehicle will result in fines or impounding/removal of the vehicle.

Students are required to pay a non-refundable parking fee of $10 per semester. This fee is assessed per student, not per vehicle, and applies to every registered student (driver and non-driver) with the exception of GVTC students and total Internet students.

A temporary parking permit will be issued to the student upon request when the registered motor vehicle is not in operation on the campus. The parking permit fee must be paid prior to the issuance of a temporary parking permit. All visitors to the Clarkesville Campus must contact the Campus Safety Department to receive a visitor's parking permit. At the Blairsville and Currahee campuses, all visitors must contact the receptionist to receive a visitor's parking permit.

Specific regulations include the following:

- The speed limit in all campus areas is 15 mph.
- Boarding students in Clarkesville are not permitted to drive cars to classes.
- Students are not permitted to park in the dining hall area of the Clarkesville Campus.
- No parking is permitted on the street in front of Bryant Hall at any time.

- No parking is permitted on yellow curbs.
- Reckless driving, racing of motors, and loud mufflers are not permitted on campus.
- Motorcycles and similar vehicles are subject to the same regulations as automobiles on campus. Motorcycle parking for commuting students is provided in a designated area at the Purcell Metal Trades Building on the Clarkesville Campus.
- Blairsville and Currahee campuses have parking lots designated for student use.
- Students who do not abide by these rules will be subject to penalties including fines, having the vehicles impounded, or withdrawal of permit to have motor vehicles on campus.
- One parking space per vehicle.

Students must park in the prescribed areas as follows:

- Bryant Hall – residents will park in the lot behind Bryant Hall.
- Commuting Students – may park in any legal parking space on the Clarkesville Campus excluding the Bryant Hall parking lot, Ramsey Hunter parking lot, Mobley Administration parking, South Clegg parking, Purcell Metal Trades parking, reserved or handicapped parking, or loading zones.
- Students at the Blairsville and Currahee campuses may park in designated student parking lots.

Violation of campus traffic rules and regulations is prohibited. Warnings and/or citations may be issued if these regulations are not followed. The student may appeal the citation issued by Campus Police by submitting the Traffic/Parking Citation Appeal Form to the Office of the Vice President for Student Affairs. The form must be submitted with seven (7) calendar days of the issuance of the citation. The decision of the Vice President for Student Affairs or his/her designee is final.

Payment of Fees

All tuition and fees are due and payable each semester at registration. Students approved for grants and scholarships are expected to apply these funds toward their accounts. Any remaining balances after approved financial aid has been credited must be paid at registration. Discover, American Express, VISA, and MasterCard are accepted. Fees are not eligible for HOPE payment.

Fee Variations

The following policy applies to student fee charges where variations in programs or course schedules occur:

- Students enrolled only to complete IP's (In Progress grades) will pay the student activity fee and other registration fees.
- Internship and clinical students will pay the student activity fee and other registration fees each semester.
- Students enrolled in credit courses will pay all appropriate fees if enrolling in non-credit courses.

Upon request, Georgia students over 62 years of age who are otherwise qualified may enroll in credit courses without charge or payment of tuition on a space-available basis; however, they will be required to pay other costs, such as fees and books. Fees are not waived for online, Internet classes.

Credit Student Refunds

Students who withdraw from a course by the end of the third instructional day of the term and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. Students will receive a full refund of all tuition and fees (excluding application fee) if the college cancels the course.

Students who withdraw from a course after the third instructional day of the term shall receive no refund.

Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal PELL Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook which is available at www.ifap.ed.gov.

Financial Aid Refunds

The Business Office will not stop payment or reissue financial aid checks until 14 days after the original issue date of the check.

Non-Credit Student Refunds

Continuing Education

Pre-registered students may receive a full refund of all course fees and supply fees for short-term courses provided they cancel prior to the scheduled date of the first class or registration/ payment deadline.

Students who withdraw prior to the beginning of the third class session following enrollment in a short-term course of 30 or more contact hours may receive a refund of 75% of all course fees. No refund will be made after that date.

Students enrolling in seminars, workshops, and special short courses of less than 30 contact hours will receive no refund after the scheduled enrollment date.

Refunds will automatically be provided when the college cancels a course or seminar.

Economic Development Services

Charges and refunds are negotiated with each business or industry for non-credit courses or seminars.

Financial Aid

Purpose

North Georgia Technical College believes that the talents, hopes, and ambitions of our people are among the most valuable resources this nation possesses. With this thought in mind, North Georgia Technical College continues to promote grants, scholarships, and employment opportunities for its qualified, deserving students who must find funds in order to attend. Therefore, the fundamental purpose of the financial aid programs at North Georgia Technical College is to make it possible for students who would normally be deprived of a postsecondary education because of inadequate funds to attend. Scholarships and grants are available for credit students (associate degree, diploma, and technical certificate programs). However, amounts of assistance are subject to change from one fiscal year to another.

How to Apply

To apply for financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. FAFSA paper applications are available by visiting www.federalstudentaid.ed.gov or calling 1-800-4-FED-AID (1-800-433-3243). It is recommended that applicants completing a paper application take advantage of the college's electronic processing which reduces processing time. The completed FAFSA may be delivered to North Georgia Technical College's Clarkesville, Blairsville, or Currahee Campus for processing. If a student requires assistance in completing the application or would like for the North Georgia Technical College financial aid staff to review the application, he/she needs to provide the information (tax records, social security information, etc.) used in the completion of the application. To apply for HOPE funds only, a student will need to complete the Georgia Student Finance Application (GSFAPP) at www.gacollege411.org. Students should allow two to three business days for applications to be processed by GSFAPP. *Applicants completing a FAFSA should receive a Student Aid Report or confirmation via mail or email. Applicants completing a GSFAPP should receive confirmation via email.* The Financial Aid Office will receive notification of the student's application and contact the student if any additional information is required.

Student Eligibility

In order for a student to receive financial assistance from federal or state aid programs, he/she must:

- Be a U.S. citizen/national or an eligible non-citizen.
- Be registered with the Selective Service (if required).
- Attend a participating institution.
- Be working toward a degree, diploma, or certificate.
- Be making satisfactory academic progress.
- Not owe a refund on a federal grant or be in default on a federal educational loan.
- Have financial need (except for HOPE Program).
- Have a high school diploma or GED®.

ALSO:

- Federal student loans must be repaid, deferred, or in a satisfactory repayment status.
- Less than half-time students may be eligible for Federal PELL Grants and some other student aid programs.
- Students attending two colleges in the same enrollment period must inform both financial aid administrators (students cannot receive federal aid at more than one college per term).
- Students who have received a bachelor's degree are not eligible for Federal PELL Grants, Federal Supplemental Educational Opportunity Grant, State HOPE Scholarship, or State HOPE Grant but may be eligible for other student aid programs.
- Convictions of drug distribution or possession may make a student ineligible.

Satisfactory Academic Progress for Financial Aid

All students receiving financial aid must maintain satisfactory qualitative and quantitative progress in accordance with the statements listed below. Progress will be reviewed each semester.

- Students enrolled in a degree, diploma, or technical certificate program must maintain a cumulative GPA of 2.0 (C) or higher. If a student's GPA falls below 2.0, he/she will be placed on academic warning the following semester. The student has the next semester of attendance to bring up his/her semester GPA to the required 2.0. If the semester GPA is brought up to 2.0, the student is taken off academic warning. If the 2.0 is not achieved, the student will be placed on academic probation and will not be eligible for student aid. Semester and cumulative GPAs are calculated based on all credit courses taken each semester at the institution.
- To maintain satisfactory progress for financial aid, a student must successfully complete at least 67% of all courses attempted at North Georgia Technical College. If a student fails to complete 67% of the credit hours attempted, he/she will be placed on financial aid warning for the following semester. Student may receive aid while on financial aid warning. If the 67% completion rate is achieved the following semester, the student is placed in good standing. If the 67% completion rate is not achieved, the student's financial aid will be suspended.
- Students must complete their educational objective within a maximum time of 150% for full-time enrollment. Enrollment of less than full-time will be prorated accordingly. This means that a student will be ineligible for financial aid once he/she has attempted one and a half times the minimum number of credit hours necessary for completing diploma requirements. However, factors beyond a student's control, such as conflicts in scheduling classes, are considered.
- Degree-seeking students who are eligible for the HOPE Scholarship funds must maintain a HOPE-cumulative GPA of 3.0 (B) or higher.
- Diploma and Technical Certificate of Credit-seeking students who are eligible for HOPE Grant funds must maintain a HOPE-cumulative GPA of 3.0 (B) or higher.

Grades of *W* and *WP* are not used in calculating a student's GPA but are counted as credit hours attempted. *WF* is counted as an *F*. If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements; and all grades except for *IP* will be used in calculating the minimum GPA of 2.0. The *IP* will be considered the next semester when a grade is inserted.

Satisfactory academic progress for transfer students for the first semester enrolled at North Georgia Technical College will be assessed based on previous transcripts. After the first semester, only the student's academic record at the current school will be evaluated. However, transfer records are considered when measuring the maximum time of 150%.

A student will be notified in writing by the Financial Aid Office if he/she is in violation of the standards of satisfactory progress and of the termination of the Title IV funds and/or state funds.

This satisfactory academic progress policy is effective beginning the 2012-2013 academic year and supersedes any previous regulation.

Financial Aid Appeal Procedures

Students have the right to appeal the denial of financial aid eligibility if they feel that they have extenuating circumstances which prevent them from making satisfactory progress. This appeal must be made in writing to the Vice President for Student Affairs within 10 calendar days of notification of the suspension of financial aid. A decision concerning reinstatement of financial aid eligibility will be communicated to the student in writing via mail or email. The decision of the Vice President for Student Affairs shall be final.

HOPE Refund

If a refund is due and the student received HOPE funds, then such amounts must be refunded to HOPE, rounded to the nearest dollar, by applying the institution's refund policy to the student's original HOPE award for tuition.

Title IV (PELL) Refund

If a refund is due and the student received Title IV (PELL) funds, then such amounts must be refunded to Title IV as prescribed by the federal "Return of Title IV Funds" policy by applying the following steps:

- Determine the withdrawal date. The withdrawal date is the last date as determined by the institution's attendance record.
- Determine the amount the student earned (include amounts that were or could have been disbursed).
- Return unearned funds to Title IV programs.

State Student Aid Programs

HOPE Grant

The State HOPE Grant is available to **qualified** Georgia residents who are enrolled in a diploma or technical certificate program. High school grades, graduation dates, and family income are not a consideration in determining eligibility for the HOPE Grant. To apply, a student should complete the FAFSA or GSFAPPS Application. Assistance will cover a percentage of tuition. Room and board costs, mandatory fees, and books/supplies are not covered through the HOPE Grant. Students should strive to maintain a 3.0 HOPE-cumulative Grade Point Average to remain eligible for HOPE Grant. Students who fall below the required 3.0 HOPE-cumulative Grade Point Average at a prescribed checkpoint will lose eligibility for HOPE Grant. Effective Fall 2011, students may receive HOPE Grant funding for a maximum of 63 semester credit hours.

The HOPE Grant also awards a one-time $500 voucher to **qualified** Georgia residents who pass the GED® exam. The voucher is to be applied toward the cost of education in a degree, diploma, or technical certificate program. Students must complete the FAFSA or GSFAPPS Application to receive HOPE Grant GED® funding.

HOPE Scholarship

The State HOPE Scholarship is available to **qualified** Georgia residents who are enrolled in a degree program. HOPE Scholarship eligibility for high school graduates is determined by the Georgia Student Finance Commission at the time of his/her high school graduation (1993 or later). The HOPE Scholarship may also be available to qualified Georgia residents who have attempted 30 semester hours or 60 semester hours toward a degree with a HOPE cumulative grade point average of 3.0 or better. Once a student is determined eligible for HOPE Scholarship, he/she should strive to maintain a 3.0 HOPE Cumulative Grade Point Average to remain eligible for HOPE Scholarship. Students who fall below the required 3.0 HOPE Cumulative Grade Point Average at a prescribed checkpoint will lose eligibility for HOPE Scholarship. Assistance will cover a percentage of the tuition. Room and board costs, mandatory fees, and books/supplies are not covered through the HOPE Scholarship. Students may receive HOPE Scholarship funding or a combination of HOPE Grant/HOPE Scholarship for a maximum of 127 semester credit hours.

Zell Miller Scholarship

The State Zell Miller Scholarship is available to qualified Georgia residents who are enrolled in a degree program. The Zell Miller Scholarship Program is merit-based with specific academic and grade point average requirements. Eligibility for high school graduates is determined by the Georgia Student Finance Commission at the time of his/her high school graduation (2011 or later). Assistance will cover 100% of tuition. Room and board costs, mandatory fees, and books/supplies are not covered through the Zell Miller Scholarship. To apply, students should complete the FAFSA or GSFAPPS Application. Students should strive to maintain a 3.30 HOPE Cumulative Grade Point Average to remain eligible for Zell Miller Scholarship. Students may receive Zell Miller Scholarship or a combination of Zell Miller Scholarship/HOPE Scholarship/HOPE Grant funding for a maximum of 127 semester credit hours.

Student Access Loan

The State Student Access Loan Program offers low interest loans to **qualified** Georgia residents enrolled in a degree program. To apply, students must complete the FAFSA and the Student Loan Access application available at www.GAcollege411.org. Students must be enrolled at least half-time and must have exhausted all other forms of financial aid including federal student loans.

Federal Student Aid Programs

PELL Grant

The Federal PELL Grant is a Title IV Program that provides eligible undergraduate students with aid to help meet the cost of postsecondary education. Eligibility is based on need. Students must complete the FAFSA and eligibility is limited to 12 semesters or its equivalent.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is based on financial need. Students must be qualified undergraduates enrolled in an eligible program leading to a degree, diploma, or eligible Technical Certificate of Credit. The Financial Aid office will use the results from the student's FAFSA to determine eligibility. The maximum FSEOG a student may receive per academic year will depend on the availability of funds.

Federal Work Study Program

The Federal Work Study program provides employment opportunities to eligible students to help meet the costs of postsecondary education. Federal Work Study awards are made on a fiscal year basis. Application may be made in the Financial Aid Office. Work Study opportunities are posted to student email as positions become available along with job description, wage scale, and application. Applications should be submitted to the financial aid office. Please note, Work Study positions are treated similarly to any other job opportunity and students must complete all required employment forms as well as submit to a criminal background check upon being hired.

Federal Direct Loans

Federal Direct Student Loans are fixed-rate student loans that provide eligible students with funding to help meet the cost of postsecondary education. These loans can be used to pay tuition, and other eligible school expenses. Federal Direct Loans are not based on credit, and they can be subsidized or unsubsidized depending on the student's financial need. Students must complete the FAFSA and the North Georgia Technical College Direct Loan Request Form no later than midterm of the full term in which the loan is being requested. Students who are not registered for a minimum 6 semester credit hours at the point of disbursement are not eligible for Federal Direct Loans.

Subsidized loans are based on financial need. Interest does not accrue on the loan while the student is in school at least half-time. The federal government "subsidizes" the interest during this time.

Unsubsidized loans are not based on financial need. Interest will accrue from the time the loan is disbursed to the school but can be deferred until 6 months after graduation.

Scholarships

Scholarships are administered through a partnership between North Georgia Technical College and the North Georgia Technical College Foundation. Scholarship applications are available online, in the Foundation Office, and in the Financial Aid Office. Completed applications are accepted prior to each semester of the school year; students must apply/re-apply for foundation scholarships prior to each term. Applications must be submitted to the Foundation Office by the published deadline each semester; late applications cannot be considered. Students must meet selection criteria as established by each individual scholarship. The Foundation Scholarship Committee will determine eligibility and will award scholarships based on the availability of funds. All scholarships are based on documented financial need. Foundation Scholarships are awarded in amounts **up to** $375 and are to be used exclusively for tuition, fees or books. ALL foundation scholarship award funds will be paid directly to North Georgia Technical College; checks will not be issued to students. All Foundation scholarships are exclusively for students enrolled at North Georgia Technical College and are available only while students are enrolled at the college.

Scholarships for Currently-Enrolled Students – awarded on a semester basis and open to any student enrolled at North Georgia Technical College with a demonstrated financial need.

- Lake & Effie Copeland Scholarship – established by descendants of Lake and Effie in their honor.
- Lenora M. Sarling Perpetual Scholarship – established to honor Lenora Sarling and her interest in technical education.
- NGTC Faculty & Staff Scholarships – funded entirely by contributions from North Georgia Technical College Faculty and Staff.
- NGTC Foundation General Scholarships – funded by businesses and friends of North Georgia Technical College.

Scholarships for Currently Enrolled Students – Special Requirements – awarded on a semester basis, open to any student enrolled at NGTC who meets the requirements stated in the scholarship description.

- 1st Franklin Financial Scholarship – funded by 1st Franklin Financial in Toccoa for students pursuing a business related major.
- A&M Perpetual Scholarship – established through donations by alumni of the Georgia Ninth District School of Agriculture and Mechanical Arts (A&M School) which operated on the North Georgia Technical College campus from 1907 to 1933, awarded to dorm residents.
- Bosal Welding Scholarship – funded by donations from Bosal for students enrolled in North Georgia Technical College's Welding Program.
- Down to Earth Garden Club Horticulture Scholarship – funded by the Down to Earth Garden Club of Toccoa, provides financial assistance to students from Stephens County enrolled in the Horticulture program.
- J.C. and Belva Harris Memorial Scholarship – established to honor J.C. and Belva Harris for long devotion to both family and community and their support of technical education, awarded to residents of Franklin County.

- John Dillon Engineering Scholarship – established to honor John Dillon who taught Mechanical Technology at North Georgia Technical College and is awarded to students enrolled in the Engineering Program at the college.
- Missions Committee Sharp Memorial United Methodist Church Scholarship – provides financial assistance to students from Towns County in completing their programs of study.
- Veteran's Scholarship – funded by anonymous donors; established to assist honorably discharged US Veterans.
- William C. Clary, Jr., Perpetual Scholarship – established to honor W.C. "Bill" Clary, Jr., of Toccoa, who helped select the site for North Georgia Technical College in 1943 and was a key figure in the founding of North Georgia Technical College; given to students who are residents of Stephens County.

Annual Scholarships for Currently-Enrolled Students

- Aycock Heirloom Agricultural Scholarship – established in honor of Barrie and Bobbie Aycock, provides assistance to students enrolled in North Georgia Technical College's Horticulture program.
- George Elrod Scholarship – established in memory of Coach George Elrod, awarded to deserving students in need of financial assistance.
- Marilyn McNeely Scholarship –established through gifts from the McNeely Foundation, provides assistance to students enrolled in a diploma or degree program at North Georgia Technical College.
- Martha Clarke Campbell Memorial Nursing Scholarship – founded by Emmett and Martha Shotts in memory of Mrs. Shotts' mother, Martha Clarke Campbell, awarded each spring to students enrolled in one of North Georgia Technical College's Allied Health programs.
- Kyle Glenn Holcombe Memorial Scholarship – established in memory of Kyle Glenn Holcombe, awarded on an annual basis at the beginning of fall semester, open to any student accepted for admission to North Georgia Technical College's Electrical Lineworker program.
- Nichols Scholarship – Established by family members to honor the memory of Lenos and Sue Nichols, open to any student enrolled at North Georgia Technical College.
- Marlowe-Evans GOAL Scholarship – established in 2004 to honor former North Georgia Technical College President Jim Marlowe and former Georgia State Board of Technical and Adult Education Member Bob Evans - both men were instrumental in starting the GOAL program in Georgia. The $500 scholarship is presented annually to one of the 12 NGTC GOAL finalists who has demonstrated outstanding community service, students must be nominated by an instructor to be eligible.
- Telford Endowed Scholarship – established by the Telford Family in honor of Mr. Gordon Telford (an advocate for technical education and former member of the North Georgia Technical College Board of Directors), to be eligible for consideration student must be a resident of Stephens, Franklin or Hart County, have an unmet financial need, and must maintain a cumulative GPA of 3.0 or better.

Scholarship for High School Seniors

- President's Scholarship – awarded each year in the spring to one senior at each high school in North Georgia Technical College's eight-county service area and to one graduate from each of the Mountain Education Centers in the service area. Interested seniors should speak with their high school counselor to receive an application. Recipients are selected by high school or Mountain Ed Center staff.

Other Financial Aid

Vocational Rehabilitation – Benefits may be available to students with physical or emotional disabilities as defined by the Division of Rehabilitation Services. Information is available from area Georgia Vocational Rehabilitation Offices.

Veterans' Benefits – Veterans' Benefits are available to veterans and spouses and children of disabled or deceased veterans. More information is available from area Veterans' Administration Offices. North Georgia Technical College's Veteran Certifying Officials are located in the financial aid office of the home campus.

Academic Affairs

Academic Affairs

North Georgia Technical College strives to provide a quality education and to assist students in making progress toward graduation and employment in their chosen professions. Every effort is made by the faculty and staff to provide the academic support and information necessary to that end.

The academic policies outlined in this catalog/handbook are guidelines to keep students informed about their progress at North Georgia Technical College. The faculty is responsible for maintaining records and assigning grades reflecting a student's quality of work. These grades are entered in the student information system (Banner) at the end of each term, where they will be maintained permanently.

Every attempt is made to keep the student accurately and adequately informed as to his/her academic standing. If a student has a grievance, the grievance and due process procedure will be followed.

Academic Advisement and Registration

No single activity at North Georgia Technical College requires more time or is given higher priority than advising and career counseling. It is the responsibility of North Georgia Technical College to inform students about existing academic options and to assist them in making decisions about how they can best use the college to facilitate their growth and development. Students are encouraged to meet with their advisors as often as needed. Students should consult posted schedules of faculty office hours and make appointments when possible.

Advisors will assist students with the selection of courses. It is the responsibility of the student, however, to follow the correct course of study to ensure qualification for the diploma or other achievements sought. All enrolled students who plan to return the following term should meet with their advisors prior to registering using BannerWeb. Returning students who do not register may find sections of courses filled and unavailable. Current students who choose not to register before the end of the term are required to pay the late registration fee for the upcoming term. New student advisement days are held prior to the beginning of each term. New students may also register with a Career Planner in the EXCELL Center in the Student Affairs Department. Payment of all balances must be made by the payment deadline or the registration will be cancelled.

Class Schedule

The academic calendar for credit programs is from July 1 through June 30, divided into three terms. Classes begin at 7:45 a.m. and continue until 10:00 p.m. Students may enroll in certain programs on a part-time basis, both day and evening, and earn credit. Part-time evening courses for credit are normally offered Monday through Thursday from 5:30 p.m. to 10:00 p.m. A student must register for a minimum of 12 credit hours in order to be a full-time student.

Attendance Policy

It is the student's responsibility to attend classes on a good-faith basis that demonstrates the student's desire to be a partner in the educational process. Absences or tardiness prevents the student from fully engaging the benefits of the instructional process and diminishes the quality of group interaction in the class. Each program sets attendance policies, and these are provided to the student in the course syllabus.

A student who does not meet the attendance policy established for the course may be administratively withdrawn from the course.

Grades and Symbols

The following grades are used to specify levels of performance in credit course work:

A	4.0	90-100	Exceptional
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Below Average
F	0.0	0-59	Failure

The following grades are used to specify levels of performance in learning support course work. These grades are not included in the calculation of any academic Grade Point Average (GPA).

A*	0.0	90-100	Exceptional
B*	0.0	80-89	Above Average
C*	0.0	70-79	Average
D*	0.0	60-69	Below Average
F*	0.0	0-59	Failure

AC – Articulated Credit. Course credit awarded for courses completed in the High School Initiatives program.

AU – Audit. By registering as an auditor, a student is permitted to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit or from credit to audit after drop/add period at the beginning of each term. An auditor may enroll as a special admissions student for the purpose of auditing a course. This symbol may also be used to indicate that students took courses through the state warranty program.

EX – Exemption Credit. Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies. Email notification of the schedule for exemption tests is sent each term or is scheduled by the instructor. The application for exemption credit is available on the North Georgia Technical College website and in the Registrar's Office. The fee for exemption credit is $10 per credit hour, is non-refundable, and the test may be taken only once. Courses receiving an EX will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA).

IP – In Progress. Used to indicate that the student is doing satisfactory work but has not completed all requirements/assignments for the course by the end of the term. Satisfactory work is defined as having completed 90% of the assignments with a course average of 70 or better. Exceptions to this rule must be approved by the Vice President for Academic Affairs. Any student who receives an IP designation must complete the remainder of the requirements/assignments within 10 instructional days after the beginning of the next full term or the grade will convert to a final grade of F.

Exceptions to extension of time will be made only in the case of extreme extenuating circumstances and upon the agreement of the faculty member and Vice President for Academic Affairs. All IP's must be approved by the Department Chair or the Dean for Academic Affairs.

TR, TRA, TRB, TRC – Transfer Credit. The third letter indicates the grade earned in the course; however, this grade will not be counted in the cumulative Grade Point Average (GPA). Course credit may be awarded for courses completed with a "C" or better (unless otherwise noted in this Course Catalog/Student Handbook) from an accredited college, university, or other postsecondary institution if certain conditions are met as outlined in North Georgia Technical College's Transfer Admission Procedure. Transfer credit is not allowed for learning support courses. Requests for course credit from an institution that is not regionally-accredited may be made by completing the *Request for Transfer Credit from a Non-Regionally Accredited Institution* form on the North Georgia Technical College website or in the Registrar's Office. The Office of the Registrar and the Academic Affairs division determine on a case-by-case basis the transferability of courses based on the course curriculum standards and the qualifications of the faculty members who taught those courses.

W – Withdrawal. Indicates official withdrawal from a course before withdrawal deadline.

WF – Withdrawal Failing. Indicates official withdrawal from a course after withdrawal deadline while failing.

WP – Withdrawal Passing. Indicates official withdrawal from a course after withdrawal deadline while passing.

Semester Grade Point Average

Determination of scholastic standing is generally based upon a semester grade point average (GPA) that appears in the student's academic history record. The semester GPA is that average calculated based on all credit courses taken each term. This average is computed by (1) multiplying the credits for each course by the quality points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. The semester GPA is calculated using the following quality points:

GRADE	POINTS
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF	0.0

Graduation Grade Point Average

The graduation grade point average is the average grade of courses required for graduation. When a course is taken more than once, the final grade for the most recent attempt will be used in calculating the GPA for graduation. A 2.0 graduation GPA is required for graduation.

Cumulative Grade Point Average

The cumulative grade point average is not affected by program of study, changes in program of study, or student classification. The cumulative GPA is that GPA calculated on all attempts of all credit courses taken at North Georgia Technical College.

Grade Reports

A report of grades is available to the student at the end of each term by accessing his/her student record through BannerWeb. A student may appeal a final grade or other academic decision in accordance with North Georgia Technical College and Technical College System of Georgia policy by raising the issue in writing with the appropriate personnel as outlined in the following North Georgia Technical College Academic Grievance Procedure.

Academic Grievance Procedure

A student wishing to make an academic appeal on a final course grade should first appeal the matter in writing to the instructor of the course to resolve the issue. Forms for appealing are available through the Academic Affairs Office. The written appeal must state the class in which the grade was received, the instructor of the class, the reason for the appeal, and the action requested based on the appeal.

A student wishing to appeal a final course grade must adhere to each step of the following procedure:

1. The student's written appeal for a final course grade must be filed with supporting documentation to the instructor no later than the end of drop/add period of the following term. The instructor will respond in writing within five (5) business days after receiving the appeal.
2. If the instructor's response does not satisfy the student, he/she may appeal to the Office of the Vice President for Academic Affairs within five (5) business days using the same form. It is the sole responsibility of the student to provide appropriate documentation and proof of attempt to resolve the issue with the instructor. The Vice President for Academic Affairs will make the decision on the appeal. The Vice President or his/her designee will respond in writing within five (5) business days.
3. The decision of the Vice President for Academic Affairs *shall* be final.

The college assures that a student will not face retaliation for filing a formal grievance.

Full-Time Status

Students must register for 12 or more credit hours to be considered full-time.

Maximum Hours Allowed per Semester

The maximum number of hours a student will be allowed to register for each semester is 19. Any student whose registration exceeds 19 hours must obtain written approval from the appropriate Dean for Academic Affairs.

Work Ethics

North Georgia Technical College instructs and evaluates students on work ethics in all programs of study. The following ten work ethics traits are defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed before the student graduates from the program.

Satisfactory Progress

Students are responsible for maintaining an acceptable level of progress regarding both quality and quantity of work. The minimum level of performance is to maintain a GPA of 2.0 and complete the program of study within 150% of the expected time for completion. Financial aid is not available for students whose cumulative GPA falls below 2.0. (See the Financial Aid Section for more detailed information.)

Good Standing

A student not on Academic Probation or Academic Suspension is in Good Standing.

Academic Warning

A student will be placed on Academic Warning for a period of one semester if he/she fails to earn a semester GPA of 2.0.

Academic Probation

While on Academic Warning, a student who does not earn a semester GPA of 2.0 will be placed on Academic Probation. While on Academic Probation, a student who does not earn a semester GPA of 2.0 will be placed on Academic Suspension the following semester and dismissed for one semester unless a request to remain enrolled is approved by the Vice President for Student Affairs. A student will be on Academic Warning for the semester following Academic Probation. A student will be on Academic Probation for the semester following Academic Suspension.

Repeated Courses

Any course in which a student enrolls more than once is considered a repeated course. To improve his/her background in a subject matter area, a student may repeat a course in which he/she has previously been enrolled. Both the original course grade and all repeated grades are entered in the student's academic history. In addition, the grade points earned from each repeated grade are included in the cumulative GPA. In providing credit toward graduation, the credit hours assigned to the course will be counted only once; and the final grade for the most recent attempt will be used in calculating the GPA for graduation. A student who makes a grade of F or WF twice in the same course must make a request in writing to his/her instructor or advisor for consideration in taking the course again. If the instructor/advisor recommends that the student take the course again, the instructor/advisor will complete the Request to Repeat Course form and submit the form to the Office of Academic Affairs to be reviewed by the appropriate Dean for Academic Affairs.

Academic Achievement Recognition

Students who maintain a high grade point average are recognized by being named to either the President's List or the Honor Roll. The President's List recognizes full-time students with a 4.0 GPA in all courses. The Honor Roll recognizes any full-time student with a 3.5 GPA. For Honor Roll and Presidents List purposes, a full-time student is defined as those taking at least 12 credit hours with no developmental courses. Diploma and degree students who maintain a 3.5 or better GPA for the entire program will be considered Honor Graduates and will receive special recognition at the graduation ceremony.

Requirements for Graduation/Commencement

Students who have satisfactorily completed all requirements for their program of study with a minimum GPA of 2.0*and who have met the regular admissions criteria for their program of study are eligible for graduation. AAS degrees, diplomas, and non-embedded certificates are awarded and mailed at the end of each semester to students who have applied for graduation, met their financial obligations, and completed the program requirements listed above.

To be considered for graduation, students must submit a graduation application. The application is available online at the North Georgia Technical College website. Applications should be submitted during the first two weeks of the term in which the student plans to graduate. The Registrar reviews and performs the final audit of graduation applications. Late applications will be accepted but due to time constraints, late applicants who wish to participate in commencement may be required to wait until the succeeding commencement ceremony.

Commencement ceremonies for AAS and diploma program students are held twice a year in January and June. Certificate program students do not participate in commencement.

A nonrefundable $35 graduation fee is charged to AAS and diploma program students upon application. This fee includes the cost of the cap and gown for the commencement ceremony as well as a commemorative diploma cover.

A minimum grade of "C" is required in courses which are prerequisites for higher level courses. Some programs may require a minimum grade of "C" in all courses for graduation. These requirements are in keeping with licensure and/or industry requirements. Degree-level general core courses must have obtained a minimum grade of "C" to have the potential to transfer.

Withdrawal Procedure

Students are responsible for completing the withdrawal process if they choose to withdraw from a course before the withdrawal deadline, which is the 65 percent portion of the term. A grade of "W" is assigned when the student completes the withdrawal from the course. The student will use BannerWeb to complete the withdrawal process from the course. After the withdrawal deadline has been reached, withdrawal cannot be initiated by the student. Students enrolled after the withdrawal deadline will receive a grade for the course. Withdrawal deadlines are published in the academic calendar.

Administrative Withdrawal

A student who does not meet the attendance policy established for the course may be administratively withdrawn from the course. The instructor for the course will initiate the request for Administrative Withdrawal by submitting appropriate request to the Academic Dean. The request will include the date of last attendance for the class. If the last date of attendance is after the withdrawal deadline, the instructor will also indicate if the student is passing or failing. The Dean shall render a decision within two business days of receiving the request. The student is not permitted to participate in the class during the time of administrative review. Students who are withdrawn during the last week of class will receive a grade for the course.

Reinstatement

Any student who is dismissed from the college for either academic or disciplinary reasons, who voluntarily withdraws while not in good standing, or who is on any type of probationary status and desires reinstatement must make a request for reinstatement in writing to the Vice President for Student Affairs. All decisions regarding reinstatement are made by the NGTC Admissions Committee.*

**The North Georgia Technical College Admissions Committee consists of the North Georgia Technical College Vice President for Student Affairs, Financial Aid Director, Director of Career Development and Disability Services, Student Affairs Director, Admissions Director, and anyone appointed by the Vice President for Student Affairs.*

Licensure Examination

Students enrolled in Practical Nursing, Medical Assisting, Clinical Laboratory Technology, EMS Professions, Pharmacy Technology, Medical Coding, Emergency Medical Technician, and Advanced Emergency Medical Technician must earn a grade of "C" or above in all units of study before eligibility for state or national examinations can be certified. For students who do not earn the required grades, faculty in these programs will complete referral forms indicating that certification of eligibility for state or national examination is being withheld because requirements are not being met. The referral form will be placed in the student's permanent record file and will remain there until requirements for passing failed units are met. A time for meeting these requirements will be established by the faculty. General information about licensure exams may be obtained from the appropriate faculty at North Georgia Technical College.

Internships

The following statements reflect the minimum requirements, stipulations, and procedures for establishing student internships:

- Credit toward a diploma/degree for completion of internships will be provided.
- The student must be in good standing with no academic or unresolved disciplinary action pending and must complete proper paperwork. The student may stay in the residence hall with permission of the Vice President for Student Affairs.
- The student must meet the college's requirements of satisfactory progress and must have completed all academic requirements necessary to participate in the internship or receive special approval from the Office of the Vice President for Academic Affairs.
- The faculty must give his/her approval before a student is eligible to participate in the internship training. The faculty will insure that the student completes all the necessary forms on file in his/her department.
- The student will pay registration fees such as tuition and student activity for the semester he/she is participating in the internship.
- The student must be employed/trained in the occupational field in which he/she is enrolled.
- Students must register for the internship and complete hours according to the stated standards. (FOR EXAMPLE: a 5-credit hour internship would be 5 hrs/day x 3 days or 3 hrs/day x 5 days =15 hrs/wk x 15 wks = 225 hrs for the semester.)

