Programs of Study

Students who enter NGTC 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 Catalog 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 five years old. To remain continuously enrolled, a student must not have an absence of greater than one semester from North Georgia Tech. 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 five 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

NGTC offers an Associate of Science in Nursing and General Studies, and 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.

Diploma Programs

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 Certificate Programs

In addition to occupational diploma and associate degree programs, North Georgia Tech 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. Financial aid may be available for technical certificates.

General Education Requirements for Associate Degrees

General Education Core (Required Minimum: 15 Semester Credit Hours)		
Area I	**Language Arts/Communications**	**Minimum 3 Semester Credit Hours**
	Successful completion of ENGL 1101 (Composition and Rhetoric) is required	
	Courses may be taken from the following academic fields:	
	English Composition - ***ENGL 1102***	Communications/Speech - ***COMM 1100, SPCH 1101***
	Foreign languages - ***SPAN 1101 and SPAN 1102***	
Area II	**Social/Behavioral Sciences**	**Minimum 3 Semester Credit Hours**
	Successful completion of Social Sciences/Behavioral Sciences is required	
	Courses may be taken from the following academic fields:	
	Economics - ***ECON 1101, ECON 2105, ECON 2106***	Psychology - ***PSYC 1101***
	History - ***HIST 1111, HIST 1112, HIST 2111, HIST 2112***	Sociology - ***SOCI 1101***
	*Ethnology/Ethnic Studies	Political Science - ***POLS 1101, , POLS 2104***
Area III	**Natural Sciences/Mathematics**	**Minimum 3 Semester Credit Hours**
	Successful completion of MATH 1101, MATH 1103, MATH 1111, or MATH 1127 is required	
	Courses may be taken from the following academic fields:	
	Biology - ***BIOL 1111, BIOL 1111L, BIO 1112, BIOL 1112L***	Mathematics - ***MATH 1101, MATH 1103, MATH 1111, MATH 1113, MATH 1127, MATH 1131, MATH 1132***
	Chemistry - ***All Chemistry Courses***	Physics - ***All Physics Courses***
	*Astronomy	*Geography
	*Computer Science	
Area IV	**Humanities/Fine Arts**	**Minimum 3 Semester Credit Hours**
	Successful completion of a Humanities/Fine Arts is required	
	Courses may be taken from the following academic fields:	
	Art Appreciation - ***ARTS 1101***	Music Appreciation - ***MUSC 1101***
	American Literature - ***ENGL 2130***	*Philosophy
	*English Literature	Theatre Appreciation - ***THEA 1101***
	*Film Studies and Criticism	*World Literature
	Humanities - ***HUMN 1101***	Literature and Cultural Studies ***RELG 1101***
**These courses currently are not offered at NGTC but may fulfill the requirements for appropriate area.*		
Additional General Education Core Requirements	To meet the minimum required 15 semester credit hours for TCSG in General Core Courses, an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV.	**Minimum 3 Semester Credit Hours**
Minimum Required Program-Specific Hours		**15**

Associate of Science Degree in Nursing students and Engineering Degree students need to contact their advisor about general education requirements.

SCHOOL OF BUSINESS

Accounting AAS Degree (AC13)

Offered at 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 of Applied Science degree program 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses	**Credits**
General Core Courses	**Total 15 credit hours**
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses	**Total 49 credit hours**
ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
ACCT 2000 Managerial Accounting	3
BUSN 1460 Keyboarding and Document Formatting	4
COLL 1010 College and Career Success Skills	3
Accounting Electives	9
General Electives	9

Estimated cost of books and supplies for full program is approximately $2,000.

SCHOOL OF BUSINESS
Accounting Diploma (AC12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 40

Purpose: The Accounting diploma program 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 31 credit hours**
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	1460	Keyboarding and Document Formatting	4
Accounting Elective			3
Specific Occupational-Guided Elective			3

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

SCHOOL OF BUSINESS

Office Accounting Specialist Certificate (OA31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 14

Purpose: The Office Accounting Specialist certificate program provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting, and basic computer skills.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
COLL	1010	College and Career Success Skills	3

Estimated cost of books and supplies for full program is approximately $700.

Payroll Accounting Specialist Certificate (PA61)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Payroll Accounting Specialist certificate program provides entry-level skills into payroll accounting. Topics include principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
ACCT	1130	Payroll Accounting	3
COLL	1010	College and Career Success Skills	3

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

SCHOOL OF BUSINESS

Business Management AAS Degree (MD13)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Business Management Associate of Applied Science degree program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Small Business Management, Human Resources Management or Marketing Management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses	**Credits**
General Core Courses	**Total 18 credit hours**
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
(One of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	6

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses	**Total 34 credit hours**
ACCT 1100 Financial Accounting I	4
COLL 1010 College and Career Success Skills	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MKTG 1130 Business Regulations and Compliance OR	3
MGMT 1110 Employment Rules and Regulations	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2215 Team Project	3

SCHOOL OF BUSINESS

Select one of the following specializations:

Human resources		**Total 12 credit hours**
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instructions	3
OR		
Guided Elective		3

Small Business		**Total 12 credit hours**
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
Guided Elective		3

Marketing		**Total 12 credit hours**
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
Guided Marketing Elective		3

General Management	**Total 12 credit hours**
Guided Electives	12

Estimated cost of books and supplies for full program is approximately $1,150.

