

North Georgia Technical College Catalog Addendum 2013-2014

The table below indicates changes that have been made to the 2013-2014 catalog since August 2013

#	Date	Topic	Change	Page #
1	08/14/2013	MATH Pre-requisite changes	<p>Effective immediately, Fall Semester 201412</p> <p>Math 1113 Pre-calculus: Regular Admission and MATH 1111 with C or better OR appropriate math placement test score.</p> <p>MATH 1131 Calculus I: Regular Admission and MATH 1113 with a C or better OR appropriate math placement test score.</p> <p>MATH 1132 Calculus II: Regular Admission and MATH 1131 with a C or better OR appropriate math placement test score.</p>	<p>240</p> <p>241</p> <p>241</p>
2	8/26/2013	Medical Assisting – Addition of Degree Program	<p style="text-align: center;">Medical Assisting Degree (MA03) <i>Offered at the Clarkesville and Blairsville Campuses</i></p> <p>Entrance Dates Vary Length of Program 6 Terms Credit Hours Required for Graduation 70</p> <p>Purpose: The Medical Assisting degree 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 degree.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 • Currently possess Certified Medical Assistant or Registered Medical Assistant certification • Completion of Medical Assisting Diploma program <p>Program Requirements:</p> <ul style="list-style-type: none"> • The number of students accepted into the Medical Assisting program is limited by the number of faculty and clinical facilities available. In the event that there are more applicants than the college can accommodate, a competitive admission process will be implemented. • Attend a mandatory Medical Assisting information session. The dates of the mandatory information sessions are posted on the college website under Academic Programs. The students are responsible for obtaining the dates and attending one of the required meetings. • 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 • 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. <p>Additional Information:</p> <ul style="list-style-type: none"> • The Medical Assisting program does not accept experiential learning in lieu of the Medical Assisting (MAST) courses. 	135