Occupational-Based Instruction (OBI) for Specific Programs

OBI is defined as a clinical affiliation, fieldwork, laboratory experience, practicum, clinical internship or business or industry internship. Specific programs include a significant portion of the program that is occupationally-based instruction. To ensure the safety and well-being of others, the college must be certain that each student participating in an OBI experience possesses minimum skill, knowledge, personal maturity, and judgment by the program's technical standards.

Prior to a student participating in an OBI experience or during the OBI experience, situations may occur that would not be considered academic or disciplinary in nature but which may actually or potentially jeopardize the safety and well-being of others. These situations may arise from unethical behavior, immaturity, emotional instability, or other conditions. If it is determined that such behavior cannot be identified as either academic or disciplinary in nature, the program director may submit a recommendation in writing, along with the justification, to the Dean for Academic Affairs that the student not initiate or continue in the OBI experience. The Dean will consult with the Vice President for Academic Affairs, and the recommendation will either be approved or an alternative approach will be suggested. The student will be notified in writing of the decision.

For specific programs, students participating in an OBI experience will be required to undergo a criminal background check and may also be required to submit to a random drug screen. An updated criminal background check and drug screen will be required for each change of program. A student denied placement by an agency due to an unacceptable background check will not be allowed to enroll in another program which requires a criminal background check.

A student's placement in an OBI experience is the sole responsibility of North Georgia Technical College. **Students are prohibited from contacting a site concerning placement, continuance, or reinstatement at an OBI site. Failure to comply with this requirement will result in the student forfeiting placement in an OBI experience.**

Criminal Background Check Procedure

For specific programs, a criminal background check will be required prior to a student's participation in occupational-based instruction (OBI) or clinical internship. Failure to undergo a criminal background check prior to an assigned OBI experience will result in the inability of the student to progress in the program. Should an agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for arranging an alternate clinical, fieldwork or practicum placement.

Students will be given the information to acquire the criminal background check through the designated background check provider. Students have the ability to see their background check and are encouraged to review their background check. The student may appeal the criminal background check to the provider and be given the opportunity to present information to dispute the background check. Students should be aware that the OBI agency makes the final determination as to whether a student is accepted or denied placement based on the contents of the background check. To participate in the OBI, the student must provide authorization for all results to be available to the program and/or the agencies associated with the program and the OBI. Cost for the criminal background check is the responsibility of the student.

The following programs require a criminal background check prior to placement in occupational-based instructional experience:

- Advanced Emergency Medical Technician
- Clinical Laboratory Technology
- Criminal Justice Technology
- Emergency Medical Technician
- EMS Professions
- Health Care Assistant (Health Care Technician track)
- Health Care Assistant (Patient Care Assistant track)
- Medical Assisting
- Pharmacy Technology
- Practical Nursing

Drug Screen Procedure

To participate in an allied health OBI experience, the student is required to have a negative drug screen within three to six months of placement in a clinical facility. If a student does not remain continuously enrolled in his/her program of study or changes the program of study, a more recent drug screen test will be required before participation in the clinical component of the program is approved. Students admitted to the Commercial Truck Driving are subject to drug screening during the program.

If a student has a positive drug screen and wishes to provide evidence that the positive result stems from a prescription drug, the student will make that evidence available to the drug screening provider. The student cannot return to the OBI while the drug screen results and documentation are under review. Failure to provide the prescription and supporting documentation to the drug screening provider within four business days will be considered a violation of the college's drug free campus policy, and the student will be removed from all occupational classes and their program of study by the instructor. A student withdrawn from an OBI will be referred to the Vice President for Student Affairs for violation of the Student Code of Conduct.

If the student desires reinstatement/readmission to the college, they must follow the procedures outlined in the North Georgia Technical College Course Catalog/Student Handbook following dismissal or withdrawal for violation of an institutional regulation of controlled substances. If reinstated to the college, a student will not be readmitted to a program requiring a drug screen procedure.

Any student taking prescription medications that have the potential to alter mood or judgment are required to undergo an evaluation by a physician to determine if the therapeutic medication compromises the student's judgment or ability to function in a healthcare setting. Documentation of this evaluation is to be submitted with the health and physical examination documents or as soon as practical following the initiation of the therapeutic regimen.

Students will be subject to random drug and alcohol screening as required by the clinical affiliation agreement between North Georgia Technical College and the clinical affiliates

Student Affairs

Orientation

The web-based orientation may be viewed at any time for reference or review from the college's website. Orientation includes information about school regulations and requirements, information about student recreation and activities, and an overview of the facilities of the college.

GOAL (Georgia Occupational Award of Leadership)

The Georgia Occupational Award of Leadership (GOAL) program began in 1971 to recognize excellence in technical education and the Student of the Year for Georgia's technical colleges.

Outstanding students attending North Georgia Technical College are nominated by their instructors based on academic excellence and personal leadership. As these promising students move through the process, they compete through interviews and presentations. The college's GOAL winner is selected to represent his/her fellow students along with winners from all of the technical colleges across the state at the State GOAL competition. At the state level, judges select one student, the State GOAL winner, to serve as an ambassador for technical education in Georgia.

Health Awareness Programs

The purpose of student health awareness programs is to provide information to the students to enable them to maintain a healthy lifestyle. Health and wellness information is provided throughout the year by the Campus Life staff on topics such as smoking cessation, proper nutrition, fitness weight loss, alcohol and drug awareness, and others.

Career Counseling Services

A professional staff works together to provide career counseling services that meet the needs, desires, and abilities of students. These services include:

- Pre-enrollment counseling to discuss programs of study, including associate degree, diploma, and technical certificate programs.
- Assistance in helping students develop career plans and personal goals.
- Counseling with students who need assistance with college-related problems.
- Academic counseling including review of placement test scores and assistance in course scheduling.
- Identifying appropriate community agencies and services for student needs such as personal and/or mental health counseling.

Services for Students with Disabilities

Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admission process, career guidance and counseling, and referral to community service agencies. To request accommodations and/or modifications, contact the Director of Career Development and Disability Services, who provides services to all campuses, at 706-754-7728. Appropriate documentation of disability is required.

Assessment Services

Assessment services provide career guidance and planning by means of individual and group testing at various locations using computerized and standardized testing instruments. Services that are available include career exploration, interest inventories, aptitude testing, and basic skills testing. The fee varies for each test. All testing is by appointment. For more information or to schedule a test, call 706-754-7728 for the Clarkesville Campus, 706-439-6300 for the Blairsville Campus, and 706-779-8100 for the Currahee Campus.

Assessment services are also available to high school students. There is no charge for assessment services provided to high school students. High school counselors, teachers, or administrators should contact the Recruitment Office at 706-754-7797 for additional information and/or to schedule high school testing.

Career Placement Services

Career placement services are available to assist students as they complete training. The primary purpose of these services is to assist in the placement of graduates in jobs for which they have been trained. Continuous communication is maintained with employers and with the Georgia State Employment Service to provide a wide range of employment opportunities for students. Employers may send representatives to the college for personal interviews with graduating students. North Georgia Technical College is an Internet "access zone" to America's Job Bank through the U.S. Department of Labor which provides information on job openings locally, nationally and through the American Job Center (http://jobcenter.usa.gov/). The American Job Center website consolidates information and services from across the government – access to job retraining and education opportunities, skills and career development and counseling – into a single online resource for both job seekers and for businesses looking to tap into the vast resource of skilled and dedicated workers around the country. Lifelong job placement services are available to all North Georgia Technical College graduates.

EXCELL Center (Excellence through Commitment to Education and Lifelong Learning)

The EXCELL Center is available to assist prospective North Georgia Technical College students in career exploration, assessment, and interest and aptitude inventories in order to make a valid and informed career choice. The center is designed with North Georgia Technical College's current and prospective students in mind. Student Affairs staff are available to assist those current students who are preparing to graduate with their job search, resume preparation, and electronic resume posting. Students may investigate the facts for which they are considering employment, such as wages, benefits, stability, and opportunities for advancement. Student Affairs staff are available to assist prospective students with one-on-one complete career planning. The staff will walk students through the processes of admissions, financial aid, career planning, career services, testing, and disability services.

Key features of the EXCELL Center are:

Assisting the student in deciding on a program:

- Career exploration resources (interest and aptitude testing)
- Enhanced job analyzer for career exploration
- Links to newspapers and career sites
- Career counseling

Becoming a student at North Georgia Technical College:

- North Georgia Technical College application online assistance
- Financial aid resources
- COMPASS placement testing
- Course registration assistance
- COMPASS Test Taking Review Workshop – contact 706-754-7828 or email mshirley@northgatech.edu for scheduling and questions related to the workshops offered each term

Nearing completion of program:

- Job search resources
- Resume building software
- The Georgia Department of Labor website
- Links to newspapers and career sites

Hours of Operation: 7:30 a.m. to 6:00 p.m., Monday-Thursday

Testing schedule may vary, or an appointment may be made. For more information about the EXCELL Center, contact the Student Affairs Director at 706-754-7855 or via email at fchas@northgatech.edu.

Non-Traditional Students

Students enrolled in a program in which they are of a minority gender are considered non-traditional students. North Georgia Technical College encourages and promotes open enrollment in all programs. Students are encouraged to participate in their program of choice regardless of traditional patterns of enrollment. For additional information, call 706-754-7855.

Welfare-to-Work Partnerships

North Georgia Technical College is a major partner with the Department of Human Resources and the Department of Labor in assisting customers to make the transition from welfare to work and to obtain meaningful employment. For more information, call 706-754-7855.

Student Email

All North Georgia Technical College students receive an email account upon acceptance to the college. It is very important that all students check this email account on a regular basis, minimally once per week and preferable daily, to receive school announcements and student requirements for meetings, registration, financial aid, activities and more. Student email is the primary form of notifications between the college and the student. Look on the website (www.northgatech.edu) under Admissions for the Student Account Login Handout for specific details on how to log in to student email and other electronic sites for students.

Residence Life – Clarkesville Campus

Residence life is a laboratory in growth toward maturity. It allows students to become independent while maintaining community responsibility and self-identity. It is one of the most rewarding and important facets of the postsecondary educational experience. North Georgia Technical College

offers residential living on the Clarkesville Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional values and objectives of the college, and (2) meet the demand for physical living accommodations.

Resident students must accept the responsibility of community living. The resident student is expected to be fair and just in all of his/her dealings with the college, and particularly in caring for the facilities provided. He/she will be required to exercise patience and kindness with his/her roommate and other students. Resident students should respect the rights of others at all times. Excessive noise, profane language, or offensive acts are prohibited.

The suspension of a student's privileges, including campus housing, is a serious action which may be imposed for violation of housing regulations or other institutional policies. When a student is no longer enrolled or when violation of resident or general campus policies results in cancellation of the right to occupancy, all personal belongings must be removed from the campus. If the student cannot remove his/her belongings at that time, he/she will be given two weeks or to the last date of the semester (whichever comes first) to remove all belongings from campus. Any belongings remaining on campus after that time will become property of North Georgia Technical College.

Each resident student is subject to the terms of any and all stated regulations in this course catalog/ student handbook and regulations issued by the Vice President for Student Affairs. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons violating local, state, and federal laws, including destroying, stealing, or defacing college property.

Students at the Blairsville and Currahee campuses may contact the Student Affairs Department for information on boarding opportunities.

Residence Hall Application Requirements & Guidelines

The following documents should be completed and submitted to the Office of Student Affairs once the student has been accepted as a credit student by North Georgia Technical College:

- Bryant Residence Hall Application
- Residence Hall Contract
- Residence Hall Meningococcal Statement

The $150 residence hall deposit must be submitted to the North Georgia Technical College Cashier's Office via mail, phone or online.

Once all required documentation and the deposit are received, a room will be reserved based on availability. North Georgia Technical College cannot make a housing assignment until the student has been officially accepted by Admissions. A letter will be emailed to the student (using North Georgia Technical College student email) confirming the reservation and notifying the student of check-in dates for the appropriate term. Upon arrival a student must provide a receipt showing all residence hall fees paid prior to being issued keys for his/her assigned dorm room.

In order to qualify for and maintain residence in Bryant Hall, the student must:

- Be currently enrolled at any North Georgia Technical College campus with an occupational major in a diploma, degree, or certificate program.
- Have an acceptable attendance record as determined by the North Georgia Technical College attendance policy.

- Be in acceptable standing with North Georgia Technical College in the area of discipline. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
- Continue to make satisfactory progress toward completion of diploma, degree, or certificate program.
- Be in good standing with the North Georgia Technical College Business Office with regard to payment of all required fees.

Failure to maintain any of the above guidelines during the semester may result in the loss of residence privileges.

Any variation from these guidelines must be requested in writing to the Office of the Vice President for Student Affairs for consideration on a semester-by-semester basis.

Residence Hall Operations

North Georgia Technical College maintains campus housing for men and women on the Clarkesville Campus. The residence hall, Bryant Hall, is a co-ed facility. Students are selected through a hiring process to serve as Resident Assistants (RAs) to assist students. The primary responsibilities of the Resident Assistants are to assist residents and act as liaison to the residents and the Campus Life Director. Resident Assistants also ensure that the rules and regulations of North Georgia Technical College are followed by the residents and report any violations to the Student Affairs Director. They check residents in and out of the residence hall and report any residence hall maintenance needs to the Office of Student Affairs.

Coin-operated washers and dryers, a kitchen, cable TV, and vending machines are located in the common areas of the residence hall. Cable television service is provided to each resident's room, and telephones are permitted in rooms through a contract agreement between the student and the telephone company. North Georgia Technical College does not accept responsibility for a student's private telephone contracts. Please refer to the residence hall contract for additional information concerning the residence hall.

Residents' belongings are their personal responsibility. North Georgia Technical College is not responsible for any damage or theft of personal belongings.

All residents should bring single sheets (twin long), pillowcases, blankets, spreads, pillows, towels, alarm clock, toiletries, dishes, and cleaning supplies. A television, small refrigerator, and an air conditioner (no more than 5,000 BTU) are optional. Wireless Internet access is available at the residence hall.

The North Georgia Technical College dining hall on the Clarkesville Campus provides well-balanced meals Monday through Thursday, and the student center is equipped with vending machines. The dining hall may prepare special diets (as prescribed by a physician) for resident students. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

Residence Hall Policies

The residence hall program at the Clarkesville Campus of North Georgia Technical College is responsible for providing an environment that will be conducive to academic achievement and maximum intellectual stimulation. Therefore, North Georgia Technical College established the following regulations; however, North Georgia Technical College does not attempt to define by formal rules every action that is forbidden:

- Quiet hours are from 10:00 p.m. to 7:00 a.m. Quiet hours are designed to provide an optimum learning and living environment. During these hours, distractions and noise should be contained within residents' rooms. **Excessive** noise inside or outside a resident's room should be avoided at all times.
- After being assigned to a room, no student is permitted to move to another room without permission from the Student Affairs Director. If a change is made, the resident must go through proper checkout procedures.
- Rooms should be kept clean and free of any remnants of food or drink.
- Room inspections will be conducted periodically during each term by the RAs. Announcements of inspection dates will be made using student email at least 10 days in advance of an inspection. There is an automatic $25 fine for any inspection violations.
- Students must be properly dressed when outside their rooms. Adequate clothing must be worn in the lobby, halls, and recreation rooms.
- Students are expected to be punctual and attend all residence hall meetings. Flyers and/or student email will be used to notify residents of all scheduled meetings. Non-attendance may result in a monetary fine unless the student has prior approval and documentation of an excused absence submitted to the Student Affairs Director. Documentation may include a doctor's excuse, instructor approval for a field trip, verification of work schedule (official company correspondence), etc. Students having scheduled classes at the time of a residence hall meeting are automatically excused from attendance. It is the responsibility of any student who misses a meeting to speak with an RA or Student Affairs staff member to obtain the information presented at the meeting. Missing a meeting will not be considered a valid reason for lack of knowledge of important information presented to resident students in a meeting.
- Students must turn off lights and all electrical equipment when they leave their rooms.
- Visitors under 16 years of age are not allowed in the residence hall without expressed, written permission from the Vice President for Student Affairs or designee.
- No overnight guests are allowed in Bryant Hall including NO cohabitation of Bryant Hall residents not assigned to the same room. Guests must follow the same residence hall guidelines as students. Hosts and hostesses are responsible for the conduct of their guests and should escort their guests to and from their rooms and the building.
- Visitation Hours – Non Residents
    - Sunday - Wednesday 10 a.m.-10 p.m.
    - Thursday - Saturday 10 a.m.-midnight
- After 11 p.m., residents must leave their room doors ajar when other residents are visiting in the room.

- Cooking and heating appliances are not permitted in the residence hall rooms; however, students are allowed to have an air conditioner and compact refrigerator in their residence hall rooms.
- Air conditioners of the window unit type must not exceed 5,000 BTU capacities and must be of adequate size to fit windows without change or damage to any part of the window or room.
- Resident Assistants will inspect appliances during installation and determine safety and conformance to the building policies.
- Any student having such appliances will be responsible to the college for any abuse of the privilege or damage to college property.
- Incense burners of all types, candles, fireworks, aerosol spray paint cans and solvents, and other similar objects are strictly prohibited in the residence hall. Any such items found in rooms will be confiscated. Violation of this regulation may result in severe penalties not only from the institution, but also from the state Fire Marshall's Office.
- Pets are not allowed in the residence hall under any circumstances.
- Damage to the room or any common areas will result in charges to all residents unless the responsible party is discovered. The minimum damage charge is $5.
- No weapons of any kind are allowed in Bryant Residence Hall.
- No items, other than those issued or approved by North Georgia Technical College, are to be displayed from the window.
- Herbal/non-tobacco cigarettes are not permitted on campus or at any college-sponsored event or activity.
- Beverages identified as non-alcoholic beer are prohibited on any campus of North Georgia Technical College or at any college-sponsored event.
- Bicycles or similar recreational vehicles are not allowed in Bryant Residence Hall. Bicycle racks are provided for use outside the residence hall.
- Operation of any motorized vehicle on North Georgia Technical College property requires proof of Department of Motor Vehicle registration, license, and proof of insurance by the driver.
- ALL furniture assigned to a residence hall room MUST remain in the room unless removed by North Georgia Technical College staff.
- NO couches, sofas, or other large furniture items are to be moved into residence hall rooms.

Disregard for the policies or rules established for Bryant Residence Hall can result in monetary fines. Typically, any violation of the policies or rules will first be addressed with a verbal or written warning. However, the Student Affairs Director will determine the most appropriate action. If the student believes the warning or fine is unwarranted, he/she can ask for a review of the action by completing the Request for Review of Residence Hall Violation form. This form must be submitted to the Office of the Vice President for Student Affairs within seven (7) calendar days of notification of the decision. The decision of the Vice President for Student Affairs is final.

Violation of the Student Code of Conduct will be addressed through the established Disciplinary Procedures.

Students who do not plan to return the following semester must schedule a checkout time with a Resident Assistant (RA). The RA will collect all North Georgia Technical College items (keys, ID card, etc.) from the student and will complete a checkout form that reports the room's condition. The RA will take the form to the Office of the Vice President for Student Affairs and return the residence hall keys, student identification card, etc. This process will activate the refund process for the deposit, if applicable. Failure to check out properly will result in forfeiture of the deposit.

Roommate Courtesy

A student's enjoyment of life in Bryant Residence Hall depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic expectations of a roommate or fellow Bryant Hall resident include the following:

- To live in a clean building and room.
- To expect that a roommate will respect one's personal belongings.
- To have a grievance redressed. Resident Assistants (RAs) are available to assist in resolving conflicts.
- To read and study without undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- To sleep without undue disturbance from noise, roommate's guests, etc.
- To freely access to one's room and facilities without pressure from a roommate.
- To be free from fear or intimidation and physical or emotional harm.
- To have guests during visitation hours with the expectation that guests are to respect the rights of the hosts'/hostesses' roommate and other hall residents.
- To expect reasonable cooperation in the use of the room utilities and space.

Shared Responsibility

When two students share a room, each student is responsible for the contents, noise level/activities, and damages that occur in the room. If the contents, activities, or damage in the room are in violation of college policy, both students may be charged with such violations. If a student is concerned about possible violations, it is his/her responsibility to discuss this with an RA or other Student Affairs staff.

Bryant Residence Hall Alcohol Policy

The following policies will be enforced by the Department of Student Affairs:

- Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
- Underage students found in possession of or under the influence of alcohol will face full disciplinary action.
- Any student found providing alcoholic beverages to those under the legal drinking age will face full disciplinary action.
- Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face full disciplinary action.
- Failure to follow the alcohol policy will result in a referral to the Office of the Vice President for Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.

Mail Services

Resident students are to pick up mail at the receptionist's desk located in the Clegg Building on the Clarkesville Campus.

Student Organizations and Fund Raising

Participation in student organizations plays an important role in the North Georgia Technical College experience at all campuses. Student organizations and clubs offer individuals another opportunity within the educational process to broaden their environment. North Georgia Technical College recognizes the following student organizations:

HEROES

The HEROES club (Having Equity Resources and Opportunities Equal Success) is an organization for special population students. Special population students are persons who meet at least one of the following criteria:

- Student is 27 years of age or older
- Student is a single parent
- Student is a single pregnant woman
- Student is a displaced homemaker
- Student is a dislocated worker
- Student has a language other than English is their primary language
- Student is enrolled in a program in which they are of a minority gender

The purpose of the HEROES club is to develop leadership, foster teamwork, provide peer support, and to assist students in reaching their educational goals.

National Technical Honor Society (NTHS)

NTHS is a non-profit, honor organization established to recognize excellence in workforce education programs and majors. Candidates are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Members must be faculty nominated, must be approved by the local college administration and must meet local and national standards.

Phi Beta Lambda (PBL)

PBL is a non-profit national educational association of student members preparing for careers in business. The association has three divisions: FBLA (grades 7-12), PBL (postsecondary), and a professional division for individuals who continue to support the goals after graduation. PBL was originally chartered at North Georgia Technical College in 1983 and was re-chartered in 1993. North Georgia Technical College's PBL club has an active, highly-competitive membership with state and national winners.

Rotaract

Rotaract is a non-profit, international organization centered on community service, professional development, and leadership development. Rotaract is the college version of the professional organization, Rotary, and is sponsored by a local Rotary Club. North Georgia Technical College Rotaract is sponsored by the Habersham Sunrise Rotary Club and supported by the Habersham Rotary Club. Working in cooperation with their sponsoring Rotary Club, North Georgia Technical College Rotaract members develop rewarding contacts with professionals in their area and become part of a global effort to bring peace and international understanding to the world.

SkillsUSA
SkillsUSA is a national organization for students in trade, industrial, technical, and health occupations programs. SkillsUSA clubs are found in public high schools, technical colleges, junior colleges, and universities. SkillsUSA was chartered at North Georgia Technical College in the 1991-1992 academic year. Since its first year of existence, the club has won numerous awards at sub-region, region, state, and national competitions.

Student Leadership Council (SLC)
The North Georgia Technical College Student Leadership Council represents the student body and consists of students recommended by the faculty from each diploma and/or degree program. Each year the Student Leadership Council members elect to sponsor various events. Any student interested in holding office should contact his/her program advisor or department head.

The recognition of an organization/group grants to that organization/group the right to use facilities and to identify themselves with the college. The organization/group agrees to accept regulations and administrative procedures that may be necessary to protect the essential functions of teaching and learning, to allow equitable sharing of time and space, to ensure the reasonable health and safety of the community, and to uphold the statutes and regulations of North Georgia Technical College and the governing board of the College. Recognition shall be denied if there is a substantial likelihood that the proposed organization will interfere with the educational process.

Recognition of an organization results from the following procedure

- Once interest among students has been established for a student organization that enhances the educational experience, a faculty/staff advisor must be secured.
- With assistance from the advisor, complete the Application for New Student Organization and submit the application and supporting documentation to the office of the Vice President for Student Affairs. The Application will be provided to the advisor from the Office of Student Affairs.
- The Vice President for Student Affairs will review the application and the proposed by-laws and will make recommendations for changes/adjustments, if necessary.
- Complete application packets that show purpose and proposed activities that are clearly related to the educational goals and mission of the College will be submitted to the SLC for review and recommendation.
- The voting members of the SLC will make a recommendation to the President as to whether the application should be approved and the student organization recognized by North Georgia Technical College.
- The President shall review the application documents and tender a decision to accept or deny the recommendation from the SLC. The decision of the President shall be final.

The purposes and proposed activities of all groups or student organizations shall be clearly related to the educational goals and mission of the College. Fund-raising projects are under the ultimate control of the President and must follow NGTC, State Board of the Technical College System of Georgia, and State of Georgia guidelines and procedures. All student organization applications for fund raising are submitted to the Vice President for Student Affairs for approval as the President's designee.

Campus Life/Student Activities

Social Activities

The Campus Life Office sponsors student activities throughout the academic year on the Clarkesville, Currahee, and Blairsville campuses. These activities may include a wellness fair, EagleFest, health seminars, Lunch & Learn, Snacks & Facts, campus cup competitions, and intramural sports. Field trips may include rafting, professional sports events, Six Flags, etc. A game room, weight room, swimming pool, and tennis courts are also available for students at the Clarkesville Campus.

Intramural Activities

Athletic facilities on the Clarkesville Campus include a gymnasium with indoor courts for basketball and other games. Outdoor facilities include a swimming pool, softball field, basketball goals, tennis courts, badminton court, horseshoe pit, sand volleyball court, and multi-purpose field. A program of intramural sports is provided for all students wishing to participate. Students may join a team for flag football, softball, competitive basketball games, and campus cup competitions making competition keen as each team seeks to capture the institution championship.

Collegiate Sports

In 2011 North Georgia Technical College began a team for competitive Cross Country sports. NGTC has been accepted into the Georgia Collegiate Athletic Association (GCAA) and the National Junior College Athletic Association (NJCAA) for Cross Country sports. For more information, contact the North Georgia Technical College Athletic Director, 706-754-7730.

Student Centers

The Carlton Center on the Clarkesville Campus offers a meeting room for students, a television room, movies, and vending machines for food and drinks. Many activities are available such as video games, pool tables, ping pong, darts, foosball, air hockey, and a weight room. The Eagle's Nest Student Center at the Blairsville Campus and the Eagle's Landing at the Currahee Campus offer a leisurely setting for the enjoyment of students and staff.

Vending Service

Vending services are available in convenient locations around the campuses and include coin-operated drink and snack machines.

Mountain Recreation Opportunities

Because the North Georgia Technical College campuses are located in the mountains, students have ample opportunity to enjoy the benefits of the area recreation facilities, including rivers, lakes, the Chattahoochee National Forest, the Appalachian Trail, and more.

Student Rights and Responsibilities

Student Right to Know

Every postsecondary education institution is required by law to disclose its graduation rate annually. The 2011 graduation rate, based on the TCSG System Scorecard, is 49.4%.

Privacy of Student Records

Privacy of Student Records required by the Family Educational Rights and Privacy Act of 1974 (FERPA) — North Georgia Technical College encourages students to exercise all rights under the Family Educational Rights and Privacy Act. Because a student's educational record will be used repeatedly by institution officials and others to make important decisions affecting the student's program and future career, the student should assume a personal responsibility to make certain that records are complete and accurate. Every student at North Georgia Technical College has the right to:

- Inspect and review his/her educational records; students who wish to inspect, review, or amend their records should complete a Request to Inspect or Review Educational Records Form and submit it to the FERPA Coordinator.
- Exercise control (with some limitations) over disclosure of information contained in his/her educational records.
- Seek to correct his/her educational records (including a hearing if necessary) when records are believed to be inaccurate or in violation of privacy.
- Report violation of FERPA to the Family Policy Compliance Office.
- Be informed about FERPA rights.

North Georgia Technical College has placed overall responsibility for administration of all student records with the Vice President for Student Affairs or his/her designee, who is designated the FERPA Coordinator. Separate records/files may be maintained by the following categories: admissions, academic, medical, psychiatric and counseling, financial aid, disciplinary, and financial. Only faculty and staff with a legitimate educational interest in the student's records will be permitted access. Certain third-party governmental agencies have access to a student's records without prior consent. These records are located in the Clegg Building on the Clarkesville Campus and in the Student Affairs Office on the Blairsville and Currahee campuses.

Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires the Technical College System of Georgia (TCSG) and its technical colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records.

However, TCSG or its technical colleges may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the technical college to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

If a student does not want North Georgia Technical College to disclose directory information from his or her student education records without prior written consent, the student must notify North Georgia Technical College in writing by the first day of the semester at the Registrar's Office, located in the Clegg Building on the Clarkesville Campus. The mailing address for the Registrar is: P. O. Box 65, Clarkesville, GA, 30523. A student need only file this notification once during his or her enrollment. However, if the student enrolls in another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, North Georgia Technical College may still implement policies requiring the student to wear or present a student ID badge.

North Georgia Technical College and TCSG define "directory information" as follows:

- Full name of student
- Address(es)
- Telephone number(s)
- County of residence
- Email address(es)
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

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

Policy of Nondisclosure

All North Georgia Technical College officials will follow a strict policy that information contained in a student's record is confidential and may not be disclosed to a third party without the student's prior written consent except as otherwise provided in the policy manual found online at the college's website.

Fees for Copies

Transcripts will be issued at a fee of $5 each. The fee for copying any other records is the actual copying cost of 25 cents per page. The institution reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

- The student has unpaid financial obligations to the institution.
- There is an unresolved disciplinary action against the student.
- There is an unresolved litigation between the student and the institution.

Sexual Harassment

It is the policy of North Georgia Technical College that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment.

The U.S. Department of Education defines sexual harassment as verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. Prohibited conduct is that which:

- Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment.
- Is used as a factor in employment or academic decision.
- Unreasonably interferes with an individual's work or academic performance.

Sexual harassment is an unlawful practice under federal law and is a form of discrimination that is specifically prohibited at North Georgia Technical College. Any student or employee who violates this policy will be subject to disciplinary action.

Anyone believing they have been harassed sexually should report it immediately to the Equity Coordinator at (706) 754-7855. Any complaint of sexual harassment will be reviewed under the college's grievance procedure for handling complaints of discrimination. Information regarding the grievance procedure may be obtained from the Vice President for Student Affairs' Office.

Personal Belongings

When a student graduates or terminates training at North Georgia Technical College, all personal belongings must be removed from campus at time of checkout. If a student cannot remove his/her belongings at that time, he/she will be given two weeks or the last date of the semester (whichever comes first) to remove all of his/her belongings from campus. College personnel will not be responsible for any personal items left in the classroom, the residence hall, or any other campus location. Any unclaimed items, including motor vehicles or major appliances, will be removed from the campus after two weeks; and the student will be charged for the removal.

Disciplinary Procedure

The administration 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.

Students admitted to North Georgia Technical College are expected to be mature, to be law-abiding, and to have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation, and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. North Georgia Technical College, however, does not attempt to define by formal rules every action that is forbidden.

Definitions

Business Days: Weekdays that North Georgia Technical College's administrative offices are open.

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

Member of North Georgia Technical College: Any person who is a Faculty Member, Staff Member or any other person(s) employed by North Georgia Technical College.

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

Student: All persons taking courses at North Georgia Technical College, 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 North Georgia Technical College are considered "students."

Student Organization: Any number of persons who have complied with the formal requirements for North Georgia Technical College recognition.

Technical College: North Georgia Technical College, a college within the Technical College System of Georgia.

Technical College Official: Any person employed by North Georgia Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

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

Academic Misconduct: Includes, but is not limited to, the definition found in the North Georgia Technical College Course Catalog/Student Handbook.

Procedure for Filing a Student Code of Conduct Complaint

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

Academic Misconduct is handled through the Office of the Vice President for Academic Affairs using a separate Academic Misconduct Procedure. An incident of Academic Misconduct may be referred to the Office of the Vice President for Student Affairs at the discretion of the President or the President's designee.

A. Investigation and Decision

1. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the 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 Vice President for Student Affairs or the 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 five (5) business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the President's designee within five (5) business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or

the 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 Vice President for Student Affairs or the 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 Vice President for Student Affairs or the 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 Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the 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.

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

   b) 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 in effect being given another chance to conduct himself/herself as a proper member of the technical college, and that any further violation may result in more serious sanctions.

   c) Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

   d) 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.

e) Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

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

   a) Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

   b) Disciplinary Expulsion – Removal and exclusion from the technical college, North Georgia Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the President's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

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

C. Violation of Federal, State, or Local Law

1. 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 technical college's vital interests and stated mission and purpose.

2. 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.

3. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical 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.

D. 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 Vice President for Student Affairs or the 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 technical college or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

E. Conditions of Disciplinary Suspension and Expulsion

1. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Vice President for Student Affairs or the President's designee.
2. In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the President's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the President's designee for permission to enter the technical college premises for a limited, specified purpose.
3. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the President's designee must accept the form by mail or fax if he/she refuses the student's request to enter the North Georgia Technical College premises for that specified purpose.
4. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the President's designee for a student to enter the technical college premises for the duration of that hearing.

F. Mediation

At the discretion of the technical college president, the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

G. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the 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 Vice President for Student Affairs or the 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 Vice President for Student Affairs. The student need not file a written notice of his or 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 technical college 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 information 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 drawn from the Technical College. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the President and the Vice President for Student Affairs in writing of the Hearing Body's decision. The President or the President's 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 Vice President for Student Affairs or the President's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. The President or the President's designee will notify the student and the person who filed the original complaint in writing of the Hearing Body's decision.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the 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 of the technical college 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.

H. Document Retention

The Vice President for Student Affairs or the 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 Vice President for Student Affairs or the 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 the technical college 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 years.

Grievance Procedure

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

DEFINITIONS

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

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

Business days: Weekdays that the college administrative offices are open.

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

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

Grievant: The student who is making the complaint.

Procedure for Filing a Grievance

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.

A. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
   a A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching his/her instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
   b If this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

B. Formal Grievance Procedure: If a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
   a Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the President's designee with the following information:
      1) Name
      2) Date
      3) Brief description of incident being grieved
      4) Remedy requested
      5) Signature
      6) Informal remedy attempted by student and outcome
   b If the grievance is against the VPSA, the student shall file the grievance with the President's office.
   c The VPSA, or the President's designee, will investigate the matter and supply a written response to the student within fifteen (15) business days.
   d If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
   e If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's 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.
   f The VPSA, or the President's designee, shall be granted an additional fifteen (15) business days to investigate the grievance upon notice to the grieving student.

C. Appeal: The student may appeal the decision rendered by the VPSA or the President's designee to the President. Only the student has the right to appeal.
   a A student shall file a written appeal to the President within five (5) business days of receiving the response of the investigation of the formal grievance.
   b 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.
   c At the sole discretion of the President, grievance appeals at the institution may be held in one of the following two ways:
      1) The President may review the information provided by the student and administration and make the final decision; or
      2) The President may appoint a cross-functional committee to make the final decision.

      The decision of either the President or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal.
   d Whichever process is chosen by the President, the decision of the grievance appeal is final.

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

E. All student complaints are recorded in the student complaint log, which is maintained by the Office of the Vice President for Student Affairs. The complaint log is reviewed annually by the Vice President for Student Affairs in order to identify trends and address recurring problems.

F. Document 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.

Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

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

of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

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

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct. North Georgia Technical College, however, does not attempt to define by formal rules every action that is forbidden.