SCHOOL OF BUSINESS

Business Management Diploma (MD12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 43

Purpose: The Business Management diploma program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 31 credit hours**
ACCT	1100	Financial Accounting I	4
MGMT	1100	Principles of Management	3
MGMT	1105	Organizational Behavior	3
MGMT	1115	Leadership	3
MGMT	1120	Introduction to Business	3
MGMT	1125	Business Ethics	3
MGMT	2115	Human Resources Management	3
MGMT	2125	Performance Management	3
MGMT	2215	Team Project	3
MKTG	1130	Business Regulations and Compliance	3
OR			
MGMT	1110	Employment Rules and Regulations	3

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

SCHOOL OF BUSINESS

Human Resource Management Specialist Certificate (HRM1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Human Resource Management Specialist certificate program prepares individuals to perform human resource functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce student's knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MKTG 1130	Business Regulations and Compliance	3
OR		
MGMT 1110	Employee Rules and Regulations	3

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

SCHOOL OF BUSINESS

Management and Leadership Specialist Certificate (MAL1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Management and Leadership Specialist certificate program prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce student's knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3
MGMT	1115	Leadership	3
MGMT	2125	Performance Management	3
MGMT	2130	Employee Training and Development	3
MKTG	1130	Business Regulations and Compliance	3
OR			
MGMT	1110	Employee Rules and Regulations	3

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

Marketing Specialist Certificate (MS21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 12

Purpose: The Marketing Specialist certificate program prepares individuals to execute a company's marketing plan.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
MKTG	1100	Principles of Marketing	3
MKTG	1160	Professional Selling	3
MKTG	1190	Integrated Marketing Communications	3
Marketing Elective			3

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

SCHOOL OF BUSINESS

Organizational Leadership Specialist Certificate (OLS1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Organizational Leadership Specialist certificate program prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities, and enhances skills of existing managers. Learning opportunities will introduce, develop, and reinforce student's knowledge, skills, and attitudes for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses		Credits
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2125	Performance Management	3

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

SCHOOL OF BUSINESS

Small Business Management Specialist Certificate (SB41)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Small Business Management Specialist certificate program prepares individuals to manage and direct day-to-day functions of a variety of small business. Learning opportunities will introduce, develop and reinforce student's knowledge, skills and attitudes required for job acquisition, retention and success in small business management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ACCT	1100	Financial Accounting I	4
COLL	1010	College and Career Success Skills	3
MGMT	2125	Performance Management	3
MGMT	2140	Retail Management	3
MGMT	2150	Small Business Management	3
MKTG	1130	Business Regulations and Compliance	3
OR			
MGMT	1110	Employee Rules and Regulations	3

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

SCHOOL OF BUSINESS

Small Business Marketing Manager Certificate (SB51)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 15

Purpose: The Small Business Marketing Manager certificate program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
MKTG	1100	Principles of Marketing	3
MKTG	1130	Business Regulations and Compliance	3
MKTG	1160	Professional Selling	3
MKTG	1190	Integrated Marketing Communications	3
MGMT	2150	Small Business Management	3

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

Social Media Specialist Certificate (SMF1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 12

Purpose: The Social Media Specialist certificate program centers on efforts to create and distribute content through social media outlets that attract attention and encourages readers to share it with their social network. This certificate program outlines the fundamentals of computer/internet use, marketing and promotion, and social media marketing. Marketing through social media has become increasingly popular, and this certificate will allow students to examine the fundamentals of the growing phenomenon.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
MKTG	1100	Principles of Marketing	3
MKTG	1190	Integrated Marketing Communications	3
MKTG	2500	Exploring Social Media	3

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

SCHOOL OF BUSINESS

Social Media Marketing Certificate (SM11)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 18

Purpose: The Social Media Marketing certificate program centers on efforts to create content on the internet that attract attention and encourages readers to share it with their social network. This certificate explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment. Social media marketing is an extremely popular platform because it is easily accessible to anyone with internet access. Additionally, social media serves as a relatively inexpensive platform for organizations to implement marketing campaigns.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
MKTG	1100	Principles of Marketing	3
MKTG	1190	Integrated Marketing Communications	3
MKTG	2500	Exploring Social Media	3
MKTG	2550	Analyzing Social Media	3
Marketing Elective			6