2	8/26/2013	<p>Medical Assisting – Addition of Degree Program</p>	<ul style="list-style-type: none"> 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. <p>Program Courses</p> <p>General Core Courses</p> <table border="0"> <tr> <td>ARTS 1101</td> <td>Art Appreciation</td> <td>3</td> </tr> <tr> <td>or</td> <td></td> <td></td> </tr> <tr> <td>MUSC 1101</td> <td>Music Appreciation</td> <td>(3)</td> </tr> <tr> <td>ENGL 1101</td> <td>Composition and Rhetoric</td> <td>3</td> </tr> <tr> <td>ENGL 1102</td> <td>Literature and Composition</td> <td>3</td> </tr> <tr> <td>MATH 1111</td> <td>College Algebra</td> <td>3</td> </tr> <tr> <td>PSYC 1101</td> <td>Introductory Psychology</td> <td>3</td> </tr> </table> <p>Occupational Courses</p> <table border="0"> <tr> <td>ALHS 1040</td> <td>Introduction to Health Care</td> <td>3</td> </tr> <tr> <td>ALHS 1090</td> <td>Medical Terminology for Allied Health Sciences</td> <td>2</td> </tr> <tr> <td>BIOL 2113</td> <td>Anatomy and Physiology I</td> <td>3</td> </tr> <tr> <td>BIOL 2113L</td> <td>Anatomy and Physiology Lab I</td> <td>1</td> </tr> <tr> <td>BIOL 2114</td> <td>Anatomy and Physiology II</td> <td>3</td> </tr> <tr> <td>BIOL 2114L</td> <td>Anatomy and Physiology II Lab</td> <td>1</td> </tr> <tr> <td>BUSN 1440</td> <td>Document Production</td> <td>4</td> </tr> <tr> <td>COMP 1000</td> <td>Introduction to Computers</td> <td>3</td> </tr> <tr> <td>MAST 1010</td> <td>Legal and Ethical Concerns in the Medical Office</td> <td>2</td> </tr> <tr> <td>MAST 1030</td> <td>Pharmacology in the Medical Office</td> <td>4</td> </tr> <tr> <td>MAST 1060</td> <td>Medical Office Procedures</td> <td>4</td> </tr> <tr> <td>MAST 1080</td> <td>Medical Assisting Skills I</td> <td>4</td> </tr> <tr> <td>MAST 1090</td> <td>Medical Assisting Skills II</td> <td>4</td> </tr> <tr> <td>MAST 1100</td> <td>Medical Insurance Management</td> <td>2</td> </tr> <tr> <td>MAST 1110</td> <td>Administrative Practice Management</td> <td>3</td> </tr> <tr> <td>MAST 1120</td> <td>Human Pathological Conditions in the Medical Office</td> <td>3</td> </tr> <tr> <td>MAST 1170</td> <td>Medical Assisting Externship</td> <td>6</td> </tr> <tr> <td>MAST 1180</td> <td>Medical Assisting Seminar</td> <td>3</td> </tr> </table> <p>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.</p> <p>Technical Competencies:</p> <p><u>Working Environment</u> – 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.</p> <p><u>OSHA Risk Factor – Category I</u> – 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.</p> <p><u>Physical Demands</u> – 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.</p> <p>Ability to work under mental and physical stress regularly is required.</p> <p><u>Other Essential Behavioral Attitudes</u> – 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.</p>	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	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 II Lab	1	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
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8	12/12/2013	ALHS 1011 Course Name Change	Effective Fall Semester, 201414 The course name for ALHS 1011 will change from Anatomy and Physiology to Structure and Function of the Human Body.	182 191
9	1/6/2014	Changes affecting Practical Nursing Pre- and Co-requisites	Effective Spring 2014, PNSG 2250, PNSG 2255, and PNSG 2410 are co-reqs for PNSG 2415.	252-255
10	1/14/2014	Change of Course Name	“Effective Summer Semester 2014 (201416), the course name for ALHS 1011 will change from Anatomy and Physiology to Structure and Function of the Human Body. Content and course description remain the same.”	191
11	2/17/2014	Change in number of semester hours for EMS Professions Diploma Program	Effective Summer 201416, COMP 1000 will be removed from the EMS Professions Diploma (EP12). Semester hours will decrease from 42 to 39.	133
12	2/17/2014	Co-requisite and Pre-requisite changes to Practical Nursing Program	Effective Summer 2014, the Co-requisite and Pre-requisite changes have been made to the following PNSG courses: <ul style="list-style-type: none"> • PNSG 2030 & PNSG 2035 have been removed as Co-requisites from PNSG 2010 • PNSG 2010 & PNSG 2035 have been removed as Co-requisites from PNSG 2030 • PNSG 2010 & PNSG 2030 have been removed as Co-requisites from PNSG 2035 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2210 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2220 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2230 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2240 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2250 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2255 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2310 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2320 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2330 • PNSG 2010, PNSG 2030, & PNSG 2035 have been removed as Prerequisites from PNSG 2340 • All Prerequisites & Co-requisites have been removed from PNSG 2415. 	252-255
13	2/18/14	Addition of Early Childhood Care and Education Program	<p style="text-align: center;">Early Childhood Care and Education AAS Degree (EC13) <i>Offered at the Clarkesville and Currahee Campuses</i></p> <p>Entrance Dates Fall, Spring, Summer Length of Program 5 Terms Credit Hours Required for Graduation 72</p> <p>Purpose: The Early Childhood Care and Education degree program prepares students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs and elementary school paraprofessional positions. Graduates of this program will receive one of three areas of specialization: program administration, paraprofessional, or family child care. To work in a childcare field, an employee must pass a criminal background check.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 <p>Program Courses Credits</p> <p>General Core Courses</p> <p>ARTS 1101 Art Appreciation 3 or MUSC 1101 Music Appreciation.....(3) ENGL 1101 Composition and Rhetoric..... 3 ENGL 1102 Literature and Composition..... 3 HIST 1111 World History I 3 or HIST 2111 U.S. History I(3)</p>	