These regulations are effective at the time of entrance and continue until graduation or withdrawal. By the act of registration, students imply acceptance of the standards and regulations stated in this catalog/handbook and other publications and official memoranda of this college. Any behavior reflecting adversely upon the students or the college will result in disciplinary action, whether the incident occurs on or off campus.

DEFINITIONS

Business Days: Weekdays that North Georgia Technical College's administrative offices are open.

Faculty Member: Any person hired by North Georgia Technical College to conduct teaching, service, or research activities.

Hearing Body: Any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.

Member of North Georgia Technical College: Any person who is a Faculty Member, Staff Member, or any other person(s) employed by North Georgia Technical College.

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

Student: All persons taking courses at North Georgia Technical College, 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 North Georgia Technical College are considered "students."

Student Organization: Any number of persons who have complied with the formal requirements for North Georgia Technical College recognition.

System: The Technical College System of Georgia or TCSG.

Technical College: North Georgia Technical College, a college within the Technical College System of Georgia.

Technical College Official: Any person employed by North Georgia Technical College, performing assigned responsibilities on a part-time, full-time, or adjunct basis.

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

Procedure for Disciplinary Action

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

NON-ACADEMIC MISCONDUCT

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

1) Behavior
   a) Indecent Conduct: Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
   b) Violence: Mental or physical abuse of any person (including sex offenses) on technical college premises or at technical college-sponsored or technical college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college.
   c) Harassment: Any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an 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.)
   d) Inappropriate Attire: If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
   e) Disruption: Prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.
   f) Failure to Comply: Failure to comply with directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2) Use of Technical College Property
   a) Theft and Damage: Prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college or a campus visitor on technical college premises or at a technical college function.

b) Occupation or Seizure: Occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c) Presence on Technical College Premises: Prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises.

d) Assembly: Prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e) Fire Alarms: Prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f) Obstruction: Prohibits obstruction of the free flow of pedestrian or vehicular traffic on the technical college premises or at technical college sponsored or supervised functions. Refer to North Georgia Technical College Parking Policy and Regulations.

3) 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 technical college premises or at technical 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 technical college-owned vehicle is prohibited.

b) Controlled substances, illegal drugs and drug paraphernalia: The technical college 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 or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c) Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

d) Tobacco: North Georgia Technical College prohibits the use of all forms of tobacco on the technical college premises. Students may use tobacco products while in a private automobile.

4) Use of Technology
   a) Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
   b) Electronic Devices: Unless otherwise permitted by technical college officials, North Georgia Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
   c) Harassment: The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing or intimidating messages, communications, jokes, or material.
   d) Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password.

North Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

5) Weapons
   The Technical College System of Georgia and its associated technical colleges expressly prohibit the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all branch campuses/off-site work units), within the designated school safety zone, or at any technical college-sanctioned function in a manner contrary to state or federal law (Policy II.C.10). Where there is more than one definition of a weapon applicable to the item in question, the technical colleges will consider the item a weapon if it fits any definition in the Georgia Code.
6) Gambling
   The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college-sponsored or supervised activities. Gambling is prohibited on North Georgia Technical College premises.
7) Parking
   The technical college prohibits violation of North Georgia Technical College regulations regarding the operation and parking of motor vehicles on or around North Georgia Technical College premises.
8) Financial Irresponsibility
   The technical college prohibits the theft or misappropriation of any technical college student organization or other assets.

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

10) Aiding and Abetting
    Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

11) 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 not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

    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 technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical 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.

12) Abuse of the Student Judicial Process, including but not limited to:
    a) Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.

    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 member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

    g) Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

    h) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

Expressly Prohibited Are:

- Behavior that jeopardizes the safety or well-being of other members of the college community or persons coming onto college property.
- Harassment of, or interference with, security officers, law officers, fire fighters or other persons engaged in the performance of their official duties.
- Small children present on the training site or in the residence hall at any time for visiting or babysitting purposes (safety and insurance considerations make this policy mandatory).

Campus Dress Code

One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Statistics have shown that an individual's success in finding employment depends as much on personal qualities as on-the-job skills. For this reason, students will be required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President for Student Affairs.
Standards of personal grooming for students are established in accordance with those generally accepted by business and industry.

The following regulations shall be observed for dress and grooming by all students:

- Cleanliness of person and clothing is required.
- Shirts and shoes are to be worn at all times.
- Use of offensive, obscene, or abusive words or symbols on clothing is not permitted.
- Longer, knee-length type of shorts such as dress shorts and bermudas are acceptable. Short shorts and running/gym shorts are not permitted unless participating in a college-sanctioned sports activity.
- Tank tops, halter tops, tube tops, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Excessively long hair and beards may be deemed safety hazards in certain occupational programs.
- Clothing referred to as pajama pants, lounge wear, and sleep wear are not acceptable dress.

In addition to these general standards, dress requirements may vary in the classroom, laboratory, and shop areas to comply with safety and occupationally required dress. (Refer to Department Lab Management and Chemical Hygiene Plan.) Failure to comply with those standards by students enrolled in the particular department may result in termination from class.

Disorderly Conduct

Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized institutional organization is prohibited.

No student shall push, strike, or physically assault any member of the college staff or student body or any visitor to the campus. Conduct on college property that materially interferes with the normal operation of the college or the requirements of appropriate discipline is prohibited.

No student shall interfere with, give false name to, or fail to cooperate with, any properly identified members of the faculty, administration, or other staff personnel while these persons are performing their duties.

Any behavior on campus which is obscene or which is clearly beyond the acceptable standards of the community is prohibited. Intoxicating liquors, all forms of illegal drugs, profane language, gambling, and hazing are prohibited.

Disorderly Assembly

No student or group of students shall assemble on campus for the purpose of creating a riot or disturbance or disorderly diversion that interferes with the normal operation of the college. Students do have the right to peaceful, non-disruptive assembly.

No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of the college facilities, or materially interfere with the normal operation of the college with authorized events being held on campus.

Drug-Free Workplace

North Georgia Technical College is a responsible segment of the society; and, as an educational institution, neither permits nor condones illegal drugs and narcotics. The college stands behind the laws of federal, state, and local governments concerning drugs and narcotics. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances represents a danger to the welfare of the individual as well as to the welfare of the North Georgia Technical College community.

Any student found manufacturing, distributing, dispensing, possessing, or using controlled substances will be subject to immediate expulsion from North Georgia Technical College and may be turned over to local authorities for legal action. Any student who is convicted of a violation of controlled substances must, as required by the Drug-Free Workplace Act of 1988, report such a conviction to the Vice President for Student Affairs no later than five (5) days after such a conviction. Compliance with the Drug-Free Workplace Act further requires the college to notify the United States Department of Education of such conviction within ten (10) days after receiving notice of the conviction.

Any student who voluntarily seeks counseling for abuse of controlled substances, or who may be deemed by college officials to need treatment, may secure information regarding approved drug assistance or rehabilitation programs from the Student Affairs Director or the Blairsville Academic Dean or the Currahee Campus Operations Director.

If a student is dismissed for violation of an institutional regulation of controlled substances, he or she must have a professional evaluation before re-admission will be considered. If the evaluation indicates that a treatment or counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of a treatment or counseling program, the student may appeal for re-admission upon the recommendation of his or her counselor. Such an appeal must be directed to the Vice President for Student Affairs.

Drug and Alcohol Policy

The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group.

Beverages identified as non-alcoholic beer are prohibited. Any student who returns to an North Georgia Technical College campus under the influence of alcohol and/or drugs shall be subject to full disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state, and federal laws will be enforced.

Federal law permits North Georgia Technical College to disclose to parents/guardians violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99)

Firearms, Weapons, and Explosives

North Georgia Technical College is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on the technical college campus (including Blairsville and Currahee campuses and off-site work units) or at any technical college sanctioned function in a manner contrary to state or federal law.

Definitions

Contractor: An independent contractor, business, or corporation which provides goods and/or services to North Georgia Technical College under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on North Georgia Technical College property or at a college workplace including any sanctioned event.

Explosive Compound: Any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: Includes any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1; or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon, or silencer as defined in O.C.G.A. 16-11-121.

Government Building: The building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: An office, agency, authority, department, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Long Gun: A firearm with a barrel length of at least 18 inches and overall length of at least 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e. shotgun shell or metallic cartridge) provided; however, that the term shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Weapon: Within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: The North Georgia Technical College campuses, off-site work location, or any North Georgia Technical College sanctioned function.

General Provisions

1) Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on North Georgia Technical College property to include all campus and off-site work locations, at a technical college sanctioned function, or on a bus or other means of transportation furnished by the college.
2) Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.
3) The President (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-127.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.
4) As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term "Weapon" during classroom instruction.
5) Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on North Georgia Technical College property to include all campus and off-site work locations, or at any college sanctioned function:
   a) any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind
   b) any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined in O.C.G.A. 16-11-121
   c) any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80
   d) any explosive compound/material defined in O.C.G.A. 16-7-81
   e) any hoax device, replica of a destructive device, or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives, or toxic materials.

6) Personal Possession (Carrying) of a Weapon – the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit any individual (e.g., staff, student, etc.) to carry a weapon on his/her person on North Georgia Technical College campuses, off-site work location, or at any college sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.G.A. 16-11-130.
7) Vehicle in Transit – an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property.
8) Parked Vehicle – the driver of a vehicle parked on the property of North Georgia Technical College (including the personal vehicle of a student or technical college employee) may keep a firearm in his/her vehicle provided the weapon is locked out of sight within the vehicle's trunk, glove box, or other enclosed compartment or areas within the vehicle. Note: this provision applies to those drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

Corrective Action

1. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.
2. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

Fire Safety

No student shall tamper with fire safety equipment. The unauthorized possession, sale, distribution, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks on college property is prohibited. No student shall make, or cause to be made, a false fire alarm. Doing so will be considered a serious incident.

Fines may be assessed and/or other disciplinary actions may be taken with anyone known to make a false fire alarm. Similar actions may be taken with all resident students if it is not known who caused the false alarm.

North Georgia Technical College is subject to fire and tornado drills without prior notice. Students are expected to comply with official practices and procedures regarding established fire drills and severe weather alerts. Students who do not comply will be subject to disciplinary action.

Hazing

Hazing in any form is prohibited.

Campus Loitering

Loitering will not be permitted anywhere on any of the North Georgia Technical College campuses at any time.

Theft

No student shall take, attempt to take, or keep in his or her possession North Georgia Technical College property or items belonging to students, faculty, staff, or student groups. A person found guilty of theft is subject to automatic dismissal.

Misuse of College Name

Use of the college name for soliciting funds or other activity without approval of proper college authorities or any misuse of the college's name is prohibited.

Falsification of Records

No student shall alter, counterfeit, forge or cause to be altered, counterfeited, or forged any record, name, form, or document used by the college.

Unauthorized Entry of College Facilities

No student shall make unauthorized entry into a college building, office, or facility; nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any institutional facility. Unauthorized possession or use of college keys is prohibited.

Faculty is directed to insure that students or unauthorized persons do not remain in their departments during breaks, lunchtime, or after college hours. If the faculty is present and wishes to allow students to remain, this is permissible; however, all classrooms and departments will be locked when faculty is not present. An exception may be made for work-study students assigned to the department and with the faculty's knowledge and approval. No student may enter the instructional department after hours.

Also, administrative areas, warehouse, and barn areas are off limits to all students except during regular class hours.

Academic Misconduct

No student shall receive or give assistance in the preparation of any class assignment unless authorized by the faculty. No student shall take or attempt to take, in an unauthorized manner, any class material. Students found cheating will face disciplinary action and will receive a zero for the assignment, project, or exam. If an action of cheating goes beyond the individual, he or she may face expulsion.

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

1. Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
2. Cheating: The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff. Some (but not all) examples follow:

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 text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.
i) The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

Students found cheating will face disciplinary action and will receive a zero for the assignment, project, or exam. Any action of cheating which reaches beyond the individual may face expulsion.

3. Plagiarism: Plagiarism is the taking, using, quoting, and/or re-writing of another's words, statements, or ideas without giving credit to the original author; in other words, it is literary theft. Plagiarism is also defined as the purchase of an entire work, such as an essay, from an outside source and submitting it as original work. Students who are found to have committed blatant plagiarism will receive a grade of "F" for the course; the penalty for accidental plagiarism may include a grade of zero on the assignment. Students need to familiarize themselves with what constitutes plagiarism. Some (but not all) examples follow:

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 release in writing from collaborators.
d) Quoting one or more passages from a source and failing to cite (give credit to) the original author(s).

e) Paraphrasing one or more passages from an outside source and failing to cite (give credit) the original author(s).
f) Purchasing an assignment and submitting it as the student's own work.
g) Having another person write the assignment for the student and then submitting it as the student's original work.
h) Copying and pasting outside material into a document without giving proper credit to the original author(s).
i) Keyboarding information from an outside source and submitting it as original work OR failing to give credit to the original author(s).

Plagiarism can be further categorized into blatant plagiarism and accidental plagiarism. Some (but not all) examples of blatant plagiarism include:

1. Willfully and blatantly copying sections of another's work and submitting it as the student's own.
2. Purchasing the work from another and submitting it as original work.
3. Using a work that has been previously submitted for a grade in another class without asking consent from the current instructor.

Students committing blatant plagiarism will face disciplinary action up to and including failure of the course.

Some (but not all) examples of accidental plagiarism include:

1. Failing to include the parenthetical documentation at the end of the quote or paraphrase.
2. Failing to include a source on the Works Cited page.

The penalty for committing accidental plagiarism is at the instructor's discretion but may include receiving a zero on the assignment.

Any student who has been found to have committed plagiarism has the right to appeal. The student's written appeal of the decision must be filed with supporting documentation to the Dean for Academic Affairs no later than seven (7) calendar days from the date the instructor provided a written decision/grade for the assignment in question. The appeal will then be submitted to the Academic Appeals Committee. This committee will be composed of two instructors, two students, and the Dean for Academic Affairs. This committee will meet with the student within four (4) business days from receipt of the appeal. The Dean will provide a written response to the student's appeal within two (2) business days of the committee's decision.

If the issue is still not resolved, the student may file a written academic appeal, using the Grade Appeals Form with all supporting documentation attached, to the Vice President for Academic Affairs for review. The Vice President for Academic Affairs will respond in writing to the student with a decision. The decision of the Vice President for Academic Affairs shall be final.

Acceptable Computer and Internet Use

North Georgia Technical College owns and operates a variety of instructional computer systems which are provided for the use of North Georgia Technical College students, faculty, and staff in support of the educational programs of the college and which are to be used for such related activities only. All students, faculty, and staff are responsible for seeing that these computer facilities are used in an effective, efficient, ethical, and lawful manner. The complete policy is on the North Georgia Technical College website, and is available in all computer labs. It defines acceptable use of these instructional computer systems. Unacceptable use is prohibited and is grounds for loss of computer privileges, as well as prosecution under federal, state, and local law.

System administrators may develop additional, more detailed guidelines as needed for any of the college's instructional computer systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, copyright issues, actions for inappropriate use, and other items related to administering the system.

Intellectual Property

North Georgia Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance teaching and learning. An employee or student creating work for the College or its use represents and warrants that such work:

- does not violate any law;
- does not violate or infringe any intellectual property right of an person or organization; and
- does not libel, defame, or invade the privacy of any person or organization.

Unless addressed in a separate agreement approved by the President, the college owns the intellectual property rights in any and all works produced by or for the college by faculty, staff, or students.

Inspection, Search, and Seizure

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search, and seizure in order to enforce college regulations. North Georgia Technical College reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated. Law enforcement officials may search facilities with or without authorization from the college by means of a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

Campus Security Act

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are available upon request. In compliance with this law, all students, staff, and faculty are requested to notify campus police immediately to report any of the following offenses occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Office of Campus Safety on the Clarkesville Campus. Local law enforcement offers information concerning registered sex offenders in the area. For more information, contact the Habersham County Sheriff's Department at 706-754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following website: www.ganet.org/gbi/sorsch.cgi.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") AND APPLICANT RECORDS

A. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

i. The right to inspect and review the student's education records within forty-five (45) days after the day that TCSG or North Georgia Technical College receives the request for access. Requests for access to records should be submitted to Office of the Vice President for Student Affairs at North Georgia Technical College listing the records the student wishes to inspect. The Vice President for Student Affairs or his/her designee, will make arrangements for the student to review the requested records.

ii. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the Vice President for Student Affairs or his/her designee at the technical college. If North Georgia Technical College decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.

iii. The right to provide written consent before North Georgia Technical College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that North Georgia Technical College may make without consent is at the end of this statement in Section "C" Disclosures of Personally Identifiable Information Without Consent.

North Georgia Technical College may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special

task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

iv. The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

B. Annual Notice of Directory Information Contents

"Directory Information" is information not generally considered harmful or an invasion of privacy if disclosed. Effective August 1, 2012, North Georgia Technical College has designated the following information as "Directory Information":

1. Full name of student
2. Address(es)
3. Telephone number(s)
4. County of residence
5. Email address(es)
6. Major and field(s) of study
7. Degrees and awards including nature and date received
8. Dates of attendance
9. School or division of enrollment
10. Enrollment status (i.e., full or part-time, undergraduate, graduate)
11. Name of institution last attended
12. Participation in official sports and activities
13. Height and weight of athletic team members
14. Photograph(s)

Students who wish to prohibit the release of directory information should file a written notification at the Director of Admissions office.

C. Disclosures of Personally Identifiable Information Without Consent

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A postsecondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

i. To TCSG and technical college officials who have a legitimate educational interest in the records.
ii. To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
iii. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
iv. Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
v. State and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.
vi. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.
vii. Accrediting organizations in order to carry out their accrediting functions.
viii. Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
ix. In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
x. To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
xi. To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
xii. To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
xiii. Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
xiv. To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
xv. The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
xvi. To the student or the parent of a student who is not an eligible student.
xvii. In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.

xviii. Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.

xix. The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

Programs of Study

Students who enter North Georgia Technical College may select from a wide variety of programs to study. Depending on program objectives and the number of semesters or courses required, a degree, diploma or certificate is awarded upon the successful completion of all required courses in the chosen program of study. This Course Catalog and Student Handbook is the document used for graduation evaluation. A student may select to be evaluated for graduation from the catalog in effect during the time of initial program enrollment provided (1) the enrollment has been continuous, and (2) the catalog is not more than four (4) years old. To remain continuously enrolled, a student must not have an absence of greater than one (1) semester from North Georgia Technical College. Students readmitted or reinstated will be evaluated for graduation from that year's catalog in effect at the time of readmission or reinstatement. Students not completing the catalog requirements in four (4) years will be evaluated using the current catalog. All other academic procedures and graduation requirements must be satisfied according to regulations in effect at the time of graduation. Students desiring further information on the selection of an appropriate catalog may contact the Registrar.

A list of electives per program of study is included at the end of this section. Students are reminded to check with their advisor before registering each term as the course listings do change from time to time.

Programs of Study

Associate Degree Programs

North Georgia Technical College offers various associate of applied science degrees. In addition to the occupational programs of study, a minimum of 15 semester credit hours of general education classes is required. For more details, see the individual programs of study.

Diplomas

Diploma programs are offered to provide students with entry-level job knowledge and skills. These programs are available on the postsecondary level for both high school graduates and GED® recipients.

Technical Certificates

In addition to occupational diploma and associate degree programs, North Georgia Technical College offers technical certificates of credit (TCC) for certain occupational areas. Credit earned in some of the technical certificate areas may be applied toward a diploma or degree. Students must make application for technical certificates in the same way as is required for diploma or degree programs. Financial aid may be available for technical certificates.

ACCOUNTING

Accounting AAS Degree (AC13)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 64

Purpose: The Accounting associate degree program is a sequence of courses that prepares students for a variety of careers in accounting 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ECON	1101	Principles of Economics	3
ENGL	1101	Composition and Rhetoric	3
ENGL	2130	American Literature	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1110	Managerial Accounting	3
ACCT	1115	Computerized Accounting	3
ACCT	1120	Spreadsheet Applications	4
ACCT	1125	Individual Tax Accounting	3
ACCT	1130	Payroll Accounting	3
BUSN	1440	Document Production	4
COMP	1000	Introduction to Computers	3
Accounting Electives			9
Specific Occupational-Guided Electives			6
Elective (any course within any NGTC credit program)			3

Estimated cost of books and supplies for full program is approximately $2,300.

Accounting Diploma (AC12)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 42

Purpose: The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
ACCT	1120	Spreadsheet Applications	4
ACCT	1125	Individual Tax Accounting	3
ACCT	1130	Payroll Accounting	3
BUSN	1440	Document Production	4
COMP	1000	Introduction to Computers	3
Accounting Elective			3
Specific Occupational-Guided Elective			3

Estimated cost of books and supplies for full program is approximately $1,900.

AIR CONDITIONING TECHNOLOGY

Air Conditioning Technology AAS Degree (ACT3)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 67

Purpose: The Air Conditioning Technology 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 theory and practical application necessary for successful employment.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
PHYS	1110	Conceptual Physics	3
PHYS	1110L	Conceptual Physics Lab	1
PSYC	1101	Introductory Psychology	3
Occupational Courses			
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1010	Refrigeration Principles and Practices	4
AIRC	1020	Refrigeration Systems Components	4
AIRC	1030	HVACR Electrical Fundamentals	4
AIRC	1040	HVACR Electrical Motors	4
AIRC	1050	HVACR Electrical Components and Controls	4
AIRC	1060	Air Conditioning Systems Application and Installation	4
AIRC	1070	Gas Heat	4
AIRC	1080	Heat Pumps and Related Systems	4
AIRC	1090	Troubleshooting Air Conditioning Systems	4
COMP	1000	Introduction to Computers	3
Electives			8

Estimated cost of books and supplies for full program is approximately $850.

Air Conditioning Technology Diploma (ACT2)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 51

Purpose: 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 qualifications of an air conditioning technician.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1010	Refrigeration Principles and Practices	4
AIRC	1020	Refrigeration Systems Components	4
AIRC	1030	HVACR Electrical Fundamentals	4
AIRC	1040	HVACR Electrical Motors	4
AIRC	1050	HVACR Electrical Components and Controls	4
AIRC	1060	Air Conditioning Systems Application and Installation	4
AIRC	1070	Gas Heat	4
AIRC	1080	Heat Pumps and Related Systems	4
AIRC	1090	Troubleshooting Air Conditioning Systems	4
COMP	1000	Introduction to Computers	3

Estimated cost of books and supplies for full program is approximately $600.

The Air Conditioning Technology program is accredited by
HVAC Excellence
P.O. Box 491
Mount Prospect, IL 60056-0521
www.hvacexcellence.org

Advanced Commercial Refrigeration Certificate (AC81)

Offered at the Clarkesville Campus

Entrance Dates .....Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 11

Purpose: The Advanced Commercial Refrigeration TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the commercial refrigeration air conditioning industry. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Advanced Commercial Refrigeration technical certificate of credit.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Completion of the Air Conditioning Technology degree or diploma program or three years' experience as an air conditioning technician

Program Courses			Credits
AIRC	2070	Commercial Refrigeration Design	3
AIRC	2080	Commercial Refrigeration Application	5
AIRC	2090	Troubleshooting and Servicing Commercial Refrigeration	3

Estimated cost of books and supplies for full program is approximately $75.

Air Conditioning Electrical Technician Certificate (ACK1)

Offered at the Clarkesville Campus

Entrance Dates .....Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

Purpose: The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
AIRC	1030	HVACR Electrical Fundamentals	4
AIRC	1040	HVACR Electrical Motors	4
AIRC	1050	HVACR Electrical Components and Controls	4

Estimated cost of books and supplies for full program is approximately $75.

Air Conditioning Technician Assistant Certificate (AZ31)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

Purpose: The Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as air conditioning technician assistants or refrigeration technician assistants.

Admission Requirements:

- Age 16 or older
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1010	Refrigeration Principles and Practices	4
AIRC	1020	Refrigeration Systems Components	4

Estimated cost of books and supplies for full program is approximately $75.

APPLIED BUSINESS TECHNOLOGY

Applied Business Technology AAS Degree (ABT3)

Work-based program available on-site and at the
Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 68-69

Purpose: The Applied Business Technology AAS is a sequence of courses that provides students with a group of customer service specialty courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student's area of specialty. The areas of specialties are as follows: paraprofessional and leadership.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
APBT	2101	Applied Business Technology Field Experience/Internship I	3
APBT	2102	Applied Business Technology Field Experience/Internship II	3
*APBT	2103	Applied Business Technology Field Experience/Internship III	3
*APBT	2104	Applied Business Technology Field Experience/Internship IV	3
COMP	1000	Introduction to Computers	3
MKTG	1161	Service Industry Business Environment	2
MKTG	1162	Customer Contact Skills	4
MKTG	1163	Computer Skills for Customer Service	2
MKTG	1164	Business Skills for the Customer	2
MKTG	1165	Personal Effectiveness in Customer Service	1

**Approved courses related to chosen specialization, work environment, or desired career may be substituted for these courses.*

Choose one of the following specializations:

Paraprofessional			
ECCE	1101	Introduction to Early Childhood Care and Education	3
ECCE	1103	Child Growth and Development	3
ECCE	1105	Health, Safety and Nutrition	3
ECCE	1112	Curriculum and Assessment	3
ECCE	1113	Creative Activities for Children	3
ECCE	2115	Language and Literacy	3
ECCE	2116	Math and Science	3
ECCE	2201	Exceptionalities	3
ECON	1101	Principles of Economics	3
Leadership			
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	2135	Management Communication Techniques	3
MGMT	2215	Team Project	3
MKTG	1100	Principles of Marketing	3

Estimated cost of books and supplies for full program is approximately $2,500.

Applied Business Technology Diploma (ABT2)

Work-based program available on-site and at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 49-50

Purpose: The Applied Business Technology diploma is a sequence of courses that provides students with a group of customer service specialty courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student's area of specialty. The areas of specialties are as follows: paraprofessional and leadership.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
or			
PSYC	1010	Basic Psychology	(3)
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
APBT	2101	Applied Business Technology Field Experience/Internship I	3
APBT	2102	Applied Business Technology Field Experience/Internship II	3
*APBT	2103	Applied Business Technology Field Experience/Internship III	3
COMP	1000	Introduction to Computers	3
MKTG	1161	Service Industry Business Environment	2
MKTG	1162	Customer Contact Skills	4
MKTG	1163	Computer Skills for Customer Service	2
MKTG	1164	Business Skills for the Customer	2
MKTG	1165	Personal Effectiveness in Customer Service	1

**Approved course related to chosen specialization, work environment, or desired career may be substituted for this course*.

Choose one of the following specializations:

Paraprofessional

ECCE	1101	Introduction to Early Childhood Care and Education	3
ECCE	1103	Child Growth and Development	3
ECCE	1105	Health, Safety and Nutrition	3
ECCE	1112	Curriculum and Assessment	3
ECCE	1113	Creative Activities for Children	3
ECCE	2201	Exceptionalities	3

Leadership

ACCT	1100	Financial Accounting I	4
MGMT	1100	Principles of Management	3
MGMT	1115	Leadership	3
MGMT	1120	Introduction to Business	3
MGMT	2135	Management Communication Techniques	3
MGMT	2215	Team Project	3

Estimated cost of books and supplies for full program is approximately $1,500.

Certified Customer Service Specialist Certificate (CC81)

Work-based program available on-site and at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 11

Purpose: The Certified Customer Service Specialist (CCSS) program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
MKTG	1161	Service Industry Business Environment	2
MKTG	1162	Customer Contact Skills	4
MKTG	1163	Computer Skills for Customer Service	2
MKTG	1164	Business Skills for the Customer	2
MKTG	1165	Personal Effectiveness in Customer Service	1

Note: If a student wishes to receive a state certification in Certified Customer Service Specialist, a grade of "B" or better is required in all courses.

Estimated cost of books and supplies for full program is approximately $250.

Entrepreneurship Specialist Certificate (ES11)

Offered at the Clarkesville Campus and Online

Entrance Dates .....Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 9

Purpose: The Entrepreneurship Specialist technical certificate of credit provides students interested in starting their own business with the knowledge, skills, and resources needed to successfully compete in the work economy.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
SMBU	1100	Principles of Starting a Business	3
SMBU	1110	Financial Fundamentals for Entrepreneurs	3
SMBU	1120	Legal Issues for Entrepreneurs	3

Estimated cost of books and supplies for full program is approximately $375.

APPLIED TECHNICAL MANAGEMENT

Applied Technical Management AAS Degree (AS33)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 68

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
Completion of one of the following diploma programs required prior to admission:			37
Electrical Systems Technology			
Machine Tool Technology			
Practical Nursing			
Welding and Joining Technology			
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
ACCT	1100	Financial Accounting I	4
ACCT	2140	Legal Environment of Business	3
MGMT	1100	Principles of Management	3
MGMT	1105	Organizational Behavior	3
MGMT	2125	Performance Management	3

Estimated cost of books and supplies for full program is approximately $950..

AUTOMOTIVE

Auto Collision Repair Diploma (ACR2)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 45-48

Purpose: The Auto Collision Repair 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 refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Auto Collision Repair diploma which qualifies them as major collision repair technicians or refinishing technicians.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
ACRP	1000	Introduction to Auto Collision Repair	4
ACRP	1005	Automobile Component Repair and Replacement	4
ACRP	1010	Foundations of Collision Repair	5
ACRP	1015	Fundamentals of Automotive Welding	4
ACRP	1018	Mechanical and Electrical Systems	4
COMP	1000	Introduction to Computers	3
Choose one of the following specializations:			
Refinishing			
ACRP	2000	Introduction to Refinishing	5
ACRP	2005	Fundamentals of Refinishing I	5
ACRP	2008	Fundamentals of Refinishing II	3
ACRP	2009	Refinishing Internship	3
Major Collision Repair			
ACRP	2010	Major Collision Repair	5
ACRP	2015	Major Collision Replacements	5
ACRP	2019	Major Collision Repair Internship	3

Estimated cost of books and supplies for full program is approximately $450.

The Automotive Collision Repair program is
ASE (Automotive Service Excellence) certified through the
National Automotive Technicians Education Foundation, Inc. (NATEF)

Automotive Collision Repair Assistant I Certificate (AB51)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 9

Purpose: The Automotive Collision Repair Assistant I certificate program 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
ACRP	1000	Introduction to Auto Collision Repair	4
ACRP	1005	Automobile Component Repair and Replacement	4
ACRP	1015	Fundamentals of Automotive Welding	4
ACRP	1018	Mechanical and Electrical Systems	4

Estimated cost of books and supplies for full program is approximately $175.

Automotive Refinishing Assistant I Certificate (ARA1)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 13

Purpose: The Automotive Refinishing Assistant I certificate program 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
ACRP	1000	Introduction to Auto Collision Repair	4
ACRP	1005	Automobile Component Repair and Replacement	4
ACRP	1010	Foundations of Collision Repair	5

Estimated cost of books and supplies for full program is approximately $175.

Automotive Technology Diploma (AT14)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 58

Purpose: 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 automotive technicians.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	1030	Automotive Brake Systems	4
AUTT	1040	Automotive Engine Performance	7
AUTT	1050	Automotive Suspension and Steering Systems	4
AUTT	1060	Automotive Climate Control Systems	5
AUTT	1070	Automotive Technology Internship	4
or			
SMBU	1100	Principles of Starting a Business	(3)
or			
SMBU	1120	Legal Issues for Entrepreneurs	(3)
or			
WELD	1000	Introduction to Welding Technology	(3)
AUTT	2010	Automotive Engine Repair	6
AUTT	2020	Automotive Manual Drive Train and Axles	4
AUTT	2030	Automotive Automatic Transmissions and Transaxles	5
COMP	1000	Introduction to Computers	3

Estimated cost of books and supplies for full program is approximately $475.

Auto Electrical/Electronic Systems Technician Certificate (AE41)

Offered at the Clarkesville Campus

Entrance Dates .....Vary According to Schedule
Length of Program ..... 1 Term
Credit Hours Required for Graduation 9

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7

Estimated cost of books and supplies for full program is approximately $175.

Automotive Transmission/Transaxle Tech Specialist Certificate (AA71)

Offered at the Clarkesville Campus

Entrance Dates .....Vary According to Schedule
Length of Program .....3 Terms
Credit Hours Required for Graduation 18

Purpose: 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 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	2020	Automotive Manual Drive Train and Axles	4
AUTT	2030	Automotive Automatic Transmissions and Transaxles	5

Estimated cost of books and supplies for full program is approximately $175.

BUSINESS ADMINISTRATIVE TECHNOLOGY

Business Administrative Technology AAS Degree (BA23)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 64

Purpose: The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation 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 qualifications and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology Associate of Applied Science Degree.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ECON	1101	Principles of Economics	3
ENGL	1101	Composition and Rhetoric	3
ENGL	2130	American Literature	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
BUSN	1190	Digital Technologies in Business	2
BUSN	1240	Office Procedures	3
BUSN	1400	Word Processing Applications	4
BUSN	1410	Spreadsheet Concepts and Applications	4
or			
ACCT	1120	Spreadsheet Applications	(4)
BUSN	1420	Database Applications	4
BUSN	1430	Desktop Publishing and Presentation Applications	4
BUSN	1440	Document Production	4
BUSN	2160	Electronic Mail Applications	2
BUSN	2190	Business Document Proofreading and Editing	3
BUSN	2200	Office Accounting	4
or			
ACCT	1100	Financial Accounting I	(4)
BUSN	2210	Applied Office Procedures	3
COMP	1000	Introduction to Computers	3
MGMT	1100	Principles of Management	3
Specific Occupational-Guided Electives			6

Estimated cost of books and supplies for full program is approximately $2,500.

Business Administrative Technology Diploma (BA22)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 50

Purpose: The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualifications and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
BUSN	1400	Word Processing Applications	4
BUSN	1440	Document Production	4
BUSN	2190	Business Document Proofreading and Editing	3
BUSN	2200	Office Accounting	4
or			
ACCT	1100	Financial Accounting I	(4)
COMP	1000	Introduction to Computers	3
Choose one of the following specializations:			
Business Administrative Assistant			
BUSN	1190	Digital Technologies in Business	2
BUSN	1240	Office Procedures	3
BUSN	1410	Spreadsheet Concepts and Applications	4
or			
ACCT	1120	Spreadsheet Applications	(4)
BUSN	1430	Desktop Publishing and Presentation Applications	4
BUSN	2160	Electronic Mail Applications	2
BUSN	2210	Applied Office Procedures	3
Specific Occupational-Guided Electives			6

Medical Administrative Assistant

BUSN	2300	Medical Terminology	2
or			
ALHS	1090	Medical Terminology for Allied Health Sciences	(2)
BUSN	2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or			
ALHS	1010	Introduction to Anatomy and Physiology	(4)
or			
ALHS	1011	Anatomy and Physiology	(5)
BUSN	2340	Medical Administrative Procedures	4
BUSN	2370	Medical Office Billing/Coding/Insurance	3
MAST	1120	Human Pathological Conditions in the Medical Office	3
Specific Occupational-Guided Electives			9

Estimated cost of books and supplies for full program is approximately $1,900.