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

SCHOOL OF BUSINESS

Supervisor/Management Specialist Certificate (SS31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Supervisor/Management certificate program prepares individuals to become supervisors in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce student's knowledge, skills and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses		**Credits**
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resources Management	3
MKTG 1130	Business Regulations and Compliance	3
OR		
MGMT 1110	Employee Rules and Regulations	3

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

SCHOOL OF BUSINESS

Business Technology AAS Degree (BT23)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 60-63

Purpose: The Business Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications and technology innovations for the office. Graduates of the program receive a Business Technology Associate of Applied Science degree with a specialization in one of the following: Office Management, Human Resources, Social Media, or Project Management

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- A grade of "C" or better must be achieved in all occupational courses

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(One of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 36 credit hours**
ACCT	1100	Financial Accounting	4
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for Business Professional	4
BUSN	1460	Keyboarding and Document Formatting	4
BUSN	1470	Professional Communication Skills	3
BUSN	2150	Social Media and Electronic Communications	3
BUSN	2190	Document Proofreading and Editing	3

COLL	1010	College and Career Success Skills	3
MGMT	1120	Introduction to Business	3
OR			
BUSN	1300	Introduction to Business	(3)
Guided Electives			

Select one of the following specializations ***Total 9-12 credit hours***

Office Management

BUSN	2130	Expert Spreadsheet Analysis	3
BUSN	2140	Expert Word Processing	3
BUSN	2290	Applied Business Technology	3
MGMT	1100	Principles of Management	3

Human Resources

MKTG	1130	Business Regulations and Compliances	3
MGMT	2115	Human Resources	3
MGMT	2130	Employee Training and Development	3

Social Media

CIST	1510	Web Development	3
MKTG	1100	Principles of Marketing	3
MKTG	1190	Integrated Marketing	3
MKTG	2500	Exploring Social Media	3

Project Management

BUSN	2130	Expert Spreadsheet Analysis	3
MGMT	1105	Organizational Behavior	3
MGMT	2210	Project Management	3

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

SCHOOL OF BUSINESS

Business Technology Diploma (BT12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 42

Purpose: The Business Technology diploma program prepares students for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, 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 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 Technology diploma.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- A grade of "C" or better must be achieved in all occupational courses

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 33 credit hours**
ACCT	1100	Financial Accounting I	4
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for Business Professionals	4
BUSN	1460	Keyboarding and Documentation	4
BUSN	1470	Professional Communications Skills	3
BUSN	2150	Social Media and Electronic Communication	3
BUSN	2190	Business Document Proofreading and Editing	3
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3
MGMT	1120	Introduction to Business	3
OR			
BUSN	1300	Introduction to Business	(3)

Estimated cost of books and supplies for full program is approximately $2,400.

SCHOOL OF BUSINESS

Administrative Support Assistant Certificate (AS81)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program..... 2 Terms
Credit Hours Required for Graduation 20

Purpose: The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include Business Procedures, and Introduction to Office Suite software (including word processing, spreadsheet and database management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1460	Keyboarding and Documentation Formatting	4
COLL	1010	College and Career Success Skills	3
Guided Electives			6

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

SCHOOL OF BUSINESS

Assistant Office Manager Certificate (AFM1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Assistant Office Manager certificate prepares individuals to plan, direct, and coordinate activities that help an organization run efficiently. Graduates will also gain the knowledge and skills to perform word processing, spreadsheet, and database 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 Office (MOS) certification.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1470	Professional Communication Skills	3
BUSN	2130	Expert Spreadsheet Analysis	3
BUSN	2140	Expert Word Processing	3
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3

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

SCHOOL OF BUSINESS

Executive Administrative Assistant Certificate (EAA1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 21

Purpose: The Executive Administrative Assistant certificate program prepares individuals to provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ACCT	1100	Financial Accounting	4
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1460	Keyboarding and Documentation Formatting	4
COLL	1010	College and Career Success Skills	3
MGMT	1100	Principles of Management	3

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

SCHOOL OF BUSINESS

Human Resources Administrative Assistant Certificate (HR11)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Human Resources Administrative Assistant certificate program prepares individuals to support the planning, coordinating, and directing of the workforce functions of an organization. Key skills include communication skills – strong speaking, writing, and listening skills; Decision-making skills – the ability to balance the strengths and weaknesses of different options and decide the best course of action; Interpersonal skills – ability to develop working relationships with their colleagues; Leadership skills – ability to coordinate work activities and ensure the staff complete the duties and responsibilities of their department; and Organization skills – the ability to prioritize tasks and manage several projects at once.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1240	Office Procedures	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1470	Professional Communications Skills	3
COLL	1010	College and Career