13	2/18/14	Addition of Early Childhood Care and Education Program	<p>MATH 1111 College Algebra..... 3 PSYC 1101 Introductory Psychology..... 3</p> <p>Occupational Courses</p> <p>COMP 1000 Introduction to Computers..... 3 ECCE 1101 Introduction to ECCE 3 ECCE 1103 Child Growth and Development 3 ECCE 1105 Health, Safety and Nutrition..... 3 ECCE 1112 Curriculum and Assessment 3 ECCE 1113 Creative Activities for Child 3 ECCE 1121 Early Childhood Care and Education Practicum 3 ECCE 2115 Language and Literacy 3 ECCE 2116 Math and Science 3 ECCE 2201 Exceptionalities 3 ECCE 2202 Social Issues and Family..... 3 ECCE 2203 Guidance and Classroom Management..... 3 ECCE 2240 Early Childhood Care and Education Internship 12</p> <p>Choose one of the following specializations</p> <p>Program Administration</p> <p>ECCE 2320 Program Administration and Facility Management.... 3 ECCE 2322 Personnel Management 3</p> <p>Paraprofessional</p> <p>ECCE 2310 Paraprofessional Methods and Materials (3) ECCE 2312 Paraprofessional Role and Practices..... (3)</p> <p>Family Child Care</p> <p>ECCE 2340 Family Child Care Program Management (3) ECCE 2342 Family Child Care Business Management..... (3)</p> <p>Estimated cost of books and supplies for full program is approximately \$2,000.</p>
13	2/18/14	Addition of Early Childhood Care and Education Program	<p style="text-align: center;">Early Childhood Care and Education Diploma (ECC2) <i>Offered at the Clarkesville and Currahee Campuses</i></p> <p>Entrance Dates..... Fall, Spring, Summer Length of Program 4 Terms Credit Hours Required for Graduation 54</p> <p>Purpose: The Early Childhood Care and Education diploma program prepares students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start. To work in a childcare field, an employee must pass a criminal background check.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 <p>Program Courses Credits</p> <p>ENGL 1010 Fundamentals of English I..... 3 MATH 1012 Foundations of Mathematics..... 3 PSYC 1010 Basic Psychology..... 3 COMP 1000 Introduction to Computers..... 3 ECCE 1101 Introduction to ECCE 3 ECCE 1103 Child Growth and Development 3 ECCE 1105 Health, Safety and Nutrition..... 3 ECCE 1112 Curriculum and Assessment 3 ECCE 1113 Creative Activities for Child 3 ECCE 1121 Early Childhood Care and Education Practicum 3 ECCE 2115 Language and Literacy 3 ECCE 2116 Math and Science 3 ECCE 2202 Social Issues and Family..... 3 ECCE 2203 Guidance and Classroom Management..... 3 ECCE 2240 Early Childhood Care and Education Internship 12</p> <p>Estimated cost of books and supplies for full program is approximately \$1,800.</p>

13	2/18/14	Addition of Early Childhood Care and Education Program	<p style="text-align: center;">Early Childhood Program Administration TCC (ECPI) <i>Offered at the Clarkesville and Currahee Campuses</i></p> <p>Entrance Dates..... Fall, Spring, Summer Length of Program 1 Term Credit Hours Required for Graduation 9</p> <p>Purpose: The Early Childhood Program Administration certificate program prepares students for a job as manager of a childcare learning center or a group day care center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. To work in a childcare field, an employee must pass a criminal background check.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 <p>Program Courses Credits</p> <p>ECCE 1103 Child Growth and Development 3 ECCE 2320 Program Admin & Facility Management 3 ECCE 2322 Personnel Management 3.</p> <p>Estimated cost of books and supplies for full program is approximately \$500.</p>	
13	2/18/14	Addition of Early Childhood Care and Education Program	<p style="text-align: center;">Early Childhood Care and Education Basics TCC (EC3I) <i>Offered at the Clarkesville and Currahee Campuses</i></p> <p>Entrance Dates..... Fall, Spring, Summer Length of Program 1 Term Credit Hours Required for Graduation 9</p> <p>Purpose: The Early Childhood Care and Education Basics certificate program provides students an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center. To work in a childcare field, an employee must pass a criminal background check.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 <p>Program Courses Credits</p> <p>ECCE 1101Introduction to Early Childhood Care and Education 3 ECCE 1103Child Growth and Development..... 3 ECCE 1105Health, Safety, and Nutrition..... 3.</p> <p>Estimated cost of books and supplies for full program is approximately \$500.</p>	
14	2/18/14	Addition of program descriptions for Early Childhood Care and Education	<p>ECCE 1121 – EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM (1-6-3)</p> <p>Co-requisite: ECCE 1105</p> <p>Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.</p>	219