Medical Front Office Assistant Certificate (MF21)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 22

Purpose: The Medical Front Office Assistant certificate 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
BUSN	1440	Document Production	4
BUSN	2300	Medical Terminology	2
or			
ALHS	1090	Medical Terminology for Allied Health Sciences	(2)
BUSN	2340	Medical Administrative Procedures	4
COMP	1000	Introduction to Computers	3
ENGL	1010	Fundamentals of English I	3
Specific Occupational-Guided Electives			6

Estimated cost of books and supplies for full program is approximately $1,000.

Microsoft Office Applications Professional Certificate (MF41)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 22

Purpose: The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional technical certificate of credit.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
BUSN	1400	Word Processing Applications	4
BUSN	1410	Spreadsheet Concepts and Applications	4
BUSN	1420	Database Applications	4
BUSN	1430	Desktop Publishing and Presentation Applications	4
COMP	1000	Introduction to Computers	3
Specific Occupational-Guided Elective			3

Estimated cost of books and supplies for full program is approximately $600.

COMMERCIAL TRUCK DRIVING

Commercial Truck Driving Certificate (CT61)

Offered at the Clarkesville and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 1 Mini-term
Credit Hours Required for Graduation 9

Purpose: The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

Admission Requirements:

- Age 21 or older with proof of age (18-20 year olds may take the course; however, they may only drive a commercial truck in the state of Georgia)
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- The following documentation must be submitted to the instructor prior to or at the time of registration:
  - MVR for the last 7 years with no more than 8 points, 3 moving violations, and no DUI within the last 3 years; report must be within 45 days prior to the beginning of class
  - Report of DOT physical and DOT drug test completed within 45 days prior to beginning class
- Random drug testing required during the course of the program

Program Courses			Credits
CTDL	1010	Fundamentals of Commercial Driving	3
CTDL	1020	Combination Vehicle Basic Operation and Range Work	2
CTDL	1030	Combination Vehicle Advanced Operations	4

Estimated cost of books and supplies for full program is approximately $25. Fuel surcharge is $185.
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COMPUTER INFORMATION SYSTEMS

Internet Specialist-Web Site Design AAS Degree (IS53)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 64

Purpose: The Computer Information Systems – Internet Specialist-Web Site Design 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, and computer networking. Program graduates are qualified for employment as internet specialist web site designers.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
CIST	1001	Computer Concepts	4
CIST	1220	Structured Query Language (SQL)	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1520	Scripting Technologies	3
CIST	1530	Web Graphics I	3
CIST	1540	Web Animation I	3
CIST	1601	Information Security Fundamentals	3
CIST	2351	PHP Programming I	4
CIST	2510	Web Technologies	3
CIST	2531	Web Graphics II	3
CIST	2550	Web Development II	3
CIST	2921	IT Analysis, Design, and Project Management	4
CIST	2950	Web Systems Project	3
or			
CIST	2991	CIST Internship I	(3)
COMP	1000	Introduction to Computers	3

Estimated cost of books and supplies for full program is approximately $3,000.

Internet Specialist-Web Site Design Diploma (IS64)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 54

Purpose: The Computer Information Systems – Internet Specialist-Web Site Design 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, and computer networking. Program graduates are qualified for employment as internet specialist web site designers.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
CIST	1001	Computer Concepts	4
CIST	1220	Structured Query Language (SQL)	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1520	Scripting Technologies	3
CIST	1530	Web Graphics I	3
CIST	1540	Web Animation I	3
CIST	1601	Information Security Fundamentals	3
CIST	2351	PHP Programming I	4
CIST	2510	Web Technologies	3
CIST	2531	Web Graphics II	3
CIST	2550	Web Development II	3
CIST	2921	IT Analysis, Design, and Project Management	4
COMP	1000	Introduction to Computers	3

Estimated cost of books and supplies for full program is approximately $3,000.

Networking Specialist AAS Degree (NS13)

Offered at the Campuses Listed Under Each Specialization

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 66

Purpose: 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, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
CIST	1130	Operating Systems Concepts	3
CIST	1401	Computer Networking Fundamentals	4
CIST	1601	Information Security Fundamentals	3
COMP	1000	Introduction to Computers	3
CIST Electives			14

Choose one of the following specializations:

Linux/UNIX
(Clarkesville Campus)

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

Microsoft
(Clarkesville and Blairsville Campuses)

CIST	2411	Microsoft Client	4
CIST	2412	Microsoft Server Directory Services	4
CIST	2413	Microsoft Server Infrastructure	4
CIST	2414	Microsoft Server Administrator	4

Estimated cost of books and supplies for full program is approximately $3,000.

Networking Specialist Diploma (NS14)

Offered at the Campuses Listed Under Each Specialization

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 54

Purpose: 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, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
CIST	1130	Operating Systems Concepts	3
CIST	1401	Computer Networking Fundamentals	4
CIST	1601	Information Security Fundamentals	3
COMP	1000	Introduction to Computers	3
CIST Electives			9

Choose one of the following specializations:

Linux/UNIX
(Clarkesville Campus)

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

Microsoft
(Clarkesville and Blairsville Campuses)

CIST	2411	Microsoft Client	4
CIST	2412	Microsoft Server Directory Services	4
CIST	2413	Microsoft Server Infrastructure	4
CIST	2414	Microsoft Server Administrator	4

Estimated cost of books and supplies for full program is approximately $3,000.

CompTIA A+ Certified Preparation Certificate (CA61)

Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 10

Purpose: The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTIA A+ certification.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must be interviewed by a member of the CIS faculty; other classes may be required if the student does not possess the prerequisite knowledge

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

Estimated cost of books and supplies for full program is approximately $400.

Linux/UNIX System Administrator Certificate (LA31)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 16

Purpose: The Linux/UNIX System Administrator program is designed to train students in the skills needed to design, build, and maintain UNIX/Linux networks.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must be interviewed by a member of the CIS faculty; other classes may be required if the student does not possess the prerequisite knowledge

Program Courses			Credits
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

Estimated cost of books and supplies for full program is approximately $900..

COSMETOLOGY

Cosmetology Diploma (CO12)

Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ..... Summer, Spring (occupational courses)
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 54

Purpose: The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. 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, 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, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner after meeting the Georgia State Board of Cosmetology licensure requirements.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must complete these courses before entering the program occupational courses which begin in the summer and spring
- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- Must have an up-to-date immunization record, including Tuberculosis (TB), for program occupational courses; Hepatitis (HBV) vaccination series is recommended

Additional Information:

- Must earn a grade of "C" (2.0 GPA) or better in all COSM courses before eligibility for state or national examinations can be certified
- Any individual applying for State Board certification that has a misdemeanor or felony must explain and document each occurrence at the time of application

Program Courses			Credits
Basic Skills Courses			
*EMPL	1000	Interpersonal Relations and Professional Development	2
*ENGL	1010	Fundamentals of English I	3
*MATH	1012	Foundations of Mathematics	3
Occupational Courses			
*COMP	1000	Introduction to Computers	3
*COSM	1000	Introduction to Cosmetology Theory	4
COSM	1010	Chemical Texture Services	3
COSM	1020	Hair Care and Treatment	2
COSM	1030	Haircutting	3
COSM	1040	Styling	3
COSM	1050	Hair Color	3
COSM	1060	Fundamentals of Skin Care	3
COSM	1070	Nail Care and Advanced Techniques	3
COSM	1080	Cosmetology Practicum I	4
COSM	1090	Cosmetology Practicum II	4
COSM	1100	Cosmetology Practicum III	4
COSM	1110	Cosmetology Practicum IV	4
COSM	1120	Salon Management	3

Estimated cost of books and supplies for full program is approximately $930. This includes textbooks, work kits, and manikins. This price does not include the cost of shoes or uniforms. Students are required to wear black dress pants/black khakis, solid color tops, and black, closed-toe shoes. Students must wear a black stylist smock or vest. Attendance of one professional hair show each year with a nominal fee of approximately $25 is required.

CRIMINAL JUSTICE TECHNOLOGY

Criminal Justice Technology AAS Degree (CJT3)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 60

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- Negative (acceptable) criminal background check is required prior to placement in selected externship sites

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1030	Corrections	3
CRJU	1040	Principles of Law Enforcement	3
CRJU	1068	Criminal Law for Criminal Justice	3
CRJU	1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU	2020	Constitutional Law for Criminal Justice	3
CRJU	2050	Criminal Procedure	3
CRJU	2070	Juvenile Justice	3
CRJU	2090	Criminal Justice Practicum	3
or			
CRJU	2100	Criminal Justice Externship	(3)
Occupational Electives			15

Estimated cost of books and supplies for full program is approximately $1,500.

Criminal Justice Technology Diploma (CJT2)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 48

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- Negative (acceptable) criminal background check is required prior to placement in selected externship sites

Program Courses			**Credits**
Basic Skills Courses			
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1030	Corrections	3
CRJU	1040	Principles of Law Enforcement	3
CRJU	1068	Criminal Law for Criminal Justice	3
CRJU	1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU	2020	Constitutional Law for Criminal Justice	3
CRJU	2050	Criminal Procedure	3
CRJU	2070	Juvenile Justice	3
CRJU	2090	Criminal Justice Practicum	3
or			
CRJU	2100	Criminal Justice Externship	(3)
Occupational Electives			9

Estimated cost of books and supplies for full program is approximately $1,200.

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CULINARY ARTS

Culinary Arts AAS Degree (CA43)

Offered at the Blairsville and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 62

Purpose: The Culinary Arts degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts 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 culinary field as cooks, bakers, or caterers/culinary managers.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must submit a health certificate documenting adequate health including the ability to lift 50 lbs., to do prolonged standing, and tolerate heat
- Annual renewal of TB skin test

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
CUUL	1000	Fundamentals of Culinary Arts	4
CUUL	1110	Culinary Safety and Sanitation	4
CUUL	1120	Principles of Cooking	4
CUUL	1129	Fundamentals of Restaurant Operations	4
CUUL	1220	Baking Principles	4
CUUL	1320	Garde Manger	4
CUUL	1370	Culinary Nutrition and Menu Development	4
CUUL	2130	Culinary Practicum and Leadership	6
or			
CUUL	2140	Advanced Baking and International Cuisine	(6)
CUUL	2160	Contemporary Cuisine	4
Occupational Electives			6

Estimated cost of books and supplies for full program is approximately $1,180.

PROGRAMS OF STUDY – CULINARY ARTS

Culinary Arts Diploma (CA44)

Offered at the Blairsville and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 49

Purpose: The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts 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 culinary field as cooks, bakers, or caterers/culinary managers.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must submit a health certificate documenting adequate health including the ability to lift 50 lbs., to do prolonged standing, and tolerate heat
- Annual renewal of TB skin test

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
CUUL	1000	Fundamentals of Culinary Arts	4
CUUL	1110	Culinary Safety and Sanitation	4
CUUL	1120	Principles of Cooking	4
CUUL	1129	Fundamentals of Restaurant Operations	4
CUUL	1220	Baking Principles	4
CUUL	1320	Garde Manger	4
CUUL	1370	Culinary Nutrition and Menu Development	4
CUUL	2130	Culinary Practicum and Leadership	6
or			
CUUL	2140	Advanced Baking and International Cuisine	(6)
CUUL	2160	Contemporary Cuisine	4

Estimated cost of books and supplies for full program is approximately $1,000.

The Culinary Arts program is accredited by the
Accrediting Commission of the American Culinary Federation Education Foundation
180 Center Way
St. Augustine, FL 32095
www.acfchefs.org

Prep Cook Certificate (PC51)

Offered at the Blairsville and Currahee Campuses

Entrance Dates ..... Fall, Spring
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

Purpose: The Prep Cook technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must submit a health certificate documenting adequate health including the ability to lift 50 lbs., to do prolonged standing, and tolerate heat
- Annual renewal of TB skin test

Program Courses			Credits
CUUL	1000	Fundamentals of Culinary Arts	4
CUUL	1110	Culinary Safety and Sanitation	4
CUUL	1120	Principles of Cooking	4

Estimated cost of books and supplies for full program is approximately $350.

ELECTRICAL LINEWORKER

Electrical Lineworker Certificate (EL11)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 1 Mini-term
Credit Hours Required for Graduation 12

Purpose: The Electrical Lineworker certificate program provides students with the necessary knowledge and skills 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.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Valid driver's license

Program Requirements:

- Must submit a report of a negative (acceptable) DOT drug test completed one week prior to the beginning of the first day of class
- Must be program ready; no learning support courses

Program Courses			Credits
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

NOTE: Utility companies have various physical and weight requirements and company-administered tests prior to hiring.

Estimated cost of books and supplies for full program is approximately $400.

ELECTRICAL SYSTEMS TECHNOLOGY

Electrical Systems Technology Diploma (ES12)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 55

Purpose: The Electrical Systems Technology 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 applications.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
ELTR	1020	Electrical Systems Basics I	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	3
ELTR	1080	Commercial Wiring I	5
ELTR	1090	Commercial Wiring II	5
ELTR	1110	Electric Motors	4
ELTR	1120	Variable Speed/Low Voltage Controls	2
ELTR	1180	Electrical Controls	3
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3
Completion of the following specialization is required:			
Electrical Construction and Maintenance			
ELTR	1205	Residential Wiring I	4
ELTR	1210	Residential Wiring II	4
Choose a minimum of 4 credits from the following courses:			
ELTR	1520	Grounding and Bonding	2
ELTR	1525	Photovoltaic Systems	5
ELTR	1530	Conduit Sizing	2

Estimated cost of books and supplies for full program is approximately $725.

Residential Wiring Technician Certificate (RW21)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 19

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
ELTR	1020	Electrical Systems Basics I	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	3
ELTR	1205	Residential Wiring I	4
ELTR	1210	Residential Wiring II	4
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3

Estimated cost of books and supplies for full program is approximately $425.

EMERGENCY SERVICES

EMS Professions Diploma (EP12)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 42

Purpose: 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.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1110
- Must meet the technical competencies for the program prior to entry
- Must carry professional liability insurance while enrolled in the program
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Required to complete a dental and physical examination and document up-to-date immunizations before placement in a clinical training site
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including clinicals/internship
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- Students will be required to demonstrate competency during program exit testing. Students failing to meet established standards will not be able to graduate or take licensure exams. An established performance and remediation policy will be distributed during the final EMSP course.
- An individual applying to a certifying agency that has a misdemeanor or felony must explain and document each occurrence at the time of application. State agencies regulate licensure, which can be denied.

Basic Skills Courses			**Credits**
General Core Courses			
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3

Occupational Courses

ALHS	1011	Anatomy and Physiology	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
COMP	1000	Introduction to Computers	3
EMSP	1110	Introduction to the EMT Profession	3
EMSP	1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP	1130	Medical Emergencies for the EMT	3
EMSP	1140	Special Patient Populations	3
EMSP	1150	Shock and Trauma for the EMT	3
EMSP	1160	Clinical and Practical Applications for the EMT	1
EMSP	1510	Advanced Concepts for the AEMT	3
EMSP	1520	Advanced Patient Care for the AEMT	3
EMSP	1530	Clinical Applications for the AEMT	1
EMSP	1540	Clinical and Practical Applications for the AEMT	3

Estimated cost of books and supplies for full program is approximately $850. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $250-$300, drug test - $35, criminal background check - $50, Georgia licensing fees - $100, and malpractice insurance - $46.50. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Emergency medicine contains many potential risks. They may include cuts or infections from sharp instruments, contaminated equipment, or personnel; possible exposure to communicable diseases; and possible strains due to handling heavy equipment and patients.

OSHA Risk Factor – Category I – A chance of exposure to blood and other body fluids is high and is an integral component of the clinical experience. The student may be exposed to latex; noxious smells, either toxic or non-toxic; and toxic gases or liquids, any of which could possibly cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical rotation.

Physical Demands – The program requires medium work levels which require frequent lifting. The student must have the ability to lift up to 50 pounds; carry objects weighing up to 25 pounds; push or pull equipment weighing up to 50 pounds; stoop, kneel, and reach; and exhibit general manual dexterity. The ability to express and exchange ideas by spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. This position requires frequent sitting, standing, and/or walking. The ability to work under frequent mental and physical stress is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

Advanced Emergency Medical Technician Certificate (EMH1)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 1 Term
Credit Hours Required for Graduation 10

Purpose: 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.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Current certification and/or license as an EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma EMT-B to EMT update course); or successful completion of the Emergency Medical Technician technical certificate of credit.

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1510
- Must meet the technical competencies for the program prior to entry
- Must carry professional liability insurance while enrolled in the program
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Required to complete a dental and physical examination and document up-to-date immunizations before placement in a clinical training site
- A grade of "C" or better must be achieved in each course for graduation
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- Students will be required to demonstrate competency during program exit testing. Students failing to meet established standards will not be able to graduate or take licensure exams. An established performance and remediation policy will be distributed during the final EMSP course.
- An individual applying to a certifying agency that has a misdemeanor or felony must explain and document each occurrence at the time of application. State agencies regulate licensure, which can be denied.

Program Courses			Credits
EMSP	1510	Advanced Concepts for the AEMT	3
EMSP	1520	Advanced Patient Care for the AEMT	3
EMSP	1530	Clinical Applications for the AEMT	1
EMSP	1540	Clinical and Practical Applications for the AEMT	3

Estimated cost of books and supplies for full program is approximately $375. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $250-$300, drug test - $35, criminal background check - $50, Georgia licensing fees - $100, and malpractice insurance - $46.50. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Emergency medicine contains many potential risks. They may include cuts or infections from sharp instruments, contaminated equipment, or personnel; possible exposure to communicable diseases; and possible strains due to handling heavy equipment and patients.

OSHA Risk Factor – Category I – A chance of exposure to blood and other body fluids is high and is an integral component of the clinical experience. The student may be exposed to latex; noxious smells, either toxic or non-toxic; and toxic gases or liquids, any of which could possibly cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical rotation.

Physical Demands – The program requires medium work levels which require frequent lifting. The student must have the ability to lift up to 50 pounds; carry objects weighing up to 25 pounds; push or pull equipment weighing up to 50 pounds; stoop, kneel, and reach; and exhibit general manual dexterity. The ability to express and exchange ideas by spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. This position requires frequent sitting, standing, and/or walking. The ability to work under frequent mental and physical stress is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

Emergency Medical Technician Certificate (EMJ1)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 16

Purpose: 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.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1110
- Must meet the technical competencies for the program prior to entry
- Must carry professional liability insurance while enrolled in the program
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Required to complete a dental and physical examination and document up-to-date immunizations before placement in a clinical training site
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including clinicals
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- Students will be required to demonstrate competency during program exit testing. Students failing to meet established standards will not be able to graduate or take licensure exams. An established performance and remediation policy will be distributed during the final EMSP course.
- An individual applying to a certifying agency that has a misdemeanor or felony must explain and document each occurrence at the time of application. State agencies regulate licensure, which can be denied.

Program Courses			Credits
EMSP	1110	Introduction to the EMT Profession	3
EMSP	1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP	1130	Medical Emergencies for the EMT	3
EMSP	1140	Special Patient Populations	3
EMSP	1150	Shock and Trauma for the EMT	3
EMSP	1160	Clinical and Practical Applications for the EMT	1

Estimated cost of books and supplies for full program is approximately $375. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $250-$300, drug test - $35, criminal background check - $50, Georgia licensing fees - $100, and malpractice insurance - $46.50. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Emergency medicine contains many potential risks. They may include cuts or infections from sharp instruments, contaminated equipment, or personnel; possible exposure to communicable diseases; and possible strains due to handling heavy equipment and patients.
OSHA Risk Factor – Category I – A chance of exposure to blood and other body fluids is high and is an integral component of the clinical experience. The student may be exposed to latex; noxious smells, either toxic or non-toxic; and toxic gases or liquids, any of which could possibly cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical rotation.

Physical Demands – The program requires medium work levels which require frequent lifting. The student must have the ability to lift up to 50 pounds; carry objects weighing up to 25 pounds; push or pull equipment weighing up to 50 pounds; stoop, kneel, and reach; and exhibit general manual dexterity. The ability to express and exchange ideas by spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. This position requires frequent sitting, standing, and/or walking. The ability to work under frequent mental and physical stress is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

Estimated cost of books and supplies for full program is approximately $375. Price does not include required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $250-$300, drug test - $35, criminal background check - $50, Georgia licensing fees - $100, and malpractice insurance - $46.50. These are approximate costs and subject to change.

Firefighter I Certificate (FF11)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 2 Mini-terms
Credit Hours Required for Graduation 15

Purpose: The Firefighter I technical certificate of credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter I technical certificate of credit.

Admission Requirements:

- Age 16 or older; must be 18 to take the State of Georgia Firefighter certification exam
- High school diploma or GED or be enrolled in a high school for Service Training Program or Apprenticeship Program
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- Must complete a physical examination or submit a medical doctor's release stating that student is able to perform appropriate tasks in the program including heavy lifting, adequate pulmonary function, and tolerance for heat. This requirement is for Basic Firefighter – Module I and Basic Firefighter – Module II only.

Program Courses			Credits
FRSC	1020	Basic Firefighter – Emergency Services Fundamentals	3
FRSC	1030	Basic Firefighter – Module I	5
FRSC	1040	Basic Firefighter – Module II	3
FRSC	1141	Hazardous Materials Operations	4

Note: Prior to employment, a negative (acceptable) criminal background check and drug test may be required.

Estimated cost of books and supplies for full program is approximately $300.

ENGINEERING TECHNOLOGY

Engineering Technology AAS Degree (ET33)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 63-66

Purpose: The Engineering Technology program offers students the opportunity to complete the first two years of an engineering curriculum with the Technical College System of Georgia (TCSG). Program graduates will receive an Associate of Applied Science Degree in Engineering Technology, qualifying them as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology. This program also qualifies the graduate to complete the last two years of an engineering technology degree at Southern Polytechnic State University. The program is approved by TCSG and SPSU. The Engineering Technology program is intended to provide the opportunity for residents of Georgia to explore a career in engineering at the professional level.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
HIST	1111	World History I	3
or			
HIST	1112	World History II	(3)
MATH	1113	Precalculus	3
MATH	1131	Calculus I	4
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
SPCH	1101	Public Speaking	3
Occupational Courses			
DFTG	2010	Engineering Graphics	4
ENGL	1105	Technical Communications	3

PROGRAMS OF STUDY – ENGINEERING TECHNOLOGY

Choose one of the following specializations:

Electrical Engineering

ECET	1101	Circuit Analysis I	4
ECET	1110	Digital Systems I	4
ECET	2101	Circuit Analysis II	4
ECET	2120	Electronic Circuits I	4
ENGT	1000	Introduction to Engineering Technology	3
MATH	1132	Calculus II	4

Industrial Engineering

ACCT	1100	Financial Accounting I	4
CIST	1305	Program Design and Development	3
CIST	2361	C++ Programming I	4
ENGT	1000	Introduction to Engineering	3
MATH	1127	Introduction to Statistics	3
MEGT	1010	Manufacturing Processes	3
MEGT	1321	Machining and Welding	2
PSYC	1101	Introductory Psychology	3

Mechanical Engineering

CIST	1305	Program Design and Development	3
CIST	2361	C++ Programming I	4
DFTG	2020	Visualization and Graphics	3
ENGL	2130	American Literature	3
ENGT	1000	Introduction to Engineering	3
MATH	1132	Calculus II	4
MEGT	1010	Manufacturing Processes	3
MEGT	1321	Machining and Welding	2

Estimated cost of books and supplies for full program is approximately $1,500.

ENVIRONMENTAL TECHNOLOGY

Environmental Technology AAS Degree (ET23)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 78

Purpose: The Environmental Technology associate degree offers specialized training to those who are interested in employment in an environmental science related field. Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes. The goal of this program is to produce graduates who have the necessary skills and knowledge to contribute to addressing issues associated with human interactions with the environment. The courses in the Wildlife and Fisheries Management specialization meet the requirements that the Georgia Department of Natural Resources has established for Wildlife and Fisheries Technicians.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
BIOL	1111	Biology I	3
BIOL	1111L	Biology Lab I	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology Lab II	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
COMP	1000	Introduction to Computers	3
ESCI	1020	Introduction to GIS	3
ESCI	1060	Survey of Environmental Law	3
ESCI	1080	Survey of Environmental Ethics	3
ESCI	2030	Forest, Stream, and Wetland Ecology	3
ESCI	2120	Quantitative Field Sampling and Analysis	4
Completion of the following specialization is required:			
Wildlife and Fisheries Management			
ESCI	1130	Introduction to Fish and Wildlife Management	3
ESCI	2060	Advanced Wildlife Management	4
ESCI	2070	Wildlife Damage	4
ESCI	2080	Wildlife Techniques	4
ESCI	2105	Fisheries Management	4
ESCI	2110	Fisheries Techniques	4
ESCI	2130	Aquaculture	3
FORS	1030	Dendrology	3
Elective			3

Estimated cost of books and supplies for full program is approximately $1,950.

HEALTH SCIENCES

Clinical Laboratory Technology AAS Degree (CLT3)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall (occupational courses)*
Length of Program ..... 8 Terms
Credit Hours Required for Graduation 86

***Must complete all required learning support and general education core courses before enrolling in occupational courses which begin fall term.**

Purpose: The Clinical Laboratory Technology associate of applied science degree program is a six-semester occupational course sequence. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination which is necessary for clinical employment.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must meet the technical standards for the program prior to entry
- Must provide a physical examination and immunization record prior to participating in the clinical internship; failure to provide a physical exam or immunization record that meets the clinical requirement of the program may prevent a student from participating in the clinical internship
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Must maintain CPR certification and carry professional liability insurance while enrolled in the program
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including clinical internship rotations
- Students who have been out of the program for two semesters or more will be subject to an evaluation of skills and knowledge to assess that retention of content and skills is sufficient to ensure success when he/she re-enters the program.
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
*CHEM	1211	Chemistry I	3
*CHEM	1211L	Chemistry Lab I	1
*CHEM	1212	Chemistry II	3
*CHEM	1212L	Chemistry Lab II	1
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
SPCH	1101	Public Speaking	3
or			
ENGL	1102	Literature and Composition	(3)

Occupational Courses

ALHS	1090	Medical Terminology for Allied Health Sciences	2
**BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II	1
CLBT	1010	Introduction to Clinical Laboratory Technology	3
CLBT	1030	Urinalysis/Body Fluids	2
CLBT	1040	Hematology/Coagulation	5
CLBT	1050	Serology/Immunology	3
CLBT	1060	Immunohematology	5
CLBT	1070	Clinical Chemistry	5
CLBT	1080	Microbiology	6
CLBT	2090	Clinical Phlebotomy, Urinalysis, and Serology Practicum	3
CLBT	2100	Clinical Immunohematology Practicum	4
CLBT	2110	Clinical Hematology/Coagulation Practicum	4
CLBT	2120	Clinical Microbiology Practicum	4
CLBT	2130	Clinical Chemistry Practicum	4
CLBT	2200	CLT Certification Review	2
COMP	1000	Introduction to Computers	3

**CHEM 1151, CHEM 1151L, CHEM 1152, and CHEM 1152L may be substituted for these courses.*

***ALHS 1090 must be taken prior to enrolling in BIOL 2113 or at the same time as BIOL 2113.*

Estimated cost of books and supplies for full program is approximately $2,500. This price does not include the cost of required clinic shoes, uniforms, and lab coats which cost approximately $250. Other costs include physical exam - $100-$150, drug test - $35, criminal background check - $50, HBV vaccine - $100, and malpractice insurance - $11.50 per year. These are approximate costs and subject to change.

Technical Standards/Essential Functions:

Physical Demands – This position will be primarily medium work which requires frequent lifting, ability to lift up to 50 pounds, and carrying objects weighing up to 25 pounds. The ability to push or pull equipment weighing up to 50 pounds is required. Occasional stooping, kneeling, and reaching are required. Manual dexterity (ability to perform delicate manipulations on specimens and instruments) is required. Expressing or exchanging ideas by spoken and written word and through computer information systems is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, and sharp eye focus. The abilities to hear and smell are essential. Requires frequent sitting, standing, and/or walking. The ability to discriminate with touch (detect and anchor veins) to perform venipuncture is required. Requires the ability to read, comprehend, and apply complex technical material as it relates to clinical laboratory procedures and equipment. Demonstrate progressive independence without constant supervision during clinical internship.

Essential Behavioral Attitudes – Ability to engage in activities consistent with safe clinical laboratory practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. Demonstrate responsibility and accountability for action as a student in the CLT program and as a developing Clinical Laboratory professional, including demonstrating integrity, respect for self and for others, and projecting an image of professionalism. Ability to work under mental and physical stress regularly is required, including ability to concentrate in situations with distractions. Ability to think critically is essential to perform, evaluate, interpret, record, and report laboratory test results, including quality control procedures. Ability to adapt to changing environments and be able to prioritize tasks is required.

Occupational Hazards:

Working Environment – Works inside well-lighted and ventilated laboratory and patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment.

OSHA Risk Factor-Category I – A chance of exposure to blood and other body fluids is high and an integral part of the CLT program and course completion. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical internship.

Please contact the Program Director for the Clinical Laboratory Program with any questions.

The Clinical Laboratory Technology program is accredited by
NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
Fax: 773-714-8886
773-714-8880
www.naacls.org

Pharmacy Technology AAS Degree (PT23)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 63

Purpose: The Pharmacy Technology associate of applied science degree is designed to provide an individual with the entry-level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescription under the supervision of a pharmacist.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must meet the technical competencies for the program prior to entry
- Must provide a physical examination and immunization record prior to participating in the clinical internship; failure to provide a physical exam or immunization record that meets the clinical requirement of the program may prevent a student from participating in the clinical internship
- Must carry professional liability insurance while enrolled in the program
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Must be registered with the Georgia Board of Pharmacy prior to internship
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- In order to sit for the PTCB Examination, a student must never have been convicted of a felony or a drug or pharmacy-related conviction, including misdemeanors. These violations must be disclosed to PTCB.

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II	1
COMP	1000	Introduction to Computers	3
PHAR	1000	Pharmaceutical Calculations	4
PHAR	1010	Pharmacy Technology Fundamentals	3
PHAR	1020	Principles of Dispensing Medications	4
PHAR	1030	Principles of Sterile Medication Preparation	4
PHAR	1040	Pharmacology	4
PHAR	1050	Pharmacy Technology Practicum	5
PHAR	2060	Advanced Pharmacy Technology Principles	3
PHAR	2070	Advanced Pharmacy Technology Practicum	5

Estimated cost of books and supplies for full program is approximately $1,800. This price does not include white leather shoes, two sets of uniforms (scrubs), two lab coats, ID badge magnet, and NGTC patch, all of which students are required to purchase. Cost of these items is approximately $260. Other costs include physical exam - $100-$150, drug test - $35, criminal background check - $50, HBV vaccine - $100, Georgia Board of Pharmacy registration - $100, fingerprinting - $34, and malpractice insurance - $11.50 per year. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Works inside well-lighted, clean, neat, organized pharmacy environment. Works under the direction of a licensed pharmacist. In community pharmacy settings, may stock, inventory, and order drugs; collect patient information; maintain computerized patient profiles; count/pour medications into dispensing containers; compound pharmaceutical preparations; input prescription information into a pharmacy computer system; prepare insurance claims; and manage sales. In hospital pharmacy settings, may assemble daily supplies of medications for patients; repackage medications; prepare sterile and bio-hazardous products; maintain nursing station medication stocks; collect quality improvement data; deliver medications; operate dispensing and/or robotic machinery; and perform many of the same duties as in a community pharmacy.

OSHA Risk Factor – Category III – A chance of exposure to blood and other body fluids is low and is not a routine component of the program. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. The course exposes the

student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Physical Demands – This position will primarily be medium work which requires frequent lifting, ability to lift up to 50 pounds, and carrying objects weighing up to 25 pounds. The ability to push or pull equipment weighing up to 50 pounds is required. May possibly incur strains due to handling heavy equipment. Occasional stooping, kneeling, reaching, and dexterity are required. This position requires frequent sitting, standing, and/or walking. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. Expressing or exchanging ideas by spoken word is required. The ability to work under mental and physical stress regularly is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

Pharmacy Technology Diploma (PT22)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 54

Purpose: The Pharmacy Technology diploma is designed to enable the student to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry-level pharmacy technician.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must meet the technical competencies for the program prior to entry
- Must provide a physical examination and immunization record prior to participating in the clinical internship; failure to provide a physical exam or immunization record that meets the clinical requirement of the program may prevent a student from participating in the clinical internship
- Must carry professional liability insurance while enrolled in the program
- A negative (acceptable) criminal background check and drug test are required prior to internship; student's participation in the internship is dependent upon the results of these requirements
- Must be registered with the Georgia Board of Pharmacy prior to internship
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- In order to sit for the PTCB Examination, a student must never have been convicted of a felony or a drug or pharmacy-related conviction, including misdemeanors. These violations must be disclosed to PTCB.

PROGRAMS OF STUDY – HEALTH SCIENCES

Program Courses			Credits
Basic Skills Courses			
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			
ALHS	1011	Anatomy and Physiology	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
COMP	1000	Introduction to Computers	3
PHAR	1000	Pharmaceutical Calculations	4
PHAR	1010	Pharmacy Technology Fundamentals	3
PHAR	1020	Principles of Dispensing Medications	4
PHAR	1030	Principles of Sterile Medication Preparation	4
PHAR	1040	Pharmacology	4
PHAR	1050	Pharmacy Technology Practicum	5
PHAR	2060	Advanced Pharmacy Technology Principles	3
PHAR	2070	Advanced Pharmacy Technology Practicum	5

Estimated cost of books and supplies for full program is approximately $1,300. This price does not include white leather shoes, two sets of uniforms (scrubs), two lab coats, ID badge magnet, and NGTC patch, all of which students are required to purchase. Cost of these items is approximately $260. Other costs include physical exam - $100-$150, drug test - $35, criminal background check - $50, HBV vaccine - $100, Georgia Board of Pharmacy registration - $100, fingerprinting - $34, and malpractice insurance - $11.50 per year. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Works inside well-lighted, clean, neat, organized pharmacy environment. Works under the direction of a licensed pharmacist. In community pharmacy settings, may stock, inventory, and order drugs; collect patient information; maintain computerized patient profiles; count/pour medications into dispensing containers; compound pharmaceutical preparations; input prescription information into a pharmacy computer system; prepare insurance claims; and manage sales. In hospital pharmacy settings, may assemble daily supplies of medications for patients; repackage medications; prepare sterile and bio-hazardous products; maintain nursing station medication stocks; collect quality improvement data; deliver medications; operate dispensing and/or robotic machinery; and perform many of the same duties as in a community pharmacy.

OSHA Risk Factor – Category III – A chance of exposure to blood and other body fluids is low and is not a routine component of the program. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Physical Demands – This position will primarily be medium work which requires frequent lifting, ability to lift up to 50 pounds, and carrying objects weighing up to 25 pounds. The ability to push or pull equipment weighing up to 50 pounds is required. May possibly incur strains due to handling heavy equipment. Occasional stooping, kneeling, reaching, and dexterity are required. This position requires frequent sitting, standing, and/or walking. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. Expressing or exchanging ideas by spoken word is required. The ability to work under mental and physical stress regularly is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

Medical Assisting Diploma (MA22)

Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ..... Vary
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 61

Purpose: The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

Admission Requirements:

- Age 17 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Entry into the Health Care Assistant TCC with concentration in Medical Administrative Assistant prior to program competitive process
- Acceptance into the Medical Assisting program is a competitive process beginning with attendance of a mandatory Medical Assisting Information Session
- Must complete all required learning support courses before competitive process begins
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical standards for the program prior to entry
- Required to have a grade of "B" or better in ALHS 1011 and MATH 1012. Degree level courses in these areas with a grade of "C" or better may be accepted as transfer credit provided they meet the transfer of credit rules listed in the Admissions section of the catalog.
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including the practicum. An overall GPA of 2.0 or better is required to be eligible to sit for the CMA national certification exam.
- Must maintain CPR certification and carry professional liability insurance while enrolled in the occupational courses
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and practicum; failure to provide the physical exam and immunization record or presentation of a physical and immunization record that does not meet the clinical requirements of the program may prevent a student from participation in MAST 1090 and the practicum
- A negative (acceptable) criminal background check and drug test are required prior to practicum; student's participation in the practicum is dependent upon the results of these requirements
- Clinical sites are located throughout the eight-county service area and will require the student to travel.

Additional Information:

- The Medical Assisting program does not accept experiential learning in lieu of the Medical Assisting (MAST) courses.
- Beginning with the administration of the January 2001 CMA Exam, felons are not eligible to sit for the examination unless the Certifying Board grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. Please see the Program Director of Medical Assisting with any questions.

PROGRAMS OF STUDY – HEALTH SCIENCES

Program Courses			Credits
Basic Skills Courses			
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			
ALHS	1011	Anatomy and Physiology	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
BUSN	1440	Document Production	4
COMP	1000	Introduction to Computers	3
MAST	1010	Legal and Ethical Concerns in the Medical Office	2
MAST	1030	Pharmacology in the Medical Office	4
MAST	1060	Medical Office Procedures	4
MAST	1080	Medical Assisting Skills I	4
MAST	1090	Medical Assisting Skills II	4
MAST	1100	Medical Insurance Management	2
MAST	1110	Administrative Practice Management	3
MAST	1120	Human Pathological Conditions in the Medical Office	3
MAST	1170	Medical Assisting Externship	6
MAST	1180	Medical Assisting Seminar	3

Estimated cost of books and supplies for full program is approximately $2,500. Uniforms and accessories cost approximately $350-$400. Students are required to wear white shoes, name tag, watch with a second hand, and purchase a stethoscope, a sphygmomanometer, and bandage scissors. These items are purchased at the beginning of the third semester. Other costs include CMA exam - $125 payable by the fourth semester, radiology safety course - $65, malpractice insurance - $11.50 per year, physical exam - $100-$150, drug test - $35, and criminal background check - $50.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 89-90% of time in patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel or strains due to handling heavy equipment. May be exposed to communicable diseases.

OSHA Risk Factor – Category I – A chance of exposure to blood and other body fluids is high. Courses expose the student to noxious smells, either toxic or non-toxic, and to toxic fumes, gases, vapors, mists, or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin.

Physical Demands – This position will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push objects weighing 50 pounds is required including assisting and lifting patients from a wheelchair to an exam table or pull carts. Occasional stooping, kneeling, reaching, and dexterity are required. Expressing or exchanging ideas by the spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. This position requires frequent sitting, standing, and/or walking without limitations. Ability to work under mental and physical stress regularly is required.

Other Essential Behavioral Attitudes – Ability to engage in activities consistent with safe medical assisting practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the Medical Assisting program and as a developing professional Medical Assistant.

The Medical Assisting diploma program on the Blairsville and Clarkesville campuses is accredited by the Commission on Accreditation for Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, 727-210-2350

Practical Nursing Diploma (PN12)

Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 60

Purpose: 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 academic and 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. 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 diploma and have the qualifications of an entry-level practical nurse.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Successful completion of the Health Care Assistant TCC with concentration in Patient Care Assistant
- Acceptance into the Practical Nursing program is a competitive process beginning with attendance of a mandatory Practical Nursing Information Session. The dates of the mandatory information sessions are posted on the college website under Health Care Programs. The students are responsible for obtaining the dates and attending one of the required meetings.
- Schedule and take PSB – Aptitude for Practical Nursing Exam with a minimum score of 30 percentile in each of the five areas
- Must complete all required learning support courses before the competitive process begins
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical competencies for the program prior to entry
- Required to have a grade of "B" or better in ALHS 1011, MATH 1012, and PNSG 2010. Degree level courses in these areas with a grade of "C" or better may be accepted as transfer credit provided they meet the transfer of credit rules listed in the Admissions section of the catalog.
- Must maintain a GPA of 2.0 or better. A grade of "C" or better must be maintained in each course in order to continue in each clinical course and to progress to the next semester. An overall GPA of 2.0 or better is required to be eligible to sit for the NCLEX-PN licensure exam.
- A negative (acceptable) criminal background check and drug test are required prior to clinical; student's participation in the clinical is dependent upon the results of these requirements. Denial of any clinical facility can result in the student being dropped from the program.
- Must carry professional liability insurance while enrolled in the program
- Clinical sites are located throughout the eight-county service area and will require the student to travel
- Physical and dental exams and immunization records are required before assignment to clinical affiliates for training

Additional Information:

- Any individual applying for licensure as a Practical Nurse who has ever been arrested must explain and document each occurrence at the time of application to the Georgia Board of Examiners for Licensed Practical Nurses
- Graduates must pass the NCLEX-PN State Board Exam in order to work as a licensed practical nurse in Georgia

Program Courses			Credits
Basic Skills Courses			
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			
ALHS	1011	Anatomy and Physiology	5
ALHS	1060	Diet and Nutrition for Allied Health Sciences	2
COMP	1000	Introduction to Computers	3
PNSG	2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG	2030	Nursing Fundamentals	6
PNSG	2035	Nursing Fundamentals Clinical	2
PNSG	2210	Medical-Surgical Nursing I	4
PNSG	2220	Medical Surgical Nursing II	4
PNSG	2230	Medical-Surgical Nursing III	4
PNSG	2240	Medical-Surgical Nursing IV	4
PNSG	2250	Maternity Nursing	3
PNSG	2255	Maternity Nursing Clinical	1
PNSG	2310	Medical-Surgical Nursing Clinical I	2
PNSG	2320	Medical-Surgical Nursing Clinical II	2
PNSG	2330	Medical-Surgical Nursing Clinical III	2
PNSG	2340	Medical-Surgical Nursing Clinical IV	2
PNSG	2410	Nursing Leadership	1
PNSG	2415	Nursing Leadership Clinical	2

Estimated cost of books and supplies for full program is approximately $3,250. Uniforms and accessories are purchased through the NGTC bookstore at approximately $350-$400. Students are required to wear white shoes, white socks, name tag, and have a watch with a second hand, a stethoscope, a sphygmomanometer, and bandage scissors. These items are purchased at the beginning of the first semester. Cost of attendance at 1-3 seminars is not included. Other costs include malpractice insurance - $11.50 per year, drug test - $35, criminal background check - $50, physical exam - $100-$150, licensure expenses - $300, and nursing fee - $304 per semester.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 89-90% of time in patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment.

OSHA Risk Factor - Category I – A chance of exposure to blood and other body fluids is high and is an integral component of the clinical experience. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Essential Abilities – This career will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push objects weighing up to 50 pounds is required including assisting and lifting patients from a wheelchair to a bed or pull cart. Stooping, kneeling, reaching, and dexterity are required. This career requires frequent sitting, standing, and/or walking without limitations. Ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving around patient conditions and coming to appropriate conclusions and/or course of action. Ability to use the senses of seeing, hearing, touching, and smelling to make correct judgments regarding patient conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities. The ability to see and obtain impressions through the eyes of shape, size, distance, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. Ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and nonverbal abilities consistent with effective communication. Expressing or exchanging ideas by the spoken word is required. Ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing. Ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice. Ability to work under mental and physical stress regularly is required.

Other Essential Behavioral Attitudes – Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other accountability for actions as a student in the Practical Nursing program and as a developing professional Practical Nurse.

Health Care Assistant Certificate (HA21)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 2-3 Terms (dependent upon selected track)
Credit Hours Required for Graduation 34-35

Purpose: The Health Care Assistant certificate of credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Admission Requirements:

- Age 17 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirements:

- Must meet the technical competencies for the program prior to entry
- Must carry professional liability insurance while enrolled in the program
- *A negative (acceptable) criminal background check and drug test are required prior to clinical; student's participation in clinical is dependent upon the results of these requirements
- *Physical and dental exams and immunization records required before assignment to clinical affiliates for training
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program
- No re-admission to the program after two withdrawals or two academic failures in any occupational course

PROGRAMS OF STUDY – HEALTH SCIENCES

Program Courses			Credits
ALHS	1011	Anatomy and Physiology	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
COMP	1000	Introduction to Computers	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3

Choose one of the following tracks:

Medical Administrative Assistant

BUSN	1440	Document Production	4
MAST	1060	Medical Office Procedures	4
MAST	1100	Medical Insurance Management	2
MAST	1110	Administrative Practice Management	3

Patient Care Assistant

ALHS	1060	Diet and Nutrition for Allied Health Sciences	2
EMPL	1000	Interpersonal Relations and Professional Development	2
MAST	1010	Legal and Ethical Concerns in the Medical Office	2
*NAST	1100	Nurse Aide Fundamentals	6

Health Care Technician

EMPL	1000	Interpersonal Relations and Professional Development	2
HECT	1000	Health Care Technician Skills	4
*HECT	1010	Health Care Technician Practicum	7

Estimated cost of books and supplies for full program is approximately $2,200. Additional expenses may be incurred dependent upon the program track.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 89-90% of time in patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment.

OSHA Risk Factor-Category I – A chance of exposure to blood and other body fluids is high dependent upon the chosen program track. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Essential Abilities – This career will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push objects weighing up to 50 pounds is required including assisting and lifting patients from a wheelchair to a bed or pull cart. Stooping, kneeling, reaching, and dexterity are required. This career requires frequent sitting, standing, and/or walking without limitations. Ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving around patient conditions and coming to appropriate conclusions and/or course of action. Ability to use the senses of seeing, hearing, touching, and smelling to make correct judgments regarding patient conditions for the purpose of demonstrating competence to safely engage in the practice of healthcare. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities. The ability to see and obtain impressions through the eyes of shape, size, distance, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. Ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and nonverbal abilities consistent with effective communication. Expressing or exchanging ideas by the spoken word is required.

Health Care Science Certificate (HS21)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

(BIOL and CHEM courses are offered only at the Clarkesville Campus)

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 36

Purpose: The Health Care Science certificate of credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for subsequent upward mobility.

Admission Requirements:

- Age 17 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old (*Note: Appropriate placement scores for degree-level courses are higher than for diploma- or certificate-level courses)*

Program Courses			**Credits**
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
or			
ENGL	2130	American Literature	(3)
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3

Choose one of the following tracks:

Nursing

BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II	1
BIOL	2117	Introductory Microbiology	3
BIOL	2117L	Introductory Microbiology Lab	1
COMP	1000	Introduction to Computers	3
ENGL	1102	Literature and Composition	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3

Clinical Laboratory

ALHS	1090	Medical Terminology for Allied Health Sciences	2
*BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
CHEM	1212	Chemistry II	3
CHEM	1212L	Chemistry Lab II	1
COMP	1000	Introduction to Computers	3
ENGL	1102	Literature and Composition	3
or			
SPCH	1101	Public Speaking	(3)

**ALHS 1090 must be taken prior to enrolling in BIOL 2113 or at the same time as BIOL 2113.*

Estimated cost of books and supplies for full program is approximately $1,000-$1,500 dependent upon program track.

Medical Coding Certificate (MC41)

Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 24

Purpose: The Medical Coding technical certificate of credit provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding technical certificate of credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians' procedural coding skills.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Successful completion of health-related degree, diploma, or technical certificate; or advisor approval of health-related work experience

Program Courses			**Credits**
ALHS	1011	Anatomy and Physiology	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
BUSN	1440	Document Production	4
ENGL	1010	Fundamentals of English I	3
MAST	1120	Human Pathological Conditions in the Medical Office	3
MAST	1510	Medical Billing and Coding I	2
MAST	1520	Medical Billing and Coding II	3
MAST	1530	Medical Procedural Coding	2

Note: Prior to employment by an allied health clinical facility, a negative (acceptable) criminal background check and drug test may be required.

Estimated cost of books and supplies for full program is approximately $2,500.

HORTICULTURE

Horticulture AAS Degree (EH13)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 61-62

Purpose: The 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- Must meet the technical competencies for the program prior to entry

Program Courses			Credits
General Core Courses			
BIOL	1111	Biology I	3
BIOL	1111L	Biology Lab I	1
ENGL	1101	Composition and Rhetoric	3
ENGL	2130	American Literature	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
HORT	1000	Horticulture Science	3
HORT	1010	Woody Ornamental Plant Identification	3
HORT	1020	Herbaceous Plant Identification	3
HORT	1080	Pest Management	3
HORT	1150	Environmental Horticulture Internship	3
HORT	1690	Horticulture Spanish	3
Choose one of the following specializations:			
General Horticulture – select 24 credits from the following:			
HORT	1030	Greenhouse Management	3
HORT	1040	Landscape Installation	3
HORT	1050	Nursery Production and Management	3
HORT	1060	Landscape Design	3
HORT	1120	Landscape Management	3
HORT	1140	Horticulture Business Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3
HORT	1410	Soils	3
or			
GCMT	1020	Soil Science/Fertility	(3)
HORT	1430	Advanced Landscape Design	3

HORT	1800	Urban Landscape Issues	3
Landscape			
HORT	1040	Landscape Installation	3
HORT	1060	Landscape Design	3
HORT	1120	Landscape Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3
Horticulture Electives			10

Estimated cost of books and supplies for full program is approximately $2,250.

Technical Competencies:

Physical Demands – Horticulture is at times very labor intensive. Individuals will be required to lift up to 50 pounds. Students must possess the mobility and stamina to walk at a sustained pace for several minutes, as this industry can require you to move about on a large work-site. Students will need the ability to crawl on the ground and get up and down. Dexterity is required in the hands as well as strength. Small, tedious work involving tiny components is often undertaken in this industry.

Work Environment – Varies from almost sterile lab type conditions to very dirty outside environments. Exposure to the elements will be common. The ability to tolerate heat, cold, rain, and wind is required in this industry. Most work will be done either standing or crawling on the ground. Students could be exposed to either high noise levels, cold or hot environments, or both when working inside.

Occupational Exposures and Risks – Students will be required to apply various types of pesticides. These pesticides will vary in toxicity from low to very high. Students will be required to wear various protective equipment including respirators, glasses/goggles, coveralls, and rubber gloves. Students will be asked to operate and work in the vicinity of large and small power equipment such as skid steer loaders (Bobcat), backhoes, mowers, string trimmers, chainsaws, blowers, and others. Students may come in contact with toxic plants such as poison oak and poison ivy. Biting and stinging insects will be encountered regularly and may include bees, wasps, spiders, and fire ants.

Horticulture Diploma (EH12)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 44

Purpose: The 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- Must meet the technical competencies for the program prior to entry

Program Courses			**Credits**
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3

MATH	1012	Foundations of Mathematics	3

Occupational Courses

COMP	1000	Introduction to Computers	3
HORT	1000	Horticulture Science	3
HORT	1010	Woody Ornamental Plant Identification	3
HORT	1020	Herbaceous Plant Identification	3
HORT	1080	Pest Management	3
HORT	1150	Environmental Horticulture Internship	3
HORT	1690	Horticulture Spanish	3

Choose one of the following specializations:

General Horticulture – select 15 credits from the following:

HORT	1030	Greenhouse Management	3
HORT	1040	Landscape Installation	3
HORT	1050	Nursery Production and Management	3
HORT	1060	Landscape Design	3
HORT	1120	Landscape Management	3
HORT	1140	Horticulture Business Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3
HORT	1410	Soils	3
or			
GCMT	1020	Soil Science/Fertility	(3)
HORT	1430	Advanced Landscape Design	3
HORT	1800	Urban Landscape Issues	3

Landscape

HORT	1040	Landscape Installation	3
HORT	1060	Landscape Design	3
HORT	1120	Landscape Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3

Estimated cost of books and supplies for full program is approximately $2,250.

Technical Competencies:

Physical Demands – Horticulture is at times very labor intensive. Individuals will be required to lift up to 50 pounds. Students must possess the mobility and stamina to walk at a sustained pace for several minutes, as this industry can require you to move about on a large work-site. Students will need the ability to crawl on the ground and get up and down. Dexterity is required in the hands as well as strength. Small, tedious work involving tiny components is often undertaken in this industry.

Work Environment – Varies from almost sterile lab type conditions to very dirty outside environments. Exposure to the elements will be common. The ability to tolerate heat, cold, rain, and wind is required in this industry. Most work will be done either standing or crawling on the ground. Students could be exposed to either high noise levels, cold or hot environments, or both when working inside.

Occupational Exposures and Risks – Students will be required to apply various types of pesticides. These pesticides will vary in toxicity from low to very high. Students will be required to wear various protective equipment including respirators, glasses/goggles, coveralls, and rubber gloves. Students will be asked to operate and work in the vicinity of large and small power equipment such as skid steer loaders (Bobcat), backhoes, mowers, string trimmers, chainsaws, blowers, and others. Students may come in contact with toxic plants such as poison oak and poison ivy. Biting and stinging insects will be encountered regularly and may include bees, wasps, spiders, and fire ants.

INDUSTRIAL SYSTEMS TECHNOLOGY

Industrial Systems Technology AAS Degree (IS13)

Offered at the Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 68

Purpose: The Industrial Systems Technology degree 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, skills, 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 Industrial Systems 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 Industrial Systems Technology degree that qualifies them for employment as industrial electricians or industrial systems technicians.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
MATH	1111	College Algebra	3
PHYS	1110	Conceptual Physics	3
PHYS	1110L	Conceptual Physics Lab	1
PSYC	1101	Introductory Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
IDSY	1100	Basic Circuit Analysis	5
IDSY	1110	Industrial Motor Controls I	5
IDSY	1120	Basic Industrial PLC's	6
IDSY	1130	Industrial Wiring	4
IDSY	1170	Industrial Mechanics	6
IDSY	1190	Fluid Power and Piping Systems	6
IDSY	1210	Industrial Motor Controls II	5
IDSY	1220	Intermediate Industrial PLC's	6
IDSY	1230	Industrial Instrumentation	6

Estimated cost of books and supplies for full program is approximately $1,900.

Industrial Systems Technology Diploma (IST4)

Offered at the Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 60

Purpose: 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, skills, 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, fluid power, 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
or			
MATH	1013	Algebraic Concepts	(3)
Occupational Courses			
COMP	1000	Introduction to Computers	3
IDSY	1100	Basic Circuit Analysis	5
IDSY	1110	Industrial Motor Controls I	5
IDSY	1120	Basic Industrial PLC's	6
IDSY	1130	Industrial Wiring	4
IDSY	1170	Industrial Mechanics	6
IDSY	1190	Fluid Power and Piping Systems	6
IDSY	1210	Industrial Motor Controls II	5
IDSY	1220	Intermediate Industrial PLC's	6
IDSY	1230	Industrial Instrumentation	6

Estimated cost of books and supplies for full program is approximately $1,500.

MACHINE TOOL TECHNOLOGY

CNC Technology Diploma (CT12)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3-4 Terms
Credit Hours Required for Graduation 54

Purpose: The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualification of a CNC technician.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
AMCA	2110	CNC Fundamentals	3
AMCA	2130	CNC Mill Manual Programming	5
AMCA	2150	CNC Lathe Manual Programming	5
AMCA	2190	CAD/CAM Programming	4
COMP	1000	Introduction to Computers	3
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Blueprint for Machine Tool	3
MCHT	1013	Machine Tool Math	3
MCHT	1015	Surface Grinder Operations	2
MCHT	1017	Characteristics of Metals/Heat Treatment I	3
MCHT	1119	Lathe Operations I	4
MCHT	1120	Mill Operations I	4
Occupational Elective			3

Estimated cost of books and supplies for full program is approximately $650.

Machine Tool Technology Diploma (MTT2)

Offered at the Clarkesville Campus

Entrance Dates .....Fall, Spring, Summer
Length of Program .....3-4 Terms
Credit Hours Required for Graduation 48

Purpose: The Machine Tool Technology 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 Machine Tool Technology diploma and have the qualifications of a machine tool technician.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
AMCA	2110	CNC Fundamentals	3
COMP	1000	Introduction to Computers	3
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Blueprint for Machine Tool	3
MCHT	1013	Machine Tool Math	3
MCHT	1015	Surface Grinder Operations	2
MCHT	1017	Characteristics of Metals/Heat Treatment I	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
Occupational Elective			3

Estimated cost of books and supplies for full program is approximately $650.

CNC Specialist Certificate (CS51)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 20

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must possess basic machine tool skills; an interview with the faculty is required to assess prerequisite skills acquired through education and/or experience

Program Courses			Credits
AMCA	2110	CNC Fundamentals	3
AMCA	2130	CNC Mill Manual Programming	5
AMCA	2150	CNC Lathe Manual Programming	5
AMCA	2170	CNC Practical Applications	3
AMCA	2190	CAD/CAM Programming	4

Estimated cost of books and supplies for full program is approximately $300.

Lathe Operator Certificate (LP11)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 15

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Blueprint for Machine Tool	3
MCHT	1119	Lathe Operations I	4
MCHT	1219	Lathe Operations II	4

Estimated cost of books and supplies for full program is approximately $220.

Mill Operator Certificate (MP11)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 15

Purpose: The Mill Operator certificate program prepares 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Blueprint for Machine Tool	3
MCHT	1120	Mill Operations I	4
MCHT	1220	Mill Operations II	4

Estimated cost of books and supplies for full program is approximately $220.

Tool and Die Specialist Certificate (TA11)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 18

Purpose: The Tool and Die Specialist technical certificate of credit program provides advanced study in Machine Tool Technology to prepare students to become tool and die specialists. Program objectives are to provide a sequence of advanced courses in the area of Tool and Die to enhance the basic skills of graduates of the Machine Tool Technology program and to provide advanced training for employees in the machine tool industry.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must possess basic machine tool skills; an interview with the faculty is required to assess prerequisite skills acquired through education and/or experience

Program Courses			Credits
AMCA	2205	Die Design I	5
AMCA	2210	Die Construction I	3
AMCA	2230	Die Design II	7
AMCA	2240	Die Construction II	3

Estimated cost of books and supplies for full program is approximately $100.

MARINE ENGINE TECHNOLOGY

Marine Engine Technology Diploma (ME12)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 52

Purpose: The Marine Engine Technology program is a sequence of courses designed to prepare students for careers in Marine Engine Technology and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Marine Engine Technology theory and practical application necessary for successful employment in the field. Program graduates receive a Marine Engine Technology diploma which qualifies them as entry-level marine engine technicians.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
MAET	1000	Safety, Marine Fundamentals and Precise Measuring	6
MAET	1020	Marine 2-Stroke Engine Fundamentals and Service	3
MAET	1030	Marine 4-Stroke Engine Fundamentals and Servicing	3
MAET	1040	Marine Engine Electrical and Electronic Systems	4
MAET	1050	Marine Engine Starting and Charging Systems	2
MAET	1070	Marine Engine Ignition Systems	3
MAET	1080	Marine Engine Fuel Systems	2
MAET	1090	Marine Electronic Fuel Injection	3
MAET	1100	Marine Engine Cooling Systems	2
MAET	1120	Marine Outdrives	4
MAET	1130	Marine Outboard Gear Cases	4
MAET	1150	Marine Accessories	4
MAET	2000	Marine Engine Technology Practicum	1

Estimated cost of books and supplies for full program is approximately $500.

MOTORCYCLE SERVICE TECHNOLOGY

Motorcycle Service Technology Diploma (MST2)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 48

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
MCST	1000	Introduction to Motorcycle Technology	4
MCST	1010	Motorcycle Engines and Drive Trains	6
MCST	1020	Motorcycle Electrical Systems	6
MCST	1030	Motorcycle Fuel and Exhaust Systems	4
MCST	1040	Motorcycle Chassis and Suspension Systems	4
MCST	1110	Motorcycle Maintenance	5
MCST	1120	Troubleshooting and Diagnostics	5
MCST	2000	Motorcycle Technology Internship	4
or			
SMBU	1100	Principles of Starting a Business	(3)

Estimated cost of books and supplies for full program is approximately $300.

PHOTOGRAPHY

Photography AAS Degree (CP13)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall (occupational courses)*
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 69

***Students may enroll in general education or learning support courses any term; however, the occupational course sequence begins fall term.**

Purpose: The Photography associate degree program prepares students for employment in the diverse and growing field of photography. The Photography associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of photography. Graduates of the program receive a Photography associate degree.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
ARTS	1101	Art Appreciation	3
or			
MUSC	1101	Music Appreciation	(3)
ENGL	1101	Composition and Rhetoric	3
ENGL	1102	Literature and Composition	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
PHOT	1102	Visual Theory I	3
PHOT	1103	Camera Techniques I	3
PHOT	1104	Photographic Workshop I	3
PHOT	1105	Digital Imaging I	3
PHOT	1122	Visual Theory II	3
PHOT	1123	Camera Techniques II	3
PHOT	1124	Photographic Workshop II	2
PHOT	1125	Multimedia I	3
PHOT	1126	Portraiture I	3
PHOT	2101	Portfolio I	2
PHOT	2103	Commercial I	3
PHOT	2105	Digital Imaging II	3
PHOT	2106	Photojournalism	3
PHOT	2121	Portfolio II	2
PHOT	2122	Practicum/Internship	2
PHOT	2123	Commercial II	3
PHOT	2125	Multimedia II	2
PHOT	2126	Portraiture II	3
PHOT	2131	Photographic Business Management	2

Estimated cost of books and supplies for full program is approximately $3,300. An equipment list is available from the Photography faculty.

Photography Diploma (CP14)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall (occupational courses)*
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 55

***Students may enroll in basic skills or learning support courses any term; however, the occupational course sequence begins fall term.**

Purpose: The Photography program prepares students for employment in the diverse and growing field of photography. The Photography program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of photography. Graduates of the program receive a Photography diploma which qualifies them as photographers with a specialization in portraiture photography or advertising photography.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
PHOT	1102	Visual Theory I	3
PHOT	1103	Camera Techniques I	3
PHOT	1104	Photographic Workshop I	3
PHOT	1105	Digital Imaging I	3
PHOT	1122	Visual Theory II	3
PHOT	1123	Camera Techniques II	3
PHOT	1125	Multimedia I	3
PHOT	1126	Portraiture I	3
PHOT	2101	Portfolio I	2
PHOT	2103	Commercial I	3
PHOT	2106	Photojournalism	3
PHOT	2121	Portfolio II	2
PHOT	2122	Practicum/Internship	2
PHOT	2123	Commercial II	3
PHOT	2126	Portraiture II	3
PHOT	2131	Photographic Business Management	2

Estimated cost of books and supplies for full program is approximately $3,300. An equipment list is available from the Commercial Photography faculty.

Digital Photographer Certificate (DP21)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

Purpose: The Digital Photographer technical certificate of credit program is designed to provide the student with knowledge of the fundamentals of digital photography.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
PHOT	1102	Visual Theory I	3
PHOT	1105	Digital Imaging I	3
PHOT	1126	Portraiture I	3
PHOT	2103	Commercial I	3

Estimated cost of books and supplies for full program is approximately $1,500.

TECHNICAL SPECIALIST

Technical Specialist Certificate (TC31)

Offered at the Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 36

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old *(Note: Appropriate placement scores for degree-level courses are higher than for diploma- or certificate-level courses)*

Program Courses			Credits
General Core Course			
ENGL	1101	Composition and Rhetoric	3
Select a minimum of 6 credit hours from the following courses:			
ECON	1101	Principles of Economics	3
HIST	1111	World History I	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	3
PSYC	1101	Introductory Psychology	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
Select a minimum of 6 credit hours from the following courses:			
ARTS	1101	Art Appreciation	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
MUSC	1101	Music Appreciation	3
Select a minimum of 3 credit hours from the following courses:			
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	1127	Introduction to Statistics	3
Select a minimum of 12 credit hours from the following courses:			
ARTS	1101	Art Appreciation	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology Lab I	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology Lab II	1
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II	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	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
CHEM	1212	Chemistry II	3

CHEM	1212L	Chemistry Lab II	1
ECON	1101	Principles of Economics	3
ECON	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	1105	Technical Communications	3
ENGL	2130	American Literature	3
HIST	1111	World History I	3
HIST	1112	World History II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	4
MATH	1132	Calculus II	4
MUSC	1101	Music Appreciation	3
PHYS	1110	Conceptual Physics	3
PHYS	1110L	Conceptual Physics Lab	1
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
PSYC	1101	Introductory Psychology	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
SPCH	1101	Public Speaking	3

Occupational Courses

COMP	1000	Introduction to Computers	3

Select a minimum of 3 credit hours from the following courses:

ACCT	1100	Financial Accounting I	4
ACCT	2145	Personal Finance	3
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1030	HVACR Electrical Fundamentals	4
BUSN	1100	Introduction to Keyboarding	3
BUSN	1300	Introduction to Business	3
CIST	1001	Computer Concepts	4
CIST	1305	Program Design and Development	3
CRJU	1010	Introduction to Criminal Justice	3
CUUL	1000	Fundamentals of Culinary Arts	4
ECCE	1101	Introduction to Early Childhood Care and Education	3
ENGT	1000	Introduction to Engineering Technology	3
ESCI	1020	Introduction to GIS	3
ESCI	1060	Survey of Environmental Law	3
GCMT	1010	Turf Science	3
GCMT	1040	Turf Diseases	3
HORT	1000	Horticulture Science	3
HORT	1080	Pest Management	3
IDSY	1100	Basic Circuit Analysis	5
IDSY	1190	Fluid Power and Piping Systems	6
MGMT	1115	Leadership	3
MGMT	1125	Business Ethics	3
MKTG	1162	Customer Contact Skills	4
PHOT	1103	Camera Techniques	3
PHOT	1105	Digital Imaging I	3

Estimated cost of books and supplies for full program is approximately $1,700.

TURF AND GOLF COURSE MANAGEMENT

Turf and Golf Course Management AAS Degree (TAG3)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 70

Purpose: The Turf and Golf Course Management associate degree program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as managers or technicians in the field of Turf and Golf Course Management. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and especially advancement. The program emphasizes a combination of specific technical knowledge and skills and a firm foundation in science, mathematics, introduction to computers, English, and communication.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
General Core Courses			
BIOL	1111	Biology I	3
BIOL	1111L	Biology Lab I	1
ENGL	1101	Composition and Rhetoric	3
ENGL	2130	American Literature	3
MATH	1111	College Algebra	3
PSYC	1101	Introductory Psychology	3
Occupational Courses			
CHEM	1151	Survey of Inorganic Chemistry	3
and			
CHEM	1151L	Survey of Inorganic Chemistry Lab I	1
or			
CHEM	1211	Chemistry I	(3)
and			
CHEM	1211L	Chemistry Lab I	(1)
COMP	1000	Introduction to Computers	3
GCMT	1010	Turf Science	3
GCMT	1020	Soil Science/Fertility	3
GCMT	1030	Golf Course Management	3
GCMT	1040	Turf Diseases	3
GCMT	1050	Turf Insect/Weed Control	3
GCMT	1060	Turf and Golf Course Management Internship	3
GCMT	1070	Special Topics in Turf	3
HORT	1000	Horticulture Science	3
HORT	1060	Landscape Design	3
HORT	1080	Pest Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3
HORT	1690	Horticulture Spanish	3
Electives			8

Estimated cost of books and supplies for full program is approximately $1,900.

Turf and Golf Course Management Diploma (TAG2)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 53

Purpose: The Turf and Golf Course Management diploma program prepares students for employment in a variety of positions in today's turf management industry. The Turf and Golf Course Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a diploma in Turf and Golf Course Management. Career opportunities include the following: assistant superintendent, specialized golf course technician, landscape supervisor, lawn maintenance supervisor, sod farm production manager, athletic/recreational facility manager, or turf-related products salesperson.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
GCMT	1010	Turf Science	3
GCMT	1020	Soil Science/Fertility	3
GCMT	1030	Golf Course Management	3
GCMT	1040	Turf Diseases	3
GCMT	1050	Turf Insect/Weed Control	3
GCMT	1060	Turf and Golf Course Management Internship	3
GCMT	1070	Special Topics in Turf	3
HORT	1000	Horticulture Science	3
HORT	1060	Landscape Design	3
HORT	1080	Pest Management	3
HORT	1310	Irrigation	3
HORT	1330	Turfgrass Management	3
HORT	1690	Horticulture Spanish	3
Electives			3

Estimated cost of books and supplies for full program is approximately $1,350.

Turfgrass Technician Certificate (TT21)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

Purpose: The Turfgrass Technician technical certificate of credit provides entry-level skills in turfgrass maintenance. Topics include turf science, soil science and fertility, and pest management techniques.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Courses			**Credits**
GCMT	1010	Turf Science	3
GCMT	1020	Soil Science/Fertility	3
HORT	1080	Pest Management	3
Elective			3

Estimated cost of books and supplies for full program is approximately $550.

WELDING

Welding and Joining Technology Diploma (WAJ2)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4-5 Terms
Credit Hours Required for Graduation 53

Purpose: The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, and 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- A grade of "C" or better must be achieved in each WELD course in order to progress to the next semester of the program, including the practicum/internship. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
Basic Skills Courses			
EMPL	1000	Interpersonal Relations and Professional Development	2
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			
COMP	1000	Introduction to Computers	3
WELD	1000	Introduction to Welding Technology	3
WELD	1010	Oxyfuel Cutting	3
WELD	1030	Blueprint Reading for Welding Technology	3
WELD	1040	Flat Shielded Metal Arc Welding	4
WELD	1050	Horizontal Shielded Metal Arc Welding	4
WELD	1060	Vertical Shielded Metal Arc Welding	4
WELD	1070	Overhead Shielded Metal Arc Welding	4
WELD	1090	Gas Metal Arc Welding	4
WELD	1110	Gas Tungsten Arc Welding	4
WELD	1120	Preparation for Industrial Qualification	3
WELD	1150	Advanced Gas Tungsten Arc Welding	3
WELD	1500	Welding and Joining Practicum/Internship	3

Estimated cost of books and supplies for full program is approximately $650.

Advanced Shielded Metal Arc Welder Certificate (OSM1)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1-2 Terms
Credit Hours Required for Graduation 12

Purpose: The Advanced Shielded Metal Arc Welder technical certificate of credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must have completed the Basic Shielded Metal Arc Welder Technical Certificate of Credit

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to graduate. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
WELD	1050	Horizontal Shielded Metal Arc Welding	4
WELD	1060	Vertical Shielded Metal Arc Welding	4
WELD	1070	Overhead Shielded Metal Arc Welding	4

Estimated cost of books and supplies for full program is approximately $250.