14	2/18/14	Addition of program descriptions for Early Childhood Care and Education	<p>ECCE 2202 - SOCIAL ISSUES AND FAMILY INVOLVEMENT (3-0-3) Pre-requisite: All Required Enables the student to value the complex characteristics of children’s families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children’s development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.</p> <p>ECCE 2203-GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3) Co-requisite: ECCE 1103 Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.</p> <p>ECCE 2240-EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP (0-36-12) Pre-requisites: ECCE 1101, ECCE 1103 Co-requisite: ECCE 1105 Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.</p> <p>ECCE 2310 – PARAPROFESSIONAL METHODS AND MATERIALS (3-0-3) Co-requisites: ECCE 1103 Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.</p> <p>ECCE 2312 – PARAPROFESSIONAL ROLES AND PRACTICES (3-0-3) Co-requisites: ECCE 1103 Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children</p> <p>ECCE 2320-PROGRAM ADMINISTRATION AND FACILITY MANAGEMENT (3-0-3) Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topic include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.</p>	219
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14	2/18/14	Addition of program descriptions for Early Childhood Care and Education	<p>ECCE 2322 – PERSONNEL MANAGEMENT (3-0-3) Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.</p> <p>ECCE 2340 – FAMILY CHILD CARE PROGRAM MANAGEMENT (3-0-3) Pre-requisites: ECCE 1103 Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.</p> <p>ECCE 2342 – FAMILY CHILD CARE BUSINESS MANAGEMENT (3-0-3) Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.</p>	
15	2/24/2014	Health Care Science TCC Curriculum Change	Effective Summer Semester, 201416, COMP 1000 and SOCI 1101 will be removed from the list of required courses in the Nursing Specialization in Health Care Science TCC (HS21). This will change the credit hours to 30-36, depending on which track is taken.	139
16	2/26/2014	Termination of program – Internet Specialist Web Site Design Diploma and Degree	Effective Summer Semester 201416, Internet Specialist Web Site Design Diploma and Degree programs will be terminated. They will be replaced with a new program: Internet Specialist Web Application Degree (IS43), Internet Specialist Web Application Diploma (IS42) and Internet Specialist Web Application Developer TCC (IB71).	107-108
17	2/26/2014	New Program - Internet Specialist Web Application	<p>Effective Summer Semester 201416, new program Internet Specialist Web Application Degree (IS43), Internet Specialist Web Application Diploma (IS42) and Internet Specialist Web Application Developer TCC (IB71) will replace the terminated program Internet Specialist Web Site Design Diploma and Degree.</p> <p>Internet Specialist-Web Application Development AAS Degree (IS43) <i>Offered at the Clarkesville Campus</i></p> <p>Entrance Date Fall, Spring, Summer Length of Program 5 Terms Credit Hours Required for Graduation 64</p> <p>Purpose: The Computer Information Systems – Internet Specialist Web Application Development degree program provides 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 E-Commerce web programmers.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 	107-108