Basic Shielded Metal Arc Welder Certificate (FS31)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1-2 Terms
Credit Hours Required for Graduation 10

Purpose: 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 prerequisite to the advanced certificate.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to graduate. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
WELD	1000	Introduction to Welding Technology	3
WELD	1010	Oxyfuel Cutting	3
WELD	1040	Flat Shielded Metal Arc Welding	4

Estimated cost of books and supplies for full program is approximately $250.

Gas Metal Arc Welder Certificate (GM31)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 13

Purpose: The Gas Metal Arc Welder technical certificate of credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements:

- Age 16 or older
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to graduate. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
WELD	1000	Introduction to Welding Technology	3
WELD	1010	Oxyfuel Cutting	3
WELD	1090	Gas Metal Arc Welding	4
WELD	1120	Preparation for Industrial Qualification	3

Estimated cost of books and supplies for full program is approximately $350.

Gas Tungsten Arc Welder Certificate (GTA1)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1-2 Terms
Credit Hours Required for Graduation 13

Purpose: 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.

Admission Requirements:

- Age 16 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to graduate. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
WELD	1000	Introduction to Welding Technology	3
WELD	1010	Oxyfuel Cutting	3
WELD	1110	Gas Tungsten Arc Welding	4
WELD	1150	Advanced Gas Tungsten Arc Welding	3

Estimated cost of books and supplies for full program is approximately $350.

Pipe Welder Certificate (PW11)

(meets ASME standards)

Offered at the Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1-2 Terms
Credit Hours Required for Graduation 10

Purpose: The Pipe Welder technical certificate of credit program introduces students to the pipe welding field through an advanced welding program which prepares the student to enter the work force in the construction and pipe welding industry leading to nuclear and/or fossil fuel power application.

Admission Requirements:

- Age 18 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Must have graduated from the Welding and Joining Technology diploma program; or successful completion of welding skills assessment to include basic arc, advanced arc, basic TIG, and advanced TIG or construction/pre-pipe welding; or able to pass a welding test – GTAW (TIG) root and hot pass and SMAW (Arc) fill and cap test on 3/8" plate in the vertical position open butt with no backing strip

Program Requirements:

- A negative (acceptable) criminal background check and drug test are required; submit documentation to the program instructor prior to or at the time of registration
- A grade of "C" or better must be achieved in each course in order to graduate. An overall GPA of 2.0 or better is required for the National Center for Construction Education and Research (NCCER) certification.

Program Courses			Credits
WELD	1150	Advanced Gas Tungsten Arc Welding	3
WELD	1152	Pipe Welding	3
WELD	1570	Advanced Nuclear Pipe Welding	4

Estimated cost of books and supplies for full program is approximately $350.

APPROVED SEMESTER ELECTIVES

Accounting Diploma			
Course #	**Electives**	**Prereqs**	**Credit Hours**
Accounting Electives			
ACCT 1110	Managerial Account		3
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2120	Business Tax Accounting		3
ACCT 2130	Integrated Accounting Management System	ACCT 1105	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
Occupational-Guided Electives			
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2120	Business Tax Accounting		3
ACCT 2130	Integrated Accounting Management System	ACCT 1105	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
BAFN 1100	Intro Banking and Finance		3
COLL 1000	College Success and Survival Skills		2
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1115	Leadership		3
SMBU 1120	Legal issues for Entrepreneurs		3
Accounting Degree			
Course #	**Electives**	**Prereqs**	**Credit Hours**
Accounting Electives			
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2120	Business Tax Accounting		3
ACCT 2130	Integrated Accounting Management System	ACCT 1105	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3

PROGRAMS OF STUDY – ELECTIVES

Occupational-Guided Electives			
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2120	Business Tax Accounting		3
ACCT 2130	Integrated Accounting Management System	ACCT 1105	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
BAFN 1100	Intro to Banking & Finance		3
COLL 1000	College Success and Survival Skills		2
ECON 2106	Microeconomics		3
MGMT 1100	Principles of Management		3
MGMT1105	Organizational Behavior		3
MGMT1115	Leadership		3
SMBU 1120	Legal issues for Entrepreneurs		3
MATH 1113	Pre-Calculus		3
MATH 1127	Intro to Statistics		3
SOCI 1101	Intro to Sociology		3
"Free" Elective (3 credit hrs)			
	Any TCSG course		

Air Conditioning Technology Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
AIRC 2070	Commercial Refrigeration Design	AIRC 1090	3
AIRC 2080	Commercial Refrigeration Application	AIRC 1090	3
AIRC 2090	Troubleshooting & Servicing	AIRC 1090	3
COLL 1000	College Success and Survival Skills		2

Applied Business Technology Diploma and Degree NOTE: Electives can be substituted for APBT - Field Based Course			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1100	Financial Accounting I		4
BUSN 1100	Introduction to Keyboarding		3
BUSN 1440	Document Production	BUSN 1100	4
BUSN 2160	Electronic Mail Applications	COMP 1000	2
BUSN 1410	Spreadsheet Concepts & Applications	COMP 1000	4
BUSN 1430	Desktop Publishing & Presentation Apps	COMP 1000	4
COLL 1000	College Success and Survival Skills		2
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1115	Leadership		3
MGMT 2125	Performance Management		3
MGMT 1120	Introduction to Business		3
SMBU 1100	Principles of Starting a Business		3
SMBU 1110	Financial Fundamentals for Entrepreneurs		3
SMBU 1120	Legal issues for Entrepreneurs		3

PROGRAMS OF STUDY – ELECTIVES

Banking and Finance TCC			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1105	Financial Accounting II	ACCT 1100	4
ACCT 1130	Payroll Accounting	ACCT 1100	3
BUSN 1400	Word Processing Applications	COMP 1000	4
BAFN 1115	Personal Financial Planning		3
COLL 1000	College Success and Survival Skills		2
Business Admin Tech Diploma			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1105	Financial Accounting II	ACCT 1100	4
ACCT 1115	Computerized Accounting		3
ACCT 1125	Individual Tax Accounting		3
ACCT 1130	Payroll Accounting	ACCT 1100	3
ACCT 2145	Personal Finance		3
ACCT 2140	Legal Environment of Business		3
BAFN 1100	Intro to Banking & Finance		3
BUSN 1100	Intro to Keyboarding		3
BUSN 1240	Office Procedures	COMP 1000	3
BUSN 1300	Intro to Business		3
BUSN 1410	Spreadsheet Concepts & Applications	COMP 1000	4
BUSN 1420	Database Applications	COMP 1000	4
BUSN 1430	Desktop Publishing & Presentation Apps	COMP 1000	4
BUSN 2240	Bus Admin Assistant Internship I		4
BUSN 2250	Bus Admin Assistant Internship II		6
BUSN 2380	Med Admin Assistant Internship I		4
BUSN 2390	Med Admin Assistant Internship II		6
COLL 1000	College Success and Survival Skills		2
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1125	Business Ethics		3
Business Admin Tech Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1105	Financial Accounting II	ACCT 1100	4
ACCT 1115	Computerized Accounting		3
ACCT 1125	Individual Tax Accounting		3
ACCT 1130	Payroll Accounting	ACCT 1100	3
ACCT 2145	Personal Finance		3
ACCT 2140	Legal Environment of Business		3
BAFN 1100	Intro to Banking & Finance		3
BUSN 1100	Intro to Keyboarding		3
BUSN 1300	Intro to Business		3
BUSN 1410	Spreadsheet Concepts & Applications	COMP 1000	4
BUSN 1420	Database Applications	COMP 1000	4

BUSN 1430	Desktop Publishing & Presentation Apps	COMP 1000	4
BUSN 2240	Bus Admin Assistant Internship I		4
BUSN 2250	Bus Admin Assistant Internship II		6
BUSN 2380	Med Admin Assistant Internship I		4
BUSN 2390	Med Admin Assistant Internship II		6
COLL 1000	College Success and Survival Skills		2
ECON 2106	Microeconomics		3
MATH 1113	Pre-Calculus		3
MATH 1127	Intro to Statistics		3
MGMT 1105	Organizational Behavior		3
MGMT 1125	Business Ethics		3
CNC Technology Diploma			
COLL 1000	College Success and Survival Skills		2
MCHT 1520	Industrial Machine Applications	MCHT 1011	3
All AMCA courses			
Medical Front Office Assistant TCC			
ALHS 1010	Intro to Anatomy & Physiology		
ALHS 1011	Anatomy & Physiology		5
BUSN 1100	Intro to Keyboarding		3
BUSN 1410	Spreadsheet Concepts & Applications	COMP 1000	4
BUSN 1420	Database Applications	COMP 1000	4
COLL 1000	College Success and Survival Skills		2
MGMT 1125	Business Ethics		3
MS Office Applications Professional TCC			
BUSN 1100	Intro to Keyboarding		3
BUSN 1300	Intro to Business		3
COLL 1000	College Success and Survival Skills		2
MGMT 1125	Business Ethics		3
Networking Specialist Diploma and Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
All CIST courses			
COLL 1000	College Success and Survival Skills		2
Criminal Justice Tech Diploma			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
COLL 1000	College Success and Survival Skills		2
CRJU 1021	Private Security		3
CRJU 1043	Probation and Parole		3
CRJU 1062	Methods of Criminal Investigation		3
CRJU 1063	Crime Scene Processing		3
CRJU 1075	Report Writing		3
CRJU 2060	Criminology	CRJU 1040	3
CRJU 2201	Criminal Courts	CRJU 1010	3
ESCI 1060	Survey of Environmental Law		3
MGMT 1115	Leadership		3
MGMT 2125	Performance Management		3
SMBU 1120	Legal issues for Entrepreneurs		3

PROGRAMS OF STUDY – ELECTIVES

Criminal Justice Tech Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
COLL 1000	College Success and Survival Skills		2
CRJU 1021	Private Security		3
CRJU 1043	Probation and Parole		3
CRJU 1062	Methods of Criminal Investigation		3
CRJU 1063	Crime Scene Processing		3
CRJU 1075	Report Writing		3
CRJU 2060	Criminology	CRJU 1040	3
CRJU 2201	Criminal Courts	CRJU 1010	3
ESCI 1060	Survey of Environmental Law		3
MGMT 1115	Leadership		3
MGMT 2125	Performance Management		3
SOCI 1101	Intro to Sociology		3
SPCH 1101	Public Speaking		3
SMBU 1120	Legal issues for Entrepreneurs		3
Culinary Arts Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
COLL 1000	College Success and Survival Skills		2
MGMT 1115	Leadership		3
SMBU 1100	Principles of Starting a Business		3
SMBU 1110	Financial Fundamentals of Entrepreneurs		3
SMBU 1120	Legal issues for Entrepreneurs		3
Horticulture Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1100	Principles of Accounting I		4
COLL 1000	College Success and Survival Skills		2
ESCI 1060	Survey of Environmental Law		3
ESCI 2030	Forest Stream & Wetland Ecology		3
FORS 1030	Dendrology		3
HORT 1250	Plant Production and Propagation	HORT 1030 or 1050	3
MGMT 1115	Leadership		3
MGMT 2125	Performance Management		3
SMBU 1100	Principles of Starting a Business		3
SMBU 1110	Financial Fundamentals for Entrepreneurs		3
SMBU 1120	Legal Issues for Entrepreneurs		3
GCMT 1030	Golf Course Management		3
GCMT 1070	Special Topics in Turf		3
WELD 1000	Intro to Welding Technology		3
All HORT courses			

PROGRAMS OF STUDY – ELECTIVES

Environmental Technology Degree			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
CHEM 1212	Chemistry II	CHEM 1211&1211L	3
COLL 1000	College Success and Survival Skills		2
FORS 1030	Dendrology		3
HORT 1080	Pest Management		3
HORT 1700	Large Equipment Operations		3
HORT 1040	Horticulture Construction		3
HORT 1500	Small Gas Engine Repair & Maintenance		3
CRJU 1010	Intro to Criminal Justice		3
All ESCI Courses			
Machine Tool Technology Diploma			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
COLL 1000	College Success and Survival Skills		2
MCHT 1520	Industrial Machine Applications	MCHT 1011	3
All AMCA courses			
Turf and Golf Course Management Diploma and Degree Turfgrass Technician TCC			
Course #	**Course Title**	**Prereqs**	**Credit Hours**
ACCT 1100	Financial Accounting I		4
COLL 1000	College Success and Survival Skills		2
HORT 1010	Woody Ornamental Plant Identification		3
HORT 1020	Herbaceous Plant Identification		3
HORT 1120	Landscape Management		3
HORT 1140	Horticulture Business Management		3
HORT 1440	Landscape Grading and Drainage		3
HORT 2500	Specialty Landscape Construction		3
ESCI 1020	Introduction to GIS	COMP 1000	3
ESCI 1060	Survey of Environmental Law		3
ESCI 1080	Survey of Environmental Ethics		3
ESCI 2030	Forest Stream & Wetland Ecology		3
ESCI 2120	Quantitative Field Sampling & Analysis		4
FORS 1030	Dendrology		3
MGMT 1115	Leadership		3
MGMT 2125	Performance Management		3
SMBU 1100	Principles of Starting a Business		3
SMBU 1110	Financial Fundamentals for Entrepreneurs		3
SMBU 1120	Legal Issues for Entrepreneurs		3
WELD 1000	Introduction to Welding		3
ALL GCMT courses			

Course Descriptions

Opposite each course title are printed three code numbers, such as 4-2-5. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the semester hours of credit awarded for the successful completion of the course.

Learning support courses are numbered 0090 through 0099. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses.

ACCT 1100 – FINANCIAL ACCOUNTING I (3-2-4)
Prerequisite: 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 (3-2-4)
Prerequisite: ACCT 1100; Instructor Approval for Provisional Students
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 1110 – MANAGERIAL ACCOUNTING (2-2-3)
Prerequisite: 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 1115 – COMPUTERIZED ACCOUNTING (1-4-3)
Prerequisites: ACCT 1100, COMP 1000
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 (2-4-4)
Prerequisite: 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 (2-2-3)
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 (2-2-3)
Prerequisite: 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 2100 – ACCOUNTING INTERNSHIP I (0-12-4)
Prerequisites: 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 2105 – ACCOUNTING INTERNSHIP II (0-24-8)
Prerequisites: 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 full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars, and/or other projects as required by the instructor.

ACCT 2120 – BUSINESS TAX ACCOUNTING (2-2-3)
Provides instruction for preparation of both state and federal partnership, corporation, and other business tax returns. Topics include organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2130 – INTEGRATED ACCOUNTING MANAGEMENT SYSTEMS (2-2-3)
Prerequisites: ACCT 1105, ACCT 1115, ACCT 1120
Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2135 – INTRODUCTION TO GOVERNMENTAL AND NONPROFIT ACCOUNTING (3-0-3)
Prerequisite: ACCT 1105
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

ACCT 2140 – LEGAL ENVIRONMENT OF BUSINESS (3-0-3)
Prerequisite: Program Admission
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 (3-0-3)
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 2150 – PRINCIPLES OF AUDITING (3-0-3)
Prerequisite: ACCT 1105
Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics, and legal liability. Students learn about the technology of auditing, evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally, procedures related to attest engagements and internal auditing are reviewed.

ACCT 2155 – PRINCIPLES OF FRAUD EXAMINATION (3-0-3)
Prerequisite: Program Admission
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 (4-1-4)
Prerequisite: Provisional Admission
This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 – AUTOMOBILE COMPONENT REPAIR AND REPLACEMENT (2-5-4)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 – FOUNDATIONS OF COLLISION REPAIR (2-7-5)
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 (2-4-4)
Prerequisite: Program Admission
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 1018 – MECHANICAL AND ELECTRICAL SYSTEMS (2-4-4)
Prerequisite: Program Admission
This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2000 – INTRODUCTION TO REFINISHING (1-9-5)
Prerequisite: Provisional Admission
This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.

ACRP 2005 – FUNDAMENTALS OF REFINISHING I (2-6-5)
Prerequisite: Program Admission
The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

ACRP 2008 – FUNDAMENTALS OF REFINISHING II (1-5-3)
This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.

ACRP 2009 – REFINISHING INTERNSHIP (0-9-3)
Prerequisite: 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 2010 – MAJOR COLLISION REPAIR (3-4-5)
Prerequisite: ACRP 1000
This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.

ACRP 2015 – MAJOR COLLISION REPLACEMENTS (3-4-5)
Prerequisite: ACRP 1000
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 (0-9-3)
Prerequisite: ACRP 1000
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.

AIRC 1005 – REFRIGERATION FUNDAMENTALS (3-3-4)
Prerequisite: Provisional Admission
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 (3-3-4)
Pre/Corequisite: AIRC 1005
This course introduces the student to basic refrigeration system principles and practices and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, reclamation, evacuation, charging, and safety.

AIRC 1020 – REFRIGERATION SYSTEMS COMPONENTS (3-3-4)
Pre/Corequisite: AIRC 1005
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 (3-3-4)
Prerequisite: Provisional Admission
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 (3-3-4)
Pre/Corequisite: 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 (3-3-4)
Pre/Corequisite: AIRC 1030
Provides instruction in identifying, installing, and testing commonly-used electrical components in an air conditioning system. Topics include pressure switches, transformers, other commonly-used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 – AIR CONDITIONING SYSTEMS APPLICATION AND INSTALLATION (3-3-4)
Pre/Corequisites: AIRC 1010, AIRC 1030
Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 – GAS HEAT (3-3-4)
Pre/Corequisite: AIRC 1030
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 – HEAT PUMPS AND RELATED SYSTEMS (3-3-4)
Pre/Corequisites: 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, valves, and troubleshooting techniques.

AIRC 1090 – TROUBLESHOOTING AIR CONDITIONING SYSTEMS (3-3-4)
Pre/Corequisites: AIRC 1010, AIRC 1030
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 2070 – COMMERCIAL REFRIGERATION DESIGN (2-2-3)
Pre/Corequisite: AIRC 1090
Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080 – COMMERCIAL REFRIGERATION APPLICATION (3-4-5)
Pre/Corequisite: AIRC 1090
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include equipment application, installation procedures, cycle controls, energy management, and safety.

AIRC 2090 – TROUBLESHOOTING AND SERVICING COMMERCIAL REFRIGERATION (2-2-3)
Pre/Corequisite: AIRC 1090
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include system clearing, troubleshooting procedures, replacement of components, and safety.

ALHS 1011 – ANATOMY AND PHYSIOLOGY (5-0-5)
Prerequisite: Regular 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 (2-3-3)
Prerequisite: 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, and infection control/blood and air-borne pathogens.

ALHS 1060 – DIET AND NUTRITION FOR ALLIED HEALTH SCIENCES (2-0-2)
Prerequisite: 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.

ALHS 1090 – MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES (2-0-2)
Prerequisite: 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 (1-5-3)
Pre/Corequisites: MCHT 1011, MCHT 1012, MCHT 1013
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 (3-4-5)
Pre/Corequisite: AMCA 2110
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, program run, and editing of programs.

AMCA 2150 – CNC LATHE MANUAL PROGRAMMING (3-4-5)
Pre/Corequisite: AMCA 2110
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include safety, calculations for programming, program codes and structure, program run, and editing of programs.

AMCA 2170 – CNC PRACTICAL APPLICATIONS (0-6-3)
Pre/Corequisites: AMCA 2110, AMCA 2130, AMCA 2150
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 (2-4-4)
Pre/Corequisite: AMCA 2110
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.

AMCA 2205 – DIE DESIGN I (2-8-5)
Prerequisites: MCHT 1011, MCHT 1015, MCHT 1017, MCHT 1119, MCH 1120
This course provides instruction in design, construction, selection, and safe use of dies required for mass production. Topics include die components, types of dies, types of presses, tool and die drafting, and related math.

AMCA 2210 – DIE CONSTRUCTION I (1-4-3)
Prerequisites: MCHT 1011, MCHT 1015, MCHT 1017, MCHT 1119, MCH 1120
Pre/Corequisite: AMCA 2205
This course provides practical application for theory and competency areas addressed in AMCA 2205, Die Design I. Students will be assigned the manufacture of punches and dies utilizing a variety of advanced machines. Topics include punches, dies, mounting die components, assembly and setup procedures, and safety.

AMCA 2230 – DIE DESIGN II (2-13-7)
Prerequisites: MCHT 1011, MCHT 1015, MCHT 1017, MCHT 1119, MCH 1120
Pre/Corequisites: AMCA 2205, AMCA 2210
This course provides a continuation of AMCA 2205, Die Design I. More advanced theory and projects will be presented. Topics include related formulas, calculation of bends, draw die calculations, fasteners, spring selection, and tool and die design.

AMCA 2240 – DIE CONSTRUCTION II (1-5-3)
Prerequisites: MCHT 1011, MCHT 1015, MCHT 1017, MCHT 1119, MCH 1120
Pre/Corequisites: AMCA 2205, AMCA 2210, AMCA 2230
Provides practical application of theory and competencies in AMCA 2230. Topics include application of related formulas, calculations and manufacture of bends, draw die manufacture, manufacture of fasteners, spring selection, and safety.

APBT 2101 – APPLIED BUSINESS TECHNOLOGY FIELD EXPERIENCE/INTERNSHIP I (0-9-3)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills, application of organization and/or product knowledge, application of safety and security within the job setting, use of proper interpersonal skills, and professional development.

APBT 2102 – APPLIED BUSINESS TECHNOLOGY FIELD EXPERIENCE/INTERNSHIP II (0-9-3)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills, application of organization and/or product knowledge, application of safety and security within the job setting, use of proper interpersonal skills, and professional development.

APBT 2103 – APPLIED BUSINESS TECHNOLOGY FIELD EXPERIENCE/INTERNSHIP III (0-9-3)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills, application of organization and/or product knowledge, application of safety and security within the job setting, use of proper interpersonal skills, and professional development.

APBT 2104 – APPLIED BUSINESS TECHNOLOGY FIELD EXPERIENCE/INTERNSHIP IV (0-9-3)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills, application of organization and/or product knowledge, application of safety and security within the job setting, use of proper interpersonal skills, and professional development.

ARTS 1101 – ART APPRECIATION (3-0-3) (degree level)
Pre/Corequisite: ENGL 1101
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.

AUTT 1010 – AUTOMOTIVE TECHNOLOGY INTRODUCTION (1-2-2)
Prerequisite: Provisional Admission
Corequisite: AUTT 1020
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 1020 – AUTOMOTIVE ELECTRICAL SYSTEMS (2-14-7)
Corequisite: AUTT 1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1030 – AUTOMOTIVE BRAKE SYSTEMS (2-5-4)
Pre/Corequisites: AUTT 1010, AUTT 1020
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 – AUTOMOTIVE ENGINE PERFORMANCE (2-13-7)
Pre/Corequisite: AUTT 1020
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, and other related engine service.

AUTT 1050 – AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS (1-7-4)
Pre/Corequisite: AUTT 1010
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; and wheel and tire diagnosis and repair.

AUTT 1060 – AUTOMOTIVE CLIMATE CONTROL SYSTEMS (3-4-5)
Prerequisite: AUTT 1020
Introduces the theory and operation of automotive heating and air conditioning systems. 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; and refrigerant recovery, recycling, and handling.

AUTT 1070 – AUTOMOTIVE TECHNOLOGY INTERNSHIP (0-12-4)
Prerequisites: AUTT 1010, AUTT 1020, 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 (2-10-6)
Pre/Corequisite: 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; and lubrication and cooling systems diagnosis and repair.

AUTT 2020 – AUTOMOTIVE MANUAL DRIVE TRAIN AND AXLES (2-5-4)
Pre/Corequisite: 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 drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair, ring and pinion gears and differential case assembly, limited slip differential, drive axle shaft, and four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis, and service are included. Electronic controls related to transmission/ transaxles operation are discussed. Topics include clutch diagnosis and repair and transmission/transaxles diagnosis and repair.

AUTT 2030 – AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANSAXLES (2-7-5)
Prerequisite: AUTT 1020
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.

BAFN 1100 – INTRODUCTION TO BANKING AND FINANCE (3-0-3)
Introduces the student to the history, documents, and operational functions of the banking industry.

BIOL 1111 – BIOLOGY I (3-0-3) (degree level)
Prerequisite: Regular Admission
Corequisite: 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, and biotechnology.

BIOL 1111L – BIOLOGY LAB I (0-3-1) (degree level)
Prerequisite: Regular Admission
Corequisite: BIOL 1111
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

BIOL 1112 – BIOLOGY II (3-0-3) (degree level)
Prerequisites: BIOL 1111, BIOL 1111L
Corequisite: BIOL 1112L
Provides an introduction to basic evolutionary concepts. Also, the course emphasizes 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 principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L – BIOLOGY LAB II (0-3-1) (degree level)
Prerequisites: BIOL 1111, BIOL 1111L
Corequisite: BIOL 1112
Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 2113 – ANATOMY AND PHYSIOLOGY I (3-0-3) (degree level)
Prerequisite: Regular Admission
Corequisite: BIOL 2113L
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 LAB I (0-3-1) (degree level)
Prerequisite: Regular Admission
Corequisite: BIOL 2113
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 (3-0-3) (degree level)
Prerequisites: BIOL 2113, BIOL 2113L
Corequisite: 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 LAB II (0-3-1) (degree level)
Prerequisites: BIOL 2113, BIOL 2113L
Corequisite: 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 (3-0-3) (degree level)
Prerequisites: BIOL 2113 and BIOL 2113L; or BIOL 1111 and BIOL 1111L
Corequisite: 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 (0-3-1) (degree level)
Prerequisites: BIOL 2113 and BIOL 2113L; or BIOL 1111 and BIOL 1111L
Corequisite: 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.

BUSN 1100 – INTRODUCTION TO KEYBOARDING (1-4-3)
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 – DIGITAL TECHNOLOGIES IN BUSINESS (1-2-2)
Prerequisite: 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 (1-4-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 (2-4-4)
Prerequisite: 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, and sharing and securing content.

BUSN 1410 – SPREADSHEET CONCEPTS AND APPLICATIONS (2-4-4)
Prerequisite: 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 (2-4-4)
Prerequisite: 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 (2-4-4)
Prerequisite: 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 (1-6-4)
Prerequisite: BUSN 1100 or the ability to key 25 gross words a minute
Pre/Corequisite: 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 2160 – ELECTRONIC MAIL APPLICATIONS (1-2-2)
Prerequisite: 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 (1-4-3)
Prerequisites: BUSN 1440; and ENGL 1010 or ENGL 1101
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 (3-2-4)
Prerequisite: 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 (1-4-3)
Prerequisites: BUSN 1240; BUSN 1400; BUSN 1410 or ACCT 1120; BUSN 1440; BUSN 2190; and BUSN 2200 or ACCT 1100
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 – BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-12-4)
Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses
Provides student work experience in a professional environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 – BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-18-6)
Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses
Provides student work experience in a professional environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 – MEDICAL TERMINOLOGY (2-0-2)
Prerequisite: 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 ADMINISTRATIVE ASST (3-0-3)
Prerequisite: Program Admission
Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include body structures, body functions, and medical terminology.

BUSN 2340 – MEDICAL ADMINISTRATIVE PROCEDURES (2-4-4)
Prerequisites: BUSN 2300 or ALHS 1090; BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; COMP 1000
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to medical administrative assisting, medical law, ethics, 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 2370 – MEDICAL OFFICE BILLING/CODING/INSURANCE (2-2-3)
Prerequisites: BUSN 2300 or ALHS 1090; BUSN 2310 or ALHS 1010 or ALHS 1011
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 2380 – MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-12-4)
Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses
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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2390 – MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-18-6)
Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses
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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

CHEM 1151 – SURVEY OF INORGANIC CHEMISTRY (3-0-3) (degree level)
Prerequisite: MATH 1101 or MATH 1111
Corequisite: 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 (0-3-1) (degree level)
Prerequisite: MATH 1101 or MATH 1111
Corequisite: 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 – SURVEY OF ORGANIC CHEMISTRY AND BIOCHEMISTRY (3-0-3) (degree level)
Prerequisites: CHEM 1151, CHEM 1151L
Corequisite: 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 (0-3-1) (degree level)
Prerequisites: CHEM 1151, CHEM 1151L
Corequisite: 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 (3-0-3) (degree level)
Prerequisite: MATH 1101 or MATH 1111
Corequisite: CHEM 1211L
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 1 (0-3-1) (degree level)
Prerequisite: MATH 1101 or MATH 1111
Corequisite: CHEM 1211
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.

CHEM 1212 – CHEMISTRY II (3-0-3) (degree level)
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212L
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CHEM 1212L – CHEMISTRY LAB II (0-3-1) (degree level)
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212
Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CIST 1001 – COMPUTER CONCEPTS (2-4-4)
Provides an overview of information systems, computers, and technology. Topics include information systems and technology terminology, computer history, data representation, data storage concepts, fundamentals of information processing, fundamentals of information security, information technology ethics, fundamentals of hardware operation, fundamentals of networking, fundamentals of the internet, fundamentals of software design concepts, fundamentals of software (system and application), system development methodology, computer number systems conversion (binary and hexadecimal), and mobile computing.

CIST 1122 – HARDWARE INSTALLATION AND MAINTENANCE (2-5-4)
Prerequisite: 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 (1-4-3)
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 1220 – STRUCTURED QUERY LANQUAGE (SQL) (2-4-4)
Prerequisites: CIST 1001, COMP 1000
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 (3-0-3)
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 1401 – COMPUTER NETWORKING FUNDAMENTALS (2-4-4)
Prerequisite: 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 (2-2-3)
Prerequisite: CIST 1305
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 – SCRIPTING TECHNOLOGIES (2-2-3)
Prerequisite: CIST 1510
Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting, and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 – WEB GRAPHICS I (2-2-3)
Prerequisite: Program Admission
Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography, and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 – WEB ANIMATION I (2-2-3)
Prerequisite: Program Admission
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling, and an introduction to scripting.

CIST 1601 – INFORMATION SECURITY FUNDAMENTALS (2-2-3)
This course provides a broad overview of information security. It covers terminology, history, and security systems development and implementation. Students will also cover the legal, ethical, and professional issues in information security.

CIST 2351 – PHP PROGRAMMING I (2-5-4)
Prerequisites: CIST 1305, CIST 1510
An introductory PHP programming course that teaches students how to create dynamic web sites. Topics include PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2361 – C++ PROGRAMMING I (2-5-4)
Prerequisite: CIST 1305
Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data, and developing programs.

CIST 2371 – JAVA PROGRAMMING I (2-5-4)
Prerequisite: CIST 1305
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2411 – MICROSOFT CLIENT (2-4-4)
Prerequisite: Program Admission
Provides the ability to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 – MICROSOFT SERVER DIRECTORY SERVICES (2-4-4)
Prerequisite: Program Admission
Provides students with knowledge and skills necessary to install, configure, manage, support, and administer Microsoft directory services.

CIST 2413 – MICROSOFT SERVER INFRASTRUCTURE (2-4-4)
Prerequisite: Program Admission
Provides students with knowledge and skills necessary to install, configure, manage, support, and administer Microsoft network infrastructure.

CIST 2414 – MICROSOFT SERVER ADMINISTRATOR (2-4-4)
Prerequisite: 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 2431 – UNIX/LINUX INTRODUCTION (2-4-4)
Prerequisite: Program Admission
This course 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 (2-4-4)
Prerequisite: Program Admission
This course 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 (2-4-4)
Prerequisite: CIST 2432
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 (2-4-4)
Prerequisite: CIST 2431
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 2510 – WEB TECHNOLOGIES (2-2-3)
Prerequisite: Program Admission
In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques, and database connectivity.

CIST 2531 – WEB GRAPHICS II (2-2-3)
Prerequisite: CIST 1530
Students will further explore how to use an industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation, as well as conditional scripting statements and arrays.

CIST 2550 – WEB DEVELOPMENT II (2-2-3)
Prerequisites: CIST 1220, CIST 1510, CIST 1520
Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2921 – IT ANALYSIS, DESIGN, AND PROJECT MANAGEMENT (2-5-4)
Prerequisite: CIST 1305
IT Analysis, Design, and Project Management 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 2950 – WEB SYSTEMS PROJECT (1-4-3)
Prerequisite: Program Instructor Approval
CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 – CIST INTERNSHIP I (0-9-3)
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. To attain additional internship credit hours, the student can take CIST 2992 (4 credit hours) and/or CIST 2993 (5 credit hours).

CLBT 1010 – INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY (1-5-3)
Prerequisite: 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.

CLBT 1030 – URINALYSIS/BODY FLUIDS (1-3-2)
Pre/Corequisites: 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.

CLBT 1040 – HEMATOLOGY/COAGULATION (3-6-5)
Pre/Corequisites: ALHS 1090, 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 dycrasias, safety and quality control, and process improvement.

CLBT 1050 – SEROLOGY/IMMUNOLOGY (2-3-3)
Pre/Corequisite: 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.

CLBT 1060 – IMMUNOHEMATOLOGY (3-5-5)
Prerequisite: 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.

CLBT 1070 – CLINICAL CHEMISTRY (3-5-5)
Prerequisites: BIOL 2114, BIOL 2114L
Pre/Corequisites: CHEM 1212, CHEM 1212L, CLBT 1010
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.

CLBT 1080 – MICROBIOLOGY (4-6-6)
Prerequisite: 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.

CLBT 2090 – CLINICAL PHLEBOTOMY, URINALYSIS, AND SEROLOGY PRACTICUM (0-9-3)
Prerequisites: 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.

CLBT 2100 – CLINICAL IMMUNOHEMATOLOGY PRACTICUM (0-12-4)
Prerequisite: CLBT 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.

CLBT 2110 – CLINICAL HEMATOLOGY/COAGULATION PRACTICUM (0-12-4)
Prerequisite: 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.

CLBT 2120 – CLINICAL MICROBIOLOGY PRACTICUM (0-12-4)
Prerequisite: 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.

CLBT 2130 – CLINICAL CHEMISTRY PRACTICUM (0-12-4)
Prerequisite: 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.

CLBT 2200 – CLT CERTIFICATION REVIEW (0-4-2)
Prerequisites: 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.

COLL 1000 – COLLEGE SUCCESS AND SURVIVAL SKILLS (2-0-2)
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, communication skills, and career exploration.

COMP 1000 – INTRODUCTION TO COMPUTERS (1-4-3)
Prerequisite: Provisional Admission
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 terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

COSM 1000 – INTRODUCTION TO COSMETOLOGY THEORY (4-0-4)
Prerequisite: Program Admission
Introduces both 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 (1-5-3)
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers and 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 (1-2-2)
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 (1-6-3)
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 (1-5-3)
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 (1-5-3)
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 (1-6-3)
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 AND ADVANCED TECHNIQUES (1-6-3)
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 – COSMETOLOGY PRACTICUM I (1-9-4)
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 permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 – COSMETOLOGY PRACTICUM II (1-9-4)
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; skin, scalp, and hair treatments; haircutting; clipper design, precision cutting; styling; dispensary; manicure/pedicure/advanced nail techniques; 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 – COSMETOLOGY PRACTICUM III (1-9-4)
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; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 – COSMETOLOGY PRACTICUM IV (1-9-4)
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 bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 – SALON MANAGEMENT (3-0-3)
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.

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 1062 – METHODS OF CRIMINAL INVESTIGATION (3-0-3)
Prerequisite: 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 (1-4-3)
Prerequisite: 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 1068 – CRIMINAL LAW FOR CRIMINAL JUSTICE (3-0-3)
Prerequisite: 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 1075 – REPORT WRITING (3-0-3)
Prerequisite: 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 AND CULTURAL PERSPECTIVES FOR CRIMINAL JUSTICE (3-0-3)
Prerequisite: Program Admission
This course provides an exploration of 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 (3-0-3)
Prerequisite: CRJU 1010
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 (3-0-3)
Prerequisite: CRJU 1010
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 (3-0-3)
Prerequisite: CRJU 1040
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 (3-0-3)
Prerequisite: CRJU 1010
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 (0-9-3)
Prerequisite: 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 EXTERNSHIP (0-9-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: CRJU 1010
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.

CTDL 1010 – FUNDAMENTALS OF COMMERCIAL DRIVING (3-0-3)
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.

CTDL 1020 – COMBINATION VEHICLE BASIC OPERATION AND RANGE WORK (1-2-2)
Corequisite: CTDL 1010
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 receive twelve (12) hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling/uncoupling.

CTDL 1030 – COMBINATION VEHICLE ADVANCED OPERATIONS (1-7-4)
Corequisite: CTDL 1020
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 receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: State law requires that whenever a combination vehicle is operated on public roads, an instructor must be present in the vehicle while the student is driving.

CUUL 1000 – FUNDAMENTALS OF CULINARY ARTS (3-2-4)
Pre/Corequisite: MATH 1012
Provides an overview of the professionalism in culinary arts, culinary career opportunities, chef history, pride, and esprit de corps. Introduces principles and practices necessary to include food, supply, and equipment selection; procurement; receiving; storage; and distribution. Topics include cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 – CULINARY SAFETY AND SANITATION (2-5-4)
Prerequisite: Provisional Admission
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, O.S.H.A., M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1120 – PRINCIPLES OF COOKING (2-5-4)
Pre/Corequisite: CUUL 1110
This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1129 – FUNDAMENTALS OF RESTAURANT OPERATIONS (2-5-4)
Prerequisite: CUUL 1120
Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

CUUL 1220 – BAKING PRINCIPLES (2-5-4)
Prerequisite: CUUL 1120
Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles; science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods; baking sanitation and hygiene; baking supplies; and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 – GARDE MANGER (1-8-4)
Prerequisite: CUUL 1120
Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

CUUL 1370 – CULINARY NUTRITION AND MENU DEVELOPMENT (2-5-4)
Prerequisite: CUUL 1120
This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 2130 – CULINARY PRACTICUM AND LEADERSHIP (2-12-6)
Prerequisites: CUUL 1220, CUUL 1320
This course familiarizes the student with the principles and methods of sound leadership and decision-making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise catering/food service business, supervisory training and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision-making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUUL 2140 – ADVANCED BAKING AND INTERNATIONAL CUISINE (2-10-6)
Prerequisites: CUUL 1220, CUUL 1320
This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery, and nutrition. Laboratory practice parallels class work. Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUUL 2160 – CONTEMPORARY CUISINE (1-8-4)
Prerequisites: CUUL 1220, CUUL 1320
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

DFTG 2010 – ENGINEERING GRAPHICS (2-5-4)
Covers the basics of computer terminology, input and output devices, file formatting, and 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 (1-6-3)
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, and 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.

ECCE 1101 – INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION (3-0-3)
Prerequisite: 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; and licensing, accreditation, and credentialing.

ECCE 1103 – CHILD GROWTH AND DEVELOPMENT (3-0-3)
Prerequisite: 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 (2-2-3)
Prerequisite: 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 (2-2-3)
Pre/Corequisite: 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 CHILDREN (2-2-3)
Prerequisite: 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 2115 – LANGUAGE AND LITERACY (2-2-3)
Pre/Corequisite: 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 (2-2-3)
Pre/Corequisite: 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 (3-0-3)
Prerequisite: 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.

ECET 1101 – CIRCUIT ANALYSIS I (3-3-4)
Pre/Corequisites: ENGT 1000, MATH 1111
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependant sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 – DIGITAL SYSTEMS I (3-3-4)
Prerequisite: ENGT 1000
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

ECET 2101 – CIRCUIT ANALYSIS II (3-3-4)
Prerequisites: ECET 1101, MATH 1111
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2120 – ELECTRONIC CIRCUITS I (3-3-4)
Prerequisite: ECET 2101
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting, and circuit simulation using P-SPICE.

ECON 1101 – PRINCIPLES OF ECONOMICS (3-0-3) (degree level)
Prerequisite: Regular Admission
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 2106 – MICROECONOMICS (3-0-3) (degree level)
Prerequisite: Regular Admission
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 1800 – ELECTRICAL LINEWORKER ORGANIZATION PRINCIPLES (3-0-3)
Prerequisite: Program Admission
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 (2-0-2)
Prerequisite: Program Admission
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 (2-0-2)
Prerequisite: Program Admission
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 (2-9-5)
Prerequisite: Program Admission
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.

ELTR 1020 – ELECTRICAL SYSTEMS BASICS I (2-2-3)
Corequisite: IDFC 1011
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 (2-2-3)
Prerequisite: Provisional Admission
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 (4-3-5)
Corequisite: ELTR 1090
This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

ELTR 1090 – COMMERCIAL WIRING II (4-3-5)
Corequisite: ELTR 1080
This course is a continuation of the study in commercial wiring practices and procedures. Topics include transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

ELTR 1110 – ELECTRIC MOTORS (3-3-4)
Corequisites: ELTR 1120, ELTR 1180
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 (1-3-2)
Corequisites: ELTR 1110, ELTR 1180
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 (2-3-3)
Corequisites: ELTR 1110, ELTR 1120
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, operation and 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 (2-5-4)
Corequisite: ELTR 1210
Introduces residential wiring practices and procedures. Topics include residential circuits; print reading; National Electrical Code; wiring materials; determining the required number and location of lighting/receptacles and small appliance circuits; wiring methods (size and type conductors, box fill calculations, and voltage drop); switch control of luminaries; receptacle installation including bonding; GFCI and AFCI circuits; special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps; and sizing OCPDs (circuit breakers and fuses).

ELTR 1210 – RESIDENTIAL WIRING II (3-3-4)
Corequisite: ELTR 1205
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include residential single-family service calculations, residential two-family service calculations, load balancing, sub panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELTR 1520 – GROUNDING AND BONDING (1-2-2)
Prerequisite: Provisional Admission
Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

ELTR 1525 – PHOTOVOLTAIC SYSTEMS (3-4-5)
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 – CONDUIT SIZING (1-3-2)
Prerequisite: Program Admission
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 AND PROFESSIONAL DEVELOPMENT (2-0-2)
(Basic Skills – non-degree level)
Prerequisite: Provisional Admission
Emphasizes human relations and professional development in today's rapidly-changing world that prepare 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.

EMSP 1110 – INTRODUCTION TO THE EMT PROFESSION (2-2-3)
Prerequisite: Program Admission
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital 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 AND PHARMACOLOGY (2-2-3)
Prerequisite: 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 (2-2-3)
Prerequisite: 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 (2-2-3)
Prerequisite: 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 (2-2-3)
Prerequisite: 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 (0-3-1)
Prerequisite: 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 1510 – ADVANCED CONCEPTS FOR THE AEMT (2-2-3)
Prerequisite: 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 (2-2-3)
Prerequisite: 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 THE AEMT (0-2-1)
Prerequisite: Program Admission
This course provides supervised clinical experience in various clinical settings. Topics include clinicals.

EMSP 1540 – CLINICAL AND PRACTICAL APPLICATIONS FOR THE AEMT (0-6-3)
Prerequisite: 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.

ENGL 0090 – LEARNING SUPPORT ENGLISH (3-0-3) (institutional credit only)
Emphasizes the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development.

ENGL 0097 – ENGLISH II (3-0-3) (Learning Support – institutional credit only)
Prerequisite: Appropriate Placement Test Score or ENGL 0096
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

ENGL 0098 – ENGLISH III (3-0-3) (Learning Support – institutional credit only)
Prerequisite: Appropriate Placement Test Score or ENGL 0097
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

ENGL 1010 – FUNDAMENTALS OF ENGLISH I (3-0-3) (Basic Skills – non-degree level)
Prerequisites: ENGL 0097 or Appropriate Writing (English) Placement Test Score; and READ 0097 or Appropriate Reading Placement Test Score
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 (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
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 (3-0-3) (degree level)
Prerequisite: ENGL 1101 with 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 – TECHNICAL COMMUNICATIONS (3-0-3) (degree level)
Prerequisite: ENGL 1101 with C or better
Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2130 – AMERICAN LITERATURE (3-0-3) (degree level)
Prerequisite: ENGL 1101 with 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 (2-3-3)
Prerequisite: Provisional Admission
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.

ESCI 1010 – OCCUPATIONAL SAFETY AND HEALTH REGULATIONS (3-0-3)
This course is designed to provide an overview of regulatory agencies involved in occupational health and safety and their functions in the enforcement of regulation and/or compliance of safety laws. Specific Georgia/OSHA laws will be discussed. Tools to effectively access the work place environment and strategies to achieve compliance and safety will be emphasized. Introduction of potential hazards and safety concerns will be reviewed.

ESCI 1020 – INTRODUCTION TO GIS (2-3-3)
Pre/Corequisite: COMP 1000
Introduction to the theory and applications of geospatial information technology. Topics include remote sensing, GPS data collection, GIS data types, editing GIS data, and spatial data analysis with emphasis on applications to natural resources.

ESCI 1060 – SURVEY OF ENVIRONMENTAL LAW (3-0-3)
This course is designed to examine in detail current practices, laws, and regulations pertaining to the management of both solid and hazardous wastes, air quality, water quality, and wildlife and fisheries. The student will gain an overview of the major U.S. environmental laws, their amendments, and the regulations that implement them. Major topics include Oil Pollution Act, Resource Conservation and Recovery Act, underground storage tanks, Toxic Substances Control Act, CERCLA/SUPERFUND, SARA/EPCRA, pesticides, Clean Air Act, Clean Water Act, Federal Aid in Wildlife Restoration Act (Pittman-Robertson), Federal Aid in Sport Fish Restoration Act (Dingell-Johnson), Migratory Bird Treaty Act, Lacy Act, Endangered Species Act, and CITIES.

ESCI 1080 – SURVEY OF ENVIRONMENTAL ETHICS (3-0-3)
This course examines the ethical dilemmas faced by human cultures throughout history in their use of land and natural resources. Topics will include the environmental ethics of game and wildlife management, natural resource use, water management, biological diversity, fisheries, ocean protection, and agriculture production. Discussions will focus on different perspectives of the environment and ways to resolve ethical disputes over land management and resource use, as well as professional societies and their impacts on environmental ethics.

ESCI 1130 – INTRODUCTION TO FISH AND WILDLIFE MANAGEMENT (3-0-3)
A discussion of the principles governing conservation and management of fish and wildlife resources and the interrelation of wildlife management and other forest uses. Topics include the history of fish and wildlife management; professional opportunities and responsibilities; fundamental ecological concepts of sound management; basic management concepts, procedures, and techniques; fundamentals of habitat management; people, public policy, and public relations.

ESCI 1220 – HYDROLOGY (3-0-3)
This course focuses on the conceptual understanding of hydrologic processes, aquifer and ground water systems, design and analysis of pipe and pump systems, knowledge of open channel flow analysis, instrumentation and measurements of flow properties, and applications of computer software for hydraulic system design. The physics of pipeline systems and pumps such as hydrostatic forces, hydrodynamics, conservation of mass and energy, and friction are discussed.

ESCI 1260 – WATER SUPPLY (3-0-3)
This course provides an overview of water resources planning and management including basic principles of hydrology and hydrogeology; the social, economic, and policy framework for water resources management; causes and resolutions of water resource conflicts; the application of environment criteria for water supply projects; regional water supply planning issues; and emerging technical and policy issues related to national, state, and local water resources management. Other topics include erosion, damage, land reclamation, and basic chemical principles of water and water pollution.

ESCI 2030 – FOREST, STREAM, AND WETLAND ECOLOGY (2-3-3)
This course evaluates forests, streams, rivers, and wetlands from an ecosystem perspective, including stream development, biological communities, ecological processes, and methods of assessment as applied to evaluation of common environmental problems.

ESCI 2060 – ADVANCED WILDLIFE MANAGEMENT (2-5-4)
An in-depth analysis of management principles and processes for wildlife and wildlife habitats. Evaluates wildlife physiology and its relationship to wildlife management. Topics include forested ecosystems; stand level management; habitat management for major game species of the southeast; habitat management for non-game and endangered species; management at the landscape level; plant species identification; and reproductive, genetic, and nutritional physiology.

ESCI 2070 – WILDLIFE DAMAGE (2-5-4)
Prerequisite: ESCI 1130
This course teaches the theory and practice of assessing and controlling damage done by wild and feral vertebrate animals. Topics include wildlife damage identification and assessment; the practical and biological basis for pest control; use of traps, toxicants, repellents, and exclusions; human-wildlife conflicts; and wildlife diseases.

ESCI 2080 – WILDLIFE TECHNIQUES (1-7-4)
Prerequisite: ESCI 1130
This course teaches techniques in wildlife management and research. Topics include experimental design and planning; species, sex, and age identification; indices of physiological and nutritional condition; population estimation, age structure, and sex ratio; capturing and handling wild animals; and radio telemetry.

ESCI 2105 – FISHERIES MANAGEMENT (2-5-4)
Prerequisite: ESCI 1130
This course teaches the science and management of fishery resources. Topics include basic principles for managing fish populations; economic, political, and social forces that influence management; methods of research and management; and farm pond, stream, and still water management.

ESCI 2110 – FISHERIES TECHNIQUES (2-5-4)
Prerequisite: ESCI 1130
This course teaches techniques for fisheries research and management. Topics include fish physiology; population dynamics and assessment; habitat restoration, enhancement, and modification; identification, life history, and environmental requirements of major commercial and sport fishes; and sampling techniques and equipment.

ESCI 2120 – QUANTITATIVE FIELD SAMPLING AND ANALYSIS (2-5-4)
This course instructs students in the process of data collection in the field. The focus is on field techniques in lentic and lotic aquatic habitat assessment, as well as wildlife habitat assessment techniques and methods. Students will also be familiarized with basic forest measurements, experimental design, and data analysis and statistics.

ESCI 2130 – AQUACULTURE (1-5-3)
This course is an introduction to and an investigation of aquaculture and aquaculture systems. Topics include types of aquaculture systems, species, water quality, feeding and nutrition, physiological aspects (reproduction and disease), harvesting, and hauling.

ESCI 2160 – ENVIRONMENTAL TOXICOLOGY (3-0-3)
This course focuses on the effects of environmental contaminants at the individual, population, and ecosystem level. Topics include toxicity test methods, environmental fate of contaminants, and the physiological and ecological effects of selected heavy metals, chlorinated organics, and pesticides.

ESCI 2170 – ENVIRONMENTAL TECHNOLOGY INTERNSHIP (0-9-3)
Prerequisite: Program Instructor Approval
The purpose of this internship is to reinforce skills learned in the program of study and allow students to practice in a workplace setting. Topics include work ethics, quality, productivity, appropriate work habits, and other applications of knowledge and skills.

FORS 1030 – DENDROLOGY (1-6-3)
Prerequisite: 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.

FRSC 1020 – BASIC FIREFIGHTER – EMERGENCY SERVICES FUNDAMENTALS (2-2-3)
Prerequisite: 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 will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service, whether with the fire station or on the fire ground. 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 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, and 6. NPQ - Hazardous Materials for First Responders Awareness Level. This course meets the requirements of 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 (3-4-5)
Prerequisite: 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 fire ground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fire ground 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 of 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 (1-4-3)
Prerequisite: FRSC 1030
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, and 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, and 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. This course meets the requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1141 – HAZARDOUS MATERIALS OPERATIONS (3-2-4)
Prerequisite: FRSC 1030
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.

GCMT 1010 – TURF SCIENCE (2-2-3)
Prerequisite: Provisional Admission
Identifies physiological characteristics of turf, turf varieties, nutrient availability/deficiency, respiration, and photosynthesis. Topics include turf physiology/structure, respiration, photosynthesis, turf identification, turf nutrition, and selection of appropriate turf for specific site.

GCMT 1020 – SOIL SCIENCE/FERTILITY (2-2-3)
Prerequisite: Provisional Admission
Provides information pertaining to soil formation, composition, and manipulation with emphasis on fertility. Topics include soil formation, chemical/physical properties, soil fertility, and soil testing.

GCMT 1030 – GOLF COURSE MANAGEMENT (2-2-3)
Prerequisite: Program Admission
Provides detailed instruction in the establishment, maintenance, management of a golf course, and course design. Topics include game of golf, course description/layout, management strategies, personnel management, and records/budget management.

GCMT 1040 – TURF DISEASES (3-0-3)
Prerequisite: Program Admission
Introduces the principles of turf diseases identification and management in fine turf areas. Topics include disease triangles, turf disease identification/management, and control methods.

GCMT 1050 – TURF INSECT/WEED CONTROL (2-2-3)
Prerequisite: Program Admission
Discusses the physiological characteristics, life cycles, and habitats of turf pests (insects and weeds) as well as possible management strategies. Topics include pest identification, pest management, chemical/physical/biological control methods, and integrated pest management systems.

GCMT 1060 – TURF AND GOLF COURSE MANAGEMENT INTERNSHIP (0-9-3)
Prerequisite: Program Instructor Approval
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job turf and golf course management applications that require practice and follow through. Topics include work ethics, skills, and attitudes; demands of the turf industry; turf business management; and labor supervision.

GCMT 1070 – SPECIAL TOPICS IN TURF (3-0-3)
Prerequisite: Program Instructor Approval
Emphasizes the benefits of turfgrass, turf and the environment, biocontrols, biostimulants, calibration, and communication. Topics include benefits of turfgrass, careers in turf, biostimulants, biocontrols, turf math, athletic field management, communication skills, and public speaking skills.

HECT 1000 – HEALTH CARE TECHNICIAN SKILLS (2-4-4)
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090
Provides an introduction to the health care techniques and skills needed to perform in a hospital and/or health care setting in the professional (ancillary) services areas. Provides an overview of the health care field, professional ethics and malpractice, certification and licensure, duties and responsibilities of the health care technician, review of safety, infection control, standard precautions, related anatomy and physiology, and related medical terminology. Also introduces blood collecting techniques, including complications, specimen processing, special collection techniques, electrocardiography techniques, point-of-care testing, basic patient care skills, and basic respiratory techniques.

HECT 1010 – HEALTH CARE TECHNICIAN PRACTICUM (0-21-7)
Prerequisite: HECT 1000
Pre/Corequisite: EMPL 1000
Provides work experience in a clinical setting. Emphasis is placed on practicing and enhancing skills learned in the HECT 1000 Health Care Technician Skills course. Topics include introduction to healthcare/hospital policies, procedures, and work ethics; performance of venipuncture, dermal puncture, point-of-care testing, electrocardiography (EKG), vital signs, basic respiratory skills, specimen transport and processing, use of computer information systems, collection of additional/other specimens, and use of standard precautions.

HIST 1111 – WORLD HISTORY I (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and 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 (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and 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 – U.S. HISTORY I (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and 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 – U.S. HISTORY II (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and 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 1000 – HORTICULTURE SCIENCE (2-2-3)
Prerequisite: Provisional Admission
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 ORNAMENTAL PLANT IDENTIFICATION (1-5-3)
Prerequisite: Program Admission
Provides the basis for a fundamental understanding of the taxonomy, identification, and cultural requirements of woody plants. Topics include introduction to woody plants, classification of woody plants, and woody plant identification and cultural requirements.

HORT 1020 – HERBACEOUS PLANT IDENTIFICATION (1-5-3)
Prerequisite: Program Admission
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 cultural requirements, and seasonal color management.

HORT 1030 – GREENHOUSE MANAGEMENT (1-5-3)
Prerequisite: Provisional Admission
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 (2-2-3)
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 1050 – NURSERY PRODUCTION AND MANAGEMENT (1-5-3)
Prerequisite: Provisional Admission
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 (1-5-3)
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 1080 – PEST MANAGEMENT (1-5-3)
Prerequisite: Provisional Admission
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 1120 – LANDSCAPE MANAGEMENT (1-5-3)
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 (1-5-3)
Prerequisite: Provisional Admission
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 (0-9-3)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

HORT 1160 – LANDSCAPING CONTRACTING (1-5-3)
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 1250 – PLANT PRODUCTION AND PROPAGATION (1-5-3)
Prerequisites: HORT 1030 or HORT 1050
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 (1-5-3)
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, and system design and installation.

HORT 1330 – TURFGRASS MANAGEMENT (1-5-3)
Prerequisite: Provisional Admission
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 (1-5-3)
Prerequisite: Program Admission
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 1430 – ADVANCED LANDSCAPE DESIGN (1-5-3)
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 (3-3-4)
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 1560 – COMPUTER-AIDED LANDSCAPE DESIGN (1-5-3)
Introduces computer-aided landscape design techniques 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 (3-0-3)
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 (1-4-3)
Prerequisite: Program Admission
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 1800 – URBAN LANDSCAPE ISSUES (1-5-3)
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 (1-5-3)
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.

IDFC 1007 – INDUSTRIAL SAFETY PROCEDURES (1-2-2)
Prerequisite: Provisional Admission
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 – DIRECT CURRENT I (2-2-3)
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.

IDSY 1100 – BASIC CIRCUIT ANALYSIS (3-6-5)
This course introduces direct current concepts and applications, alternating current 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; series, parallel, and simple combination circuits; inductance and capacitance; diodes and amplifiers; and semiconductor fundamentals.

IDSY 1110 – INDUSTRIAL MOTOR CONTROLS I (3-6-5)
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 1120 – BASIC INDUSTRIAL PLC'S (3-8-6)
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 1130 – INDUSTRIAL WIRING (2-6-4)
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 1170 – INDUSTRIAL MECHANICS (3-8-6)
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 1190 – FLUID POWER AND PIPING SYSTEMS (3-8-6)
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 1210 – INDUSTRIAL MOTOR CONTROLS II (3-6-5)
Pre/Corequisite: IDSY 1110
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 1220 – INTERMEDIATE INDUSTRIAL PLC'S (3-8-6)
Pre/Corequisite: IDSY 1120
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 (4-6-6)
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.

MAET 1000 – SAFETY, MARINE FUNDAMENTALS AND PRECISION MEASURING (5-3-6)
Prerequisite: Provisional Admission
Introduces basic concepts and practices necessary for safe and effective marine shop operation as well as the use of precision measuring instruments used to accurately check various engine, gearcase, and other components used in marine engines and accessories.

MAET 1020 – MARINE 2-STROKE ENGINE FUNDAMENTALS AND SERVICE (1-6-3)
Pre/Corequisite: MAET 1000
Introduces basic concepts of 2-stroke engine theory and service. Topics include marine 2-stroke engine fundamentals, power head servicing, and block repair methods.

MAET 1030 – MARINE 4-STROKE ENGINE FUNDAMENTALS AND SERVICING (1-6-3)
Pre/Corequisite: MAET 1000
Introduces basic concepts of 4-stroke engine theory and service. Topics include 4-stroke engine fundamentals, cylinder head and valve train servicing, short block servicing, and block repair methods.

MAET 1040 – MARINE ENGINE ELECTRICAL AND ELECTRONIC SYSTEMS (3-4-4)
Pre/Corequisite: MAET 1000
Introduces electromagnetic and electrical theory and their application to marine engine electrical and electronic systems. Topics include electromagnetic theory, electrical theory, test equipment, and Ohm's law.

MAET 1050 – MARINE ENGINE STARTING AND CHARGING SYSTEMS (1-2-2)
Pre/Corequisite: MAET 1040
Emphasizes the basic principles, diagnosis, service and repair of batteries, starting systems, starting system components, alternators, and regulators found on marine applications. Topics include battery applications and service, principles of starting and charging systems, starting system components, charging system components, recoil starter servicing, and diagnostic procedures.

MAET 1070 – MARINE ENGINE IGNITION SYSTEMS (1-6-3)
Pre/Corequisite: MAET 1040
Emphasizes the fundamental theory, diagnosis, repair, and service of conventional, electronic and computer controlled marine ignition systems. Topics include ignition system principles, ignition system components, diagnostic procedures, and performance analysis.

MAET 1080 – MARINE ENGINE FUEL SYSTEMS (1-3-2)
Pre/Corequisite: MAET 1000
Introduces fuel system theory, diagnosis, repair, and service for engines with carburetion systems. Topics include fuel types and additives, fuel system components, carburetor theory, oil injection systems, and diagnostic and service procedures.

MAET 1090 – MARINE ELECTRONIC FUEL INJECTION (1-6-3)
Pre/Corequisite: MAET 1000
Introduces the fundamental theory, diagnosis, repair, and service of electronic fuel injection systems. Topics include electronic fuel injection theory, electronic fuel injection components, and diagnostic and repair procedures.

MAET 1100 – MARINE ENGINE COOLING SYSTEMS (1-2-2)
Pre/Corequisite: MAET 1000
Emphasizes the basic principles, diagnosis, service, and repair of marine cooling systems. Topics include cooling system fundamentals, cooling system components, and diagnostics and servicing.

MAET 1120 – MARINE OUTDRIVES (2-4-4)
Pre/Corequisite: MAET 1000
Emphasizes the basic principles, diagnosis, service, and repair of marine outdrive and transom bracket assemblies. Topics include transom bracket servicing, upper gear case, and lower gear case.

MAET 1130 – MARINE OUTBOARD GEAR CASES (2-5-4)
Pre/Corequisite: MAET 1000
Introduces the basic principles, diagnosis, service, and repair of marine outboard gear cases. Topics include gear case fundamentals and gear case servicing.

MAET 1150 – MARINE ACCESSORIES (2-5-4)
Pre/Corequisite: MAET 1000
Emphasizes rigging, propping, and the basic principles, diagnosis, service, and repair of marine hydraulic trim and tilt systems. Topics include rigging, propping, outboard midsection servicing, hydraulic system fundamentals, and trim and tilt servicing.

MAET 2000 – MARINE ENGINE TECHNOLOGY PRACTICUM (0-3-1)
Pre/Corequisite: MAET 1000
This course allows students to practice tool room management, customer service, lab equipment maintenance, and live work in the marine technology lab. Controlling parts inventory and processing service repair orders are also skills that are enforced during this practicum.

MAST 1010 – LEGAL AND ETHICAL CONCERNS IN THE MEDICAL OFFICE (2-0-2)
Prerequisite: Program Admission
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 (2-5-4)
Prerequisites: MATH 1012, ALHS 1011, ALHS 1090
Introduces medication therapy with emphasis on safety; classification of medications, their actions, and 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 (3-2-4)
Prerequisite: BUSN 1440
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 (1-9-4)
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090
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 (1-9-4)
Prerequisites: ALHS 1011, ALHS 1090, MAST 1030, MAST 1080
Furthers 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, principles of IV administration, rehabilitative therapy procedures, principles of radiology safety, and maintenance of medication and immunization records.

MAST 1100 – MEDICAL INSURANCE MANAGEMENT (1-3-2)
Prerequisites: ALHS 1011, ALHS 1090, BUSN 1440, COMP 1000, ENGL 1010
Emphasizes essential skills required for the medical practice. Topics include managed care, reimbursement, and coding.

MAST 1110 – ADMINISTRATIVE PRACTICE MANAGEMENT (1-5-3)
Prerequisites: ALHS 1011, ALHS 1090, BUSN 1440, COMP 1000, ENGL 1010
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 PATHOLOGICAL CONDITIONS IN THE MEDICAL OFFICE (3-0-3)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010
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 (0-18-6)
Prerequisite: Completion of all required courses except 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 (3-0-3)
Prerequisite: Completion of all required courses except 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.

MAST 1510 – MEDICAL BILLING AND CODING I (1-2-2)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010
Pre/Corequisite: MAST 1120
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.

MAST 1520 – MEDICAL BILLING AND CODING II (1-4-3)
Prerequisite: MAST 1510
Continues development of skills and knowledge presented in MAST 1510, Medical Billing and Coding I, and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include medical records coding techniques, coding linkage and compliance, third-party reimbursement issues, and ethics in coding including fraud and abuse.

MAST 1530 – MEDICAL PROCEDURAL CODING (1-2-2)
Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010
Pre/Corequisite: MAST 1120
Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MATH 0090 – LEARNING SUPPORT MATHEMATICS (3-0-3) (institutional credit only)
Emphasizes in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics.

MATH 1012 – FOUNDATIONS OF MATHEMATICS (3-0-3) (Basic Skills – non-degree level)
Prerequisite: Appropriate Math Placement Test Score or MATH 0090
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, formula manipulation, technical applications, and basic statistics.

MATH 1013 – ALGEBRAIC CONCEPTS (3-0-3) (Basic Skills – non-degree level)
Prerequisite: Appropriate Algebra Placement Test Score or MATH 0090
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 1111 – COLLEGE ALGEBRA (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Algebra Placement Test Score
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 1113 – PRECALCULUS (3-0-3) (degree level)
Prerequisites: Regular Admission and Math 1111 with C or better
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 (3-0-3) (degree level)
Prerequisite: Appropriate Degree Level Algebra Placement Test Score
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 (3-2-4) (degree level)
Prerequisites: Regular Admission and MATH 1113 with 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.

MATH 1132 – CALCULUS II (3-2-4) (degree level)
Prerequisites: Regular Admission and MATH 1131 with C or better
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, polar graphs, and power series.

MCHT 1011 – INTRODUCTION TO MACHINE TOOL (2-4-4)
Prerequisite: Provisional Admission
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 1012 – BLUEPRINT FOR MACHINE TOOL (2-2-3)
Prerequisite: Provisional Admission
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 1013 – MACHINE TOOL MATH (2-3-3)
Prerequisites: Provisional Admission, MATH 1012
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 1015 – SURFACE GRINDER OPERATIONS (1-2-2)
Prerequisite: Provisional Admission
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1017 – CHARACTERISTICS OF METALS/HEAT TREATMENT I (2-2-3)
Prerequisite: Provisional Admission
Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles, and heat treatment of metals.

MCHT 1119 – LATHE OPERATIONS I (2-5-4)
Prerequisite: Provision Admission
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, and lathe setup and operations.

MCHT 1120 – MILL OPERATIONS I (2-5-4)
Prerequisite: Provisional Admission
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 (2-5-4)
Pre/Corequisite: MCHT 1119
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 (2-5-4)
Pre/Corequisite: MCHT 1120
Provides further instruction for students to develop skills in the use of milling machines. Topics include safety, advanced milling calculation, and advanced milling machine setup and operations.

MCHT 1520 – INDUSTRIAL MACHINE APPLICATIONS (0-6-3)
Prerequisite: MCHT 1011
Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include job planning, preparation for machining operations, and machining operations.

MCST 1000 – INTRODUCTION TO MOTORCYCLE TECHNOLOGY (2-4-4)
Prerequisite: 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 (3-7-6)
Prerequisite: MCST 1000
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 (4-5-6)
Prerequisite: MCST 1000
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 (3-3-4)
Prerequisite: MCST 1000
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 AND SUSPENSION SYSTEMS (3-3-4)
Pre/Corequisite: 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 1110 – MOTORCYCLE MAINTENANCE (3-4-5)
Prerequisite: 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 (3-5-5)
Prerequisites: MCST 1000, MCST 1010, MCST 1020, MCST 1030, MCST 1040
Pre/Corequisite: MCST 1110
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 2000 – MOTORCYCLE TECHNOLOGY INTERNSHIP (0-12-4)
Prerequisites: MCST 1000, MCST 1010, MCST 1020, MCST 1030, MCST 1040
Pre/Corequisites: MCST 1110, MCST 1120
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 insight into the work environment of a repair shop.

MEGT 1010 – MANUFACTURING PROCESSES (2-2-3)
Prerequisite: Program Admission
Pre/Corequisite: ENGT 1000
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 1321 – MACHINING AND WELDING (1-3-2)
Prerequisite: Program Admission
Corequisite: MEGT 1010
An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes, and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices, welding quality, use of cutting and grinding tools, introduction to welding terms and symbols, shielded metal arc welding (SMAW); gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), basic machining operations, and precision measuring instruments.

MGMT 1100 – PRINCIPLES OF MANAGEMENT (3-0-3)
Prerequisite: Provisional Admission
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 (3-0-3)
Prerequisite: 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 1115 – LEADERSHIP (3-0-3)
Prerequisite: 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, and the role of leadership in effecting change.

MGMT 1120 – INTRODUCTION TO BUSINESS (3-0-3)
Prerequisite: 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 (3-0-3)
Prerequisite: 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 2125 – PERFORMANCE MANAGEMENT (3-0-3)
Prerequisite: 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 2135 – MANAGEMENT COMMUNICATION TECHNIQUES (3-0-3)
Prerequisite: Provisional Admission
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include organizational/strategic communication, interpersonal communication, presentation techniques, presentation technology and applications, team/group communication, intercultural communication, external stakeholder communication, and using spreadsheet applications for business problem solving.

MGMT 2215 – TEAM PROJECT (3-0-3)
Prerequisite: Program Admission
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.

MKTG 1100 – PRINCIPLES OF MARKETING (3-0-3)
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 1161 – SERVICE INDUSTRY BUSINESS ENVIRONMENT (2-0-2)
This course introduces the learner to the service industry. Topics include an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKTG 1162 – CUSTOMER CONTACT SKILLS (3-2-4)
This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

MKTG 1163 – COMPUTER SKILLS FOR CUSTOMER SERVICE (1-2-2)
Provides students with the fundamentals of computer skills used in a customer service environment. Topics include introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to E-mail.

MKTG 1164 – BUSINESS SKILLS FOR THE CUSTOMER (2-0-2)
Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

MKTG 1165 – PERSONAL EFFECTIVENESS IN CUSTOMER SERVICE (1-0-1)
Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include personal wellness and stress management, positive image, and job interview skills.

MUSC 1101 – MUSIC APPRECIATION (3-0-3) (degree level)
Pre/Corequisite: ENGL 1101
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 (4-5-6)
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090
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, and 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 prevention and emergency preparedness; residents' rights; basic patient care skills; personal care skills; and restorative care.