17	2/26/2014	New Program - Internet Specialist Web Application	<p><u>Program Courses</u></p> <p>General Core Courses</p> <p>ARTS 1101Art Appreciation 3 or MUSC 1101Music Appreciation (3)</p> <p>ENGL 1101Composition and Rhetoric..... 3 ENGL 1102Literature and Composition..... 3 MATH 1111College Algebra 3 PSYC 1101Introductory Psychology..... 3 COMP 1000Introduction to Computers..... 3</p> <p>Occupational Courses</p> <p>CIST 1001Computer Concepts..... 4 CIST 1220Structured Query Language (SQL) 4 CIST 1305Program Design and Development..... 3 CIST 1510Web Development I 3 CIST 1520Scripting Technologies..... 3 CIST 1601Information Security Fundamentals 3 CIST 2550Web Development II 3 CIST 2921IT Analysis, Design, and Project Management 4 CIST 2351PHP Programming I 4 CIST 2352PHP Programming II 4</p> <p>CIST 2950Web Systems Project..... 3 Or CIST 2991CIST Internship I..... (3)</p> <p>Choose one of the following programs:</p> <p>CIST 2341C# Programming I 4 CIST 2342C# Programming II..... 4 Or CIST 2371Java Programming I (4) CIST 2372Java Programming II (4)</p> <p>Estimated cost of books and supplies for full program is approximately \$3,000.</p> <p>Internet Specialist Web Application Development Diploma (IS42) <i>Offered at the Clarkesville Campus</i></p> <p>Entrance Dates..... Fall, Spring, Summer Length of Program 4 Terms Credit Hours Required for Graduation 54</p> <p>Purpose: The Internet Specialist Web Application Development diploma program provides 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 E-Commerce web programmers.</p> <p>Admission Requirements:</p> <ul style="list-style-type: none"> • 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 <p><u>Program Courses</u></p> <p>Basic Skills Courses</p> <p>EMPL 1000 Interpersonal Relations and Professional Development2 ENGL 1010Fundamentals of English I MATH 1012Foundations of Mathematics 3 COMP 1000Introduction to Computers3</p>
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17	2/26/2014	<p>New Program - Internet Specialist Web Application</p>
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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 1601	Information Security Fundamentals	3
CIST 2351	PHP Programming I	4
CIST 2352	PHP Programming II	4
CIST 2550	Web Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4

Choose one of the following programs:

CIST 2341	C# Programming I.....	4
CIST 2342	C# Programming II.....	4

Or

CIST 2371	Java Programming I	(4)
CIST 2372	Java Programming II	(4)

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

Internet Specialist Web Application Developer Certificate (IB71)
Offered at the Clarkesville Campus

Entrance Dates..... Fall, Spring, Summer
Length of Program 2 Terms
Credit Hours Required for Graduation..... 35

Purpose: The Internet Specialist Web Application Developer certificate teaches students to develop web sites which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons already either employed in the IT industry or already have IT training to upgrade their skill with advanced courses 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
- 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

CIST 1305	Program Design and Development.....	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies.....	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2351	PHP Programming I	4
CIST 2352	PHP Programming II	4

Choose one of the following programs:

CIST 2341	C# Programming I.....	4
CIST 2342	C# Programming II.....	4

Or

CIST 2371	Java Programming I	(4)
CIST 2372	Java Programming II	(4)

Estimate cost of books and supplies for full program is approximately \$500.