PHAR 1000 – PHARMACEUTICAL CALCULATIONS (3-2-4)
Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012
Prerequisites (degree): ALHS 1090, ENGL 1101, MATH 1111
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 – PHARMACY TECHNOLOGY FUNDAMENTALS (2-2-3)
Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012
Prerequisites (degree): ALHS 1090, ENGL 1101, MATH 1111
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include safety, orientation to the pharmacy technology field, fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 – PRINCIPLES OF DISPENSING MEDICATIONS (3-3-4)
Prerequisites: PHAR 1000, PHAR 1010
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 – PRINCIPLES OF STERILE MEDICATION PREPARATION (3-3-4)
Prerequisites: PHAR 1000, PHAR 1010
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHAR 1040 – PHARMACOLOGY (4-0-4)
Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012
Prerequisites (degree): ALHS 1090, BIOL 2113, BIOL 2113L, ENGL 1101, MATH 1111
The course introduces the students to principles and knowledge about all classifications of medication. Topics include disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1050 – PHARMACY TECHNOLOGY PRACTICUM (0-15-5)
Prerequisites: PHAR 1000, PHAR 1010
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

PHAR 2060 – ADVANCED PHARMACY TECHNOLOGY PRINCIPLES (2-2-3)
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review, and pharmacology review.

PHAR 2070 – ADVANCED PHARMACY TECHNOLOGY PRACTICUM (0-15-5)
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050
Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PHOT 1102 – VISUAL THEORY I (1-5-3)
Prerequisite: Provisional Admission
Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical creative skills. Topics include photographic processes, technical skills, creative skills, black and white theory, equipment, and zone system.

PHOT 1103 – CAMERA TECHNIQUES I (1-5-3)
Prerequisite: Provisional Admission
Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include camera operation, exposure control, metering, lens manipulation, and large format operation.

PHOT 1104 – PHOTOGRAPHIC WORKSHOP I (1-6-3)
Prerequisite: Provisional Admission
Provides instruction in procedures used to produce color photographs. Skill development through laboratory practice and problem solving will be the emphasis of the course. Emphasis will be placed on skill development and completion of structured assignments. Topics include technical skill development, creative skill development, lighting, and equipment.

PHOT 1105 – DIGITAL IMAGING I (0-6-3)
Prerequisite: Provisional Admission
Introduces the photographic processes which use digital technology. Topics include photo digital technology history, digital processes in today's photography market, personal computer basics, introductory Photoshop software, and manipulation of digital photos into print formats.

PHOT 1122 – VISUAL THEORY II (1-5-3)
Prerequisites: PHOT 1102, PHOT 1103, PHOT 1105
Introduction to the theory information necessary for the photographic process with reference to color technologies. Topics include color recognition, color correction, color management, technical skills, creative skills, and equipment.

PHOT 1123 – CAMERA TECHNIQUES II (1-5-3)
Prerequisites: PHOT 1102, PHOT 1103
Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include digital SLR and medium format camera operation, exposure control, and metering.

PHOT 1124 – PHOTOGRAPHIC WORKSHOP II (0-5-2)
Prerequisite: PHOT 1104
Provides technical and creative experiences for the development of photographic skills. Completion of structured assignments is the emphasis of the course. Topics include studio skill development and laboratory skill development.

PHOT 1125 – MULTIMEDIA I (2-2-3)
Prerequisite: PHOT 1103
Provides instruction in the operational practices and procedures of electronic video equipment. Emphasizes relationship between linear and digital processes, the operation and maintenance of equipment, and management of people. Introduces techniques and methods of video production and presentation. Emphasizes production of an edited video presentation. Topics include automated equipment, workflow, formulating objectives, outlines, scripts, storyboards, titles, sound, programming, audience analysis, production planning, production, presentation, video preproduction, video production, and video presentation.

PHOT 1126 – PORTRAITURE I (1-5-3)
Prerequisites: PHOT 1102, PHOT 1103, PHOT 1105
Introduces techniques of lighting and posing as applied to professional portraiture. Emphasizes the use of controlled studio lighting and available light portraits. Topics include available light, studio lighting, posing techniques, portraiture lighting, and portraiture styles and techniques.

PHOT 2101 – PORTFOLIO I (0-5-2)
Prerequisites: PHOT 1122, PHOT 1123
The emphasis of the course is on understanding the portfolio and how to produce it. Topics include evaluation and planning, photographic image production, and presentation.

PHOT 2103 – COMMERCIAL I (1-5-3)
Prerequisites: PHOT 1105, PHOT 1123
Introduces the concepts and techniques applied in commercial and advertising photography. Emphasizes skill development through laboratory activities. Provides instruction in advanced commercial photography. Emphasizes skill development in the use of various commercial lighting and composition techniques. Topics include commercial lighting, camera techniques, exposure and metering, safety techniques, advertising principles, advanced commercial composition and lighting, and studio and location set rigging.

PHOT 2105 – DIGITAL IMAGING II (0-6-3)
Prerequisites: PHOT 1105
Introduces the student to advanced operations and techniques in the production of digitally imaged photographs. Through the use of the Adobe Photoshop program, students will learn a precise use of tools and filters in the manipulation and enhancement of their photographs. Plan, layout, and create multi-layered images. Become familiar with service bureau operations and visit a service bureau.

PHOT 2106 – PHOTOJOURNALISM (1-5-3)
Prerequisites: PHOT 1122, PHOT 1125
Introduces the written and photographic techniques of news, feature, and sports photojournalism for newspaper and magazine reproduction. Provides instruction on the history and development of photography. Topics include news coverage, feature photography, sports photography, equipment and techniques, documentary and essay work, ethics and laws of photojournalism, and use of multimedia.

PHOT 2121 – PORTFOLIO II (1-3-2)
Prerequisites: PHOT 2101, PHOT 2123
The emphasis of the course is on editing the portfolio of individual students directed toward a specific job and area of study. Stresses portfolio book, presentation, and visual images to secure photographic jobs in today's market. Topics include evaluation and planning, photographic image production, presentation, and portfolio show.

PHOT 2122 – PRACTICUM/INTERNSHIP (0-6-2)
Prerequisites (diploma): ENGL 1010, MATH 1012, PHOT 2106, PHOT 2123
Prerequisites (degree): ENGL 1101, MATH 1111, PHOT 2106, PHOT 2123
Provides an industry setting or simulated industry setting to allow students time for skill development and industry orientation. Topics include employability skills and photographic skills.

PHOT 2123 – COMMERCIAL II (1-5-3)
Prerequisite: PHOT 2103
Introduces advanced concepts and techniques applied in commercial and advanced photography. Emphasizes skill development in both interior and exterior photography. Topics include available lighting, artificial lighting, mixed lighting, use of filters, metering techniques, camera and lens selection, and location photography safety techniques.

PHOT 2125 – MULTIMEDIA II (1-2-2)
Prerequisite: PHOT 1125
Provides instruction in the creation and maintenance of online media, video production, and slide shows. Topics include creating a professional online presence, networking through social media outlets, creating and maintaining of blogs, creating multimedia projects for the internet, and professional practices for online presence longevity.

PHOT 2126 – PORTRAITURE II (1-5-3)
Prerequisite: PHOT 1126
Provides instruction in advanced studio portrait lighting. Emphasizes the photographer/subject relationship and the use of controlled studio lighting and available light portraits. Topics include studio lighting, advanced portraiture lighting, and advanced portraiture styles and techniques.

PHOT 2131 – PHOTOGRAPHIC BUSINESS MANAGEMENT (2-0-2)
Prerequisite: PHOT 2101
Provides instruction in the operational practices and procedures of a photography business. Topics include pricing procedures, business records, advertising/marketing/market-analysis, copyright regulations, business ethics, and self-promotion.

PHYS 1110 – CONCEPTUAL PHYSICS (3-0-3) (degree level)
Prerequisites: ENGL 1101; and MATH 1101 or MATH 1111
Corequisite: 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 (0-3-1) (degree level)
Prerequisites: ENGL 1101; and MATH 1101 or MATH 1111
Corequisite: 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 (3-0-3) (degree level)
Prerequisites: ENGL 1101; MATH 1112 or MATH 1113
Corequisite: 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 (0-3-1) (degree level)
Prerequisites: ENGL 1101; MATH 1112 or MATH 1113
Corequisite: 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 (3-0-3) (degree level)
Prerequisites: PHYS 1111, PHYS 1111L
Corequisite: 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 (0-3-1) (degree level)
Prerequisites: PHYS 1111, PHYS 1111L
Corequisite: 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 2010 – INTRODUCTION TO PHARMACOLOGY AND CLINICAL CALCULATIONS (1-3-2)
Prerequisites: ALHS 1011, ALHS 1060, COMP 1000, MATH 1012
Corequisites: PNSG 2030, PNSG 2035
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 (4-6-6)
Prerequisites: ALHS 1011, ALHS 1060, COMP 1000
Corequisites: PNSG 2010, 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; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 – NURSING FUNDAMENTALS CLINICAL (0-6-2)
Prerequisites: ALHS 1011, ALHS 1060, COMP 1000
Corequisites: PNSG 2010, 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.

PNSG 2210 – MEDICAL-SURGICAL NURSING I (4-0-4)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; 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, and hematological and immunological systems.

PNSG 2220 – MEDICAL-SURGICAL NURSING II (4-0-4)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 (4-0-4)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 (4-0-4)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 (3-0-3)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 (0-3-1)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 (0-6-2)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric 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, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2320 – MEDICAL-SURGICAL NURSING CLINICAL II (0-6-2)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric 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, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2330 – MEDICAL-SURGICAL NURSING CLINICAL III (0-6-2)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric 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, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2340 – MEDICAL-SURGICAL NURSING CLINICAL IV (0-6-2)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric 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, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2410 – NURSING LEADERSHIP (1-0-1)
Prerequisite: Program Admission
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 (0-6-2)
Prerequisites: PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240, PNSG 2250, PNSG 2255, PNSG 2310, PNSG 2320, PNSG 2330, PNSG 2340, 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.

PSYC 1010 – BASIC PSYCHOLOGY (3-0-3) (Basic Skills – non-degree level)
Prerequisite: Provisional Admission
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 treatment, stress and health, and social relations.

PSYC 1101 – INTRODUCTORY PSYCHOLOGY (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
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 (3-0-3) (degree level)
Prerequisite: 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.

READ 0090 – LEARNING SUPPORT READING (3-0-3) (institutional credit only)
Emphasizes the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0097 – READING II (3-0-3) (Learning Support – institutional credit only)
Prerequisite: Appropriate Reading Placement Test Score or READ 0096
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0098 – READING III (3-0-3) (Learning Support – institutional credit only)
Prerequisite: Appropriate Reading Placement Test Score or READ 0097
Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

SMBU 1100 – PRINCIPLES OF STARTING A BUSINESS (2-2-3)
This course introduces the fundamental concepts to discover some of the opportunities that self-employment offers in a way that emulates the free-thinking and self-motivated lifestyle of the entrepreneur. Topics include self-assessment, personality types, business selection, target markets, market trends, marketing, competition, capital needs, locations, selecting a legal structure, obtaining the correct permits and licenses, risk management, operation of a new business, and writing a business plan.

SMBU 1110 – FINANCIAL FUNDAMENTALS FOR ENTREPRENEURS (2-2-3)
This course introduces accounting and financial issues related to operating a small business to include finding a balance of cost-volume-profit, budgeting the operation of a business, how to maintain cash flow, financing a start-up business, and the necessary reporting for taxes and insurance.

SMBU 1120 – LEGAL ISSUES FOR ENTREPRENEURS (2-2-3)
This course introduces the law and its relationship to business. By combining legal theory with actual cases, students will discover practical answers to the dilemmas often faced by beginning entrepreneurs, thus saving time and money. Emphasis is placed on the legal system, contracts, property, ownership structures, employee relations, insurance, and financial issues.

SOCI 1101 – INTRODUCTION TO SOCIOLOGY (3-0-3) (degree level)
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
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.

SPCH 1101 – PUBLIC SPEAKING (3-0-3) (degree level)
Prerequisite: Regular Admission or ENGL 0098
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.

WELD 1000 – INTRODUCTION TO WELDING TECHNOLOGY (0-8-3)
Prerequisite: 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 CUTTING (1-6-3)
Pre/Corequisite: WELD 1000
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel 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 (2-3-3)
Prerequisite: MATH 1012
Pre/Corequisite: 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 WELDING (1-8-4)
Pre/Corequisite: 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 (0-10-4)
Pre/Corequisite: WELD 1040
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 (0-10-4)
Pre/Corequisite: WELD 1040
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 SHIELDED METAL ARC WELDING (1-8-4)
Pre/Corequisite: WELD 1040
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 (0-10-4)
Pre/Corequisite: 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 (2-5-4)
Pre/Corequisite: 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 (0-8-3)
Pre/Corequisites: WELD 1000, WELD 1090
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 for qualifications and job entry.

WELD 1150 – ADVANCED GAS TUNGSTEN ARC WELDING (0-8-3)
Prerequisite: WELD 1000
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 1152 – PIPE WELDING (1-6-3)
Prerequisite: Program Admission
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 1500 – WELDING AND JOINING TECHNOLOGY PRACTICUM/INTERNSHIP (0-9-3)
Pre/Corequisite: WELD 1000
Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands-on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

WELD 1570 – ADVANCED NUCLEAR PIPE WELDING (1-8-4)
Prerequisite: Program Admission
Pre/Corequisites: WELD 1150, WELD 1152
This course provides additional skills application to prepare students to work in the construction and pipe welding industry to include nuclear and/or fossil fuel power applications. Topics include advanced SMAW introduction, SMAW applications, advanced GTAW applications, GTAW applications, GTAW skill demonstration, and combination GTAW/SMAW proficiency.

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Faculty – Clarkesville Campus

The date in parenthesis after the name indicates the year of appointment to the North Georgia Technical College faculty.

ADAIR, Sandra (2007), ADULT EDUCATION; 16 years occupational experience; 7 years teaching experience; B.A. in Sociology, Piedmont College

ANDREWS, Tammy (2010), COSMETOLOGY; 29 years occupational experience; 8 years teaching experience; Diploma in Cosmetology, North Georgia Technical College; A.A.S. in Cosmetology, Gainesville State College; Licensed Master Cosmetologist

AYERS, Ronald (1996), DEPARTMENT CHAIR – INDUSTRIAL TECHNOLOGY AND TRANSPORTATION; WELDING AND JOINING TECHNOLOGY; 12 years occupational experience; 16 years teaching experience; Diploma in Welding and Joining Technology, North Georgia Technical College; Diploma in Machine Tool Technology, North Georgia Technical College; A.A.S. in Machine Tool Technology, Truett-McConnell College; B.A.S. in Technology Management, Gainesville State College; AWS Certified Welding Inspector; AWS Certified Welding Educator

BAKER, Amanda (2011), MEDICAL ASSISTING; 5 years occupational experience; 3 years teaching experience; Diploma in Medical Assisting, North Georgia Technical College; A.A.S. in Medical Assisting, Gainesville State College; Certified Medical Assistant

BAKER, Lynn (2011), PRACTICAL NURSING; 10 years occupational experience; 5 years teaching experience; A.A.S. in Nursing, Edison State Community College; B.S. in Nursing, Ohio Northern University

BENFIELD, Barry (2008), AIR CONDITIONING TECHNOLOGY; 25 years occupational experience; 4 years teaching experience; Diploma in Air Conditioning Technology, North Georgia Technical College; Conditioned Air Non-Restricted License; Universal Technician Certification; HVAC Excellence Certification

BIVINS, Christy (2006), PHARMACY TECHNOLOGY; 13 years occupational experience; 6 years teaching experience; B.S. in Pharmacy, University of Georgia; Licensed Pharmacist

BLACK, Marcia-Lynn (2011), COMPUTER INFORMATION SYSTEMS; 6 years occupational experience; 1 year teaching experience; B.S. in Business Administration with Major in Information Systems, Troy University; M.B.A. in Business Administration with Major in Information Systems, Troy University

BOHANNON, Stacie (2007), MEDICAL ASSISTING; 4 years occupational experience; 5 years teaching experience; Diploma in Medical Assisting, North Georgia Technical College; A.A.S. in Medical Assisting, Gainesville State College; Certified Medical Assistant

CULLIFER, Carol (1998), DEPARTMENT CHAIR – BUSINESS AND ENVIRONMENTAL SCIENCES; BUSINESS ADMINISTRATIVE TECHNOLOGY; 7 years occupational experience; 17 years teaching experience; B.S. in Business Education, Valdosta State University; M.Ed. in Business Education, Valdosta State University; Certified Microsoft Office User Specialist – Word and Excel

DINGLER, Nancy (1997), LEARNING SUPPORT – READING; 23 years teaching experience; B.A. in Psychology, West Georgia College; M.Ed. in Interrelated Program in Exceptional Children, University of Georgia

DOWNS, Debra (2011), MEDICAL ASSISTING; 7 years occupational experience; 7 years teaching experience; Diploma in Practical Nursing, Okefenokee Technical College; A.A.S. in Health, Okefenokee Technical College; Registered Medical Assistant; Licensed Practical Nurse

EARL, Donna (2009), ADULT EDUCATION; 32 years teaching experience; B.A. in Elementary Education, Oral Roberts University; M.Ed. in Early Childhood Education, Brenau University

FARMER, Stoney (2001), AUTOMOTIVE TECHNOLOGY; 25 years occupational experience; 11 years teaching experience; Certificate in Automotive Technology, North Georgia Technical College; A.A.S. in Applied Business Technology, North Georgia Technical College; ASE Certified Master Automobile Technician

FREE, Holly (2000), ALLIED HEALTH; 8 years occupational experience; 12 years teaching experience; B.S. in Nursing, Brenau University; M.S. in Nursing, Walden University; Licensed Registered Nurse

GARY, Shannon (2003), MACHINE TOOL TECHNOLOGY; 12 years occupational experience; 9 years teaching experience; Diploma in Advanced Machine Tool Technology, North Georgia Technical College; A.A.S. in Technical Studies with concentration in Machine Tool Technology, North Georgia Technical College

GREEN, Tim (1998), ACCOUNTING; 5 years occupational experience; 14 years teaching experience; B.A. in Business Administration with Minor in Accounting, Piedmont College; M.B.A. in Accounting, Brenau University; Certified Microsoft Office User Specialist – Excel and Word

GULLE, Jeff (2007), PHOTOGRAPHY; 20 years occupational experience; 9 years teaching experience; Diploma in Photography, North Georgia Technical College; A.A.S. in Commercial Photography, North Georgia Technical College; B.A. in Liberal Studies, Armstrong Atlantic State University; Certified Professional Photographer

HARRISON, Morris (1985), MARINE ENGINE TECHNOLOGY; 7 years occupational experience; 27 years teaching experience; Diploma in Small Engines Mechanics, North Georgia Technical College; Yamaha Certified Master Technician

HAY, Regine (2007), GENERAL EDUCATION – SCIENCE; 10 years occupational experience; 15 years teaching experience; B.S. in Biology, Georgia State University; M.S. in Biology, Georgia State University; Ph.D. in Genetics, North Carolina State University

HILL, Charles (2012), EMS PROFESSIONS; 14 years occupational experience; 10 years teaching experience; Diploma in Paramedic Technology, North Georgia Technical College; B.A. in Communications Studies, Ashford University; Licensed Paramedic; Certified Level II EMS Instructor

HILL, Stephen (2012) CRIMINAL JUSTICE TECHNOLOGY; 33 years occupational experience; 15 years teaching experience; B.A. in Criminal Justice, Saint Leo University; M.S. in Criminal Justice, Saint Leo University

JACKSON, Joshua (1997), TURF AND GOLF COURSE MANAGEMENT; 12 years occupational experience; 15 years teaching experience; B.S. in Agronomy with emphasis in Turf Management, University of Georgia

JENKINS, Laura (1995), DEPARTMENT CHAIR – GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT; MATH; 4 years occupational experience; 17 years teaching experience; A.A.S. in Data Processing, Truett-McConnell College; B.B.A. in Risk Management and Insurance, University of Georgia; M.Ed. in Mathematics Education, North Georgia College and State University

JORDAN, Glenn (2012), AIR CONDITIONING TECHNOLOGY; 5 years occupational experience; 2 years teaching experience; Diploma in Air Conditioning Technology, North Georgia Technical College; A.S. in Accounting, Truett-McConnell College; HVAC Excellence Certification

KIMBRELL, Kimberly (2004), COSMETOLOGY; 2 years occupational experience; 8 years teaching experience; Diploma in Practical Nursing, Gwinnett Technical College; Diploma in Cosmetology, North Georgia Technical College; Licensed Master Cosmetologist

KING, Ruth (1999), DEPARTMENT CHAIR – ECONOMIC DEVELOPMENT/WORK-BASED PROGRAMS; APPLIED BUSINESS TECHNOLOGY; 22 years occupational experience; 13 years teaching experience; B.A. in Psychology, Piedmont College; M.A. in Adult Education, Central Michigan University; Certified Lead Instructor for Certified Customer Service Specialist; Certified Work Ready Job Profiler

LIKINS, Michelle (2001), BUSINESS ADMINISTRATIVE TECHNOLOGY; 11 years occupational experience; 11 years teaching experience; B.A. in Business Administration, Piedmont College; M.Ed. in Occupational Studies, University of Georgia; Certified Microsoft Office User Specialist – Word and Excel

LINCOLN, William (2011), MOTORCYCLE SERVICE TECHNOLOGY; 9 years occupational experience; 1 year of teaching experience; Certified Suzuki Service Pro Technician; Roadster Certified Technician

LONG, Paul (1998), COMPUTER INFORMATION SYSTEMS; 6 years occupational experience; 14 years teaching experience; B.S. in Management, Rutgers University; M.Ed. in Business Education, University of Georgia; Certifications: Comp TIA A+ and Network, CIW-Foundations

LORING, Jim (2007), PHOTOGRAPHY; 22 years occupational experience; 5 years teaching experience; Diploma in Advertising and Editorial Photography, Medway College of Design

McAFEE, Jeremy (2006), AUTO COLLISION REPAIR; 3 years occupational experience; 6 years teaching experience; Diploma in Auto Collision Repair, North Georgia Technical College; A.A.S. in Applied Business Technology, North Georgia Technical College

McCURRY, Kevin (2009), AUTOMOTIVE TECHNOLOGY; 12 years occupational experience; 5 years teaching experience; A.A.S. in Industrial Technology with Major in Automotive Technology, Greenville Technical College; ASE Certified Master Automobile Technician

MORRIS, Karolyn (2009), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – MATH; 21 years teaching experience; B.A. in Mathematics, California State University San Bernardino; M.A.T. in Mathematics, The University of Idaho

MORRIS, Nancy (2005), PRACTICAL NURSING; 16 years occupational experience; 7 years teaching experience; A.S. in Nursing, University of the State of New York; B.S. in Nursing, Medical College of Georgia; M.S. in Nursing Education, North Georgia College and State University; Licensed Registered Nurse

NORTHCUTT, Elwin (2012), ENGINEERING TECHNOLOGY; 43 years occupational experience; 1 year teaching experience; A.S. in Mechanical Engineering Technology, Southern Technical Institute; B.S. in Mechanical Engineering Technology, Southern Technical Institute; M.B.A. in Management, Georgia State University

PEYTON, Kevin (2004), ENVIRONMENTAL TECHNOLOGY; 3 years occupational experience; 8 years teaching experience; B.S. in Forest Resources (Wildlife), University of Georgia

REEDER, Jacalyn (1998), ADULT EDUCATION; 12 years occupational experience; 14 years teaching experience; B.A. in Elementary Education, Florida Atlantic University

RICH, Kathy (2001), ADULT EDUCATION; 28 years occupational experience; 11 years teaching experience; B.S. in Middle Grades Education, Brenau University

SCROGGS, Tiffany (2012) ADULT EDUCATION; 12 years occupational experience; B.S. in Technical Management, DeVry University

SEGERS, Pamela (2010), CRIMINAL JUSTICE TECHNOLOGY; 21 years occupational experience; 4 years teaching experience; B.A in Psychology with minor in Criminal Justice, Piedmont College; M.S. in Criminal Justice, The University of Alabama at Birmingham

SHIFLET, Melinda (1988), DEPARTMENT CHAIR – ALLIED HEALTH; PRACTICAL NURSING; 12 years occupational experience; 24 years teaching experience; B.S. in Nursing, Medical College of Georgia; M.S. in Nursing, Walden University; Licensed Registered Nurse

SMITH, Allyson (2009), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – ENGLISH; 9 years teaching experience; A.A. in General Studies, Montgomery College; B.A. in English and Communication Arts, Hood College; M.A. in English, Clemson University

SMITH, Jason (2007), WELDING AND JOINING TECHNOLOGY; 3 years occupational experience; 5 years teaching experience; A.A.T. in Technical Studies with concentration in Welding and Joining Technology, North Georgia Technical College; AWS Certified Welding Inspector; AWS Certified Welding Educator

STELTER, John (2007), ELECTRICAL SYSTEMS TECHNOLOGY; 20 years occupational experience; 5 years teaching experience; A.A. in General Education, Hillsboro Community College; Licensed Electrical Contractor

STRADER, Lauren (1981), CLINICAL LABORATORY TECHNOLOGY; 7 years occupational experience; 31 years teaching experience; B.A. in Biology, University of Virginia; M.Ed. in Health Occupations Education, University of Georgia; Certified Medical Technologist

TAYLOR, Gail (2011), BUSINESS ADMINISTRATIVE TECHNOLOGY; 16 years occupational experience; 9 years teaching experience; Diploma in Accounting, North Georgia Technical College; Diploma in Information and Office Technology, North Georgia Technical College; A.A.S, Truett-McConnell College; B.A. in Business Administration with minor in Computer Information Systems; Piedmont College; M.B.A. in Business Administration, Piedmont College; Ph.D. in Education with specialization in Educational Administration

THURMOND, Craig (2009), HORTICULTURE; 17 years occupational experience; 3 years teaching experience; B.L.A. in Landscape Architecture, University of Georgia

Staff – Clarkesville Campus

President's Office

Dr. Gail Thaxton	President
Jeannie Barrett	Executive Assistant to the President
Sandra Maughon	Public Relations and Information Director
Walt Dundore	Webmaster
Cynthia Brown	Institutional Advancement Director
Kelly Jones	Program Assistant

Academic Affairs

Rex Bishop	Vice President for Academic Affairs
Kathie Ivester	Dean for Academic Affairs
Sara Moore	Program Specialist
Sheila Kisner	Program Assistant

Institutional Effectiveness

Janet Henderson	Institutional Effectiveness Director
Sara Moore	Program Specialist

Adult Education/GED

Shelby Ward	Dean of Adult Education
Christy Gosnell	Program Assistant

Distance Education

Alan Young	Audio-Visual/Information Technology Specialist

Learning Lab

Heidi Tapley	Learning Lab Coordinator

Library/Learning Resources

Christina Teasley	Librarian
Gwen Brown	Library Assistant
Lynn Ward	Library Assistant

Information Systems

Savonda Turner	Information Systems Director
Buddy Raper	Network/Security Administrator
Michael Strader	Database Administrator
Shawn Weaver	Systems Administrator
James Borton	Technical Support Specialist

Student Affairs

Dr. Michael King	Vice President for Student Affairs
Dr. Fran Chastain	Student Affairs Director
Debbie Brown	Administrative Assistant to the Vice President
Caroline Frick	Registrar
Brad Stancil	Registrar Assistant

Kallan Williams	Recruiter/High School Coordinator
Sherry Seal	Campus Life Director
Bob Roller	Cross Country Coach
Grace Duvall	Grants Coordinator
Michele Shirley	Transition Specialist
Daniel Gregg	Director of Career Development and Disability Services
Vacant	Coordinator of Career Evaluation, Retention, and Special Populations

Enrollment Management

Amanda Mitchell	Admissions Director
Carol Green	Student Affairs Assistant
Mary Lou Ivester	Receptionist

Financial Aid

Kim Kelley	Financial Aid Director
James Chiara	Financial Aid Technician
Diane Stover	Financial Aid Technician
Audra Jiminez	Financial Aid Technician

Administration

Dr. Mark Ivester	Vice President for Administrative Services
Darline Church	Purchasing Manager
Paige Burton	Accounting Director
Marcia Peyton	Human Resources Coordinator
Tony Fulbright	Accountant
Carol Carson	Accountant/Payroll
Tammy Keyes	Accounting Technician
Teresa Dean	Cashier

Bookstore

Denise Dover	Bookstore Manager
Rebecca Oglesby	Bookstore Assistant

Economic Development

Dr. Mark Ivester	Vice President for Economic Development
Leslie Foster	Continuing Education Director
Robert Knighton	Entrepreneurial Education Program Director
Brad Cagle	Safety/Technology Instructor
Jo-E Saylor	Program Assistant

Campus Police/Safety

Vacant	Police Chief
Rick Bartmas	Campus Police
Dottie Clark	Campus Police
Scott Harvey	Campus Police

Food Service

Kathryn Wrenn	Food Service Manager
Faye Frady	Food Service Supervisor
Vicki Jo Brown	Food Service Supervisor
Tamie Stephenson	Food Service Employee
Wanda Dooley	Food Service Employee

Campus Maintenance

Michael Boyd	Facilities Director
Tony Adams	Maintenance Technician
Stiles Bacon	Maintenance Technician
Dennis Allen	Maintenance Technician
Johnnie Williams	HVAC/Maintenance Technician
Joe Banks, Jr.	Lead Custodian/Fleet Manager
Kack Sithisiya	Custodian
Joyce Adams	Custodian
Kirk Gailey	Custodian
Dale Sims	Custodian
Tommie Lewallen	Shipping and Receiving Technician
April Simmons	Groundskeeper
James Benn	Maintenance/Groundskeeper

Faculty – Blairsville Campus

BERRY, Gail (2007), MEDICAL ASSISTING; 3 years occupational experience; 5 years teaching experience; Diploma in Medical Assisting, North Georgia Technical College; A.A.S. in Medical Assisting, Gainesville State College; Certified Medical Assistant

DRAKE, David (2001), CULINARY ARTS; 33 years occupational experience; 11 years teaching experience; A.O.S. in Culinary Arts, Culinary Institute of America

EMHART, Dustin (2011), ACCOUNTING; 10 years occupational experience; 2 years teaching experience; B.S. in Accounting, North Carolina State University; M.S. in Accounting, North Carolina State University; Certified Public Accountant

GRANT, Billie Jo (2009), COSMETOLOGY; 18 years occupational experience; 3 years teaching experience; High School Diploma with Vocational Seal in Cosmetology, Fannin County High School; Licensed Master Cosmetologist

HANSEN, Dorothy (2002), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – ENGLISH; 18 years occupational experience; 13 years teaching experience; B.A. in English Literature, New College of the University of South Florida; M.A. in English, University of Florida

JORDAN, Karen (2009), APPLIED BUSINESS TECHNOLOGY; 14 years occupational experience; 8 years teaching experience; B.S. in Business Administration with major in Management, University of Central Florida; M.B.A. in Business Administration, Webster University

MARQUARDT, Martha (2011), PRACTICAL NURSING; 39 years occupational experience; 7 years teaching experience; A.D.N. in Nursing, Maricopa Community College; B.S. in Nursing, Medical College of Georgia; M.S. in Nursing, Emory University; Ph.D. in Family Nursing, Georgia State University; Licensed Registered Nurse with Advanced Practice Nursing Authorization: Clinical Nurse Specialist/Psychiatric Mental Health

MIZE, Ginger (2010), PRACTICAL NURSING; 16 years occupational experience; 32 years teaching experience; B.S. in Nursing, University of South Carolina; M.S. in Nursing, Emory University; Licensed Registered Nurse

RICE, Michael (1998), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – ENGLISH; 27 years teaching experience; B.A. in English, Berea College; M.A. in English, University of Kentucky

THOMAS, Frances (2003), BUSINESS ADMINISTRATIVE TECHNOLOGY; 14 years occupational experience; 15 years teaching experience; B.S. in Business Administration/Accounting, Brenau University; M.S. in Organizational Development, Brenau University; Certified Microsoft Office User Specialist – Word, Excel, Access, and PowerPoint

TREADMAN, Jack (2008), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – MATH; 19 years occupational experience; 9 years teaching experience; B.S. in Forestry, University of Illinois at Urbana-Champaign; M.Ed. in Middle Grades Education, North Georgia College and State University

Staff – Blairsville Campus

Academic Affairs	
Mindy Glander	Dean for Academic Affairs
Dorothy Mayfield	Program Assistant
Nioka McClure	Accounting Technician/Cashier
Student Affairs	
Kristie Gibbs	Student Affairs Director
Financial Aid	
Ida-Lynn Wallace	Financial Aid Specialist
Campus Maintenance	
William Cornett	Custodian/Maintenance
Distance Education	
Renee Deibert	Distance Education Specialist
Library/Learning Resources	
Chris Bryant	Librarian
Information Systems	
Samantha Marchant	Technical Support Specialist

Faculty – Currahee Campus

BLADOWSKI, Alex (2005), CULINARY ARTS; 15 years occupational experience; 7 years teaching experience; A.O.S. in Culinary Arts, The Culinary Institute of America; B.S. in Chemistry, University of Georgia; ACF Certified Executive Chef; ACF Certified Culinary Educator

BLADOWSKI, Chris (2007), DEPARTMENT CHAIR – BUSINESS AND PERSONAL SERVICES; CULINARY ARTS; 13 years occupational experience; 5 years teaching experience; A.O.S. in Culinary Arts, The Culinary Institute of America; ACF Certified Executive Chef; ACF Certified Culinary Educator

COWART, Angie (2003), BUSINESS ADMINISTRATIVE TECHNOLOGY, 25 years occupational experience; 9 years teaching experience; B.A. in Business Administration and Psychology, Piedmont College; M.S.M. in Change Leadership, Kaplan University; Certified Microsoft Office User Specialist – Word, Access, Excel, and PowerPoint

DOCSOL, Deland (2009), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – MATH; 15 years teaching experience; B.A. in Mathematics, Rutgers University; M.A. in Mathematics Education, New Jersey City University; Ph.D. in Mathematics, Madison University

HALEY, Chris (2007), INDUSTRIAL SYSTEMS TECHNOLOGY; 11 years occupational experience; 5 years teaching experience; A.A.T. in Technical Studies with concentration in Industrial Systems, Athens Technical College; B.S. in Technical Management, DeVry University

McFARLIN, Leslie (2007), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – MATH; 10 years teaching experience; B.A. in Middle Grades Education – Math and Social Studies, Emmanuel College; M.Ed. in Mathematics Education, Piedmont College

RICHARDSON, India (2000), GENERAL EDUCATION/BASIC SKILLS/LEARNING SUPPORT – ENGLISH; 39 years teaching experience; B.A. in English, Georgia College; M.Ed. in Secondary Education with emphasis in English, Georgia State University

STEELE, Stephanie (2012), ALLIED HEALTH; 12 years occupational experience; B.S. in Nursing, Georgia Health Sciences University; Licensed Registered Nurse

Staff – Currahee Campus

Administration/Academic Affairs

Greg Roach	Campus Operations Director
Dan Pressley	Dean for Academic Affairs
Carolyn Adams	Program Assistant
Tracey Calvin	Accounting Technician/Cashier

Student Affairs/Financial Aid

Erica Pickens	Student Affairs Director
Suzanne Wright	Student Affairs Assistant/Financial Aid

Campus Maintenance

Kevin Brown	Maintenance Technician/Groundskeeper

Library/Learning Resources

Dawn Adams	Librarian