18	2/27/2014	Addition of transfer credit information	Transfer credit for courses specific to the Practical Nursing (PNSG) and Associate Degree of Nursing (RNSG) programs is not awarded.	34-35																																				
19	3/12/2014	Change in program requirements – Health Care Science TCC	Program Requirements: <ul style="list-style-type: none"> • Must meet the technical competencies for the program prior to entry • 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 	139																																				
20	3/24/2014	Addition of electives to the Networking Specialist Diploma and Degree Programs	<table border="1"> <thead> <tr> <th colspan="4">Networking Specialist Diploma and Degree</th> </tr> <tr> <th>Course #</th> <th>Course Title</th> <th>Prereqs</th> <th>Credit Hours</th> </tr> </thead> <tbody> <tr> <td>All TSCG Approved CIST Courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>COLL 1000</td> <td>College Success and Survival Skills</td> <td></td> <td>2</td> </tr> <tr> <td>MGMT 1100</td> <td>Principles of Management</td> <td></td> <td>3</td> </tr> <tr> <td>MGMT 1105</td> <td>Organizational Behavior</td> <td></td> <td>3</td> </tr> <tr> <td>MGMT 1125</td> <td>Business Ethics</td> <td></td> <td>3</td> </tr> </tbody> </table>	Networking Specialist Diploma and Degree				Course #	Course Title	Prereqs	Credit Hours	All TSCG Approved CIST Courses				COLL 1000	College Success and Survival Skills		2	MGMT 1100	Principles of Management		3	MGMT 1105	Organizational Behavior		3	MGMT 1125	Business Ethics		3	182								
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MGMT 1125	Business Ethics		3																																					
21	4/8/2014	Elective change to the Internet Specialist-Web Site Design Degree (IS53) and Internet Specialist-Web Site Diploma (IS64) Programs	For Internet Specialist-Web Site Design Degree (IS53) and Internet Specialist-Web Site Diploma (IS64), CIST 1540 has been replaced by any TCSG approved CIST elective.	107-108																																				
22	5/15/2014	Change to Attendance Procedures	<p>Effective Summer Semester – May 2014</p> <p>Attendance Procedure</p> <p>All students are expected to punctually attend all classes, labs, and exams as scheduled. The student is responsible for all material covered in classes missed. Classwork or exams missed may be made up at the discretion of the instructor and/or the Dean for Academic Affairs. Instructors will review these attendance procedures with all students at the beginning of each term.</p> <p>The days absent for a warning and withdrawal for a semester are as follows:</p> <table border="1"> <thead> <tr> <th>CLASS MEETING</th> <th>ABSENCES BEFORE WARNING</th> <th>ABSENCES BEFORE WITHDRAWAL</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>6</td> </tr> <tr> <td>3</td> <td>2</td> <td>4</td> </tr> <tr> <td>2</td> <td>1</td> <td>2</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>*Online</td> <td>Course not accessed in 8 days</td> <td>Course not accessed in 14 days</td> </tr> </tbody> </table> <p>The days absent for a warning and withdrawal for a minimester semester are as follows:</p> <table border="1"> <thead> <tr> <th>CLASS MEETING</th> <th>ABSENCES BEFORE WARNING</th> <th>ABSENCES BEFORE WITHDRAWAL</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>4</td> </tr> <tr> <td>3</td> <td>2</td> <td>3</td> </tr> <tr> <td>2</td> <td>2</td> <td>3</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>*Online</td> <td>Course not accessed in 4 days</td> <td>Course not accessed in 8 days</td> </tr> </tbody> </table> <p>*Days for Online Courses are defined as Calendar Days.</p> <p>The student will receive a written warning before termination for nonattendance. This warning will be sent via email to the student’s</p>	CLASS MEETING	ABSENCES BEFORE WARNING	ABSENCES BEFORE WITHDRAWAL	4	3	6	3	2	4	2	1	2	1	1	2	*Online	Course not accessed in 8 days	Course not accessed in 14 days	CLASS MEETING	ABSENCES BEFORE WARNING	ABSENCES BEFORE WITHDRAWAL	4	3	4	3	2	3	2	2	3	1	1	2	*Online	Course not accessed in 4 days	Course not accessed in 8 days	51
CLASS MEETING	ABSENCES BEFORE WARNING	ABSENCES BEFORE WITHDRAWAL																																						
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			<p>email account established by the college. A student with attendance problems may be referred to the Special Population and Retention Coordinator in Student Affairs for consultation or to office of the Vice President for Academic Affairs before or after a warning. Three tardies or early departures are counted as one absence. The instructor will request termination of a student from a course(s) after reaching the required absences according to the schedule above by completing an Administrative Drop form and sending it to the office of the Vice President for Academic Affairs. A student shall be dropped when absent for three consecutive class days without notification to the college. No written warning will be issued to the student when the student has been absent for three consecutive class days without notification.</p> <p>Students will be required to access online classes on a regular basis, and those who fail to log in to an online class as instructed will be considered non-participative. Students taking online classes will be warned and/or withdrawn according to lack of course access as established above.</p> <p>Students seeking reinstatement to a class must follow the procedures established by Academic Affairs. The course instructor is the first point of contact for the student.</p> <p>A student who is going on an approved field trip or plans any other authorized absence from classes is responsible for advance notification of all instructors to whom he/she would normally have reported. A student can withdraw from a class during drop/add without penalty. Students are not withdrawn during the last week of the term.</p>	
23	5/15/14	Cell Phone Usage	<p>Effective Summer Semester cell phone usage in the classroom is prohibited. Students found using cell phones in the classroom will be considered a disruption to the class. Students may be asked to leave the classroom which will result in an absence for the class.</p>	84, 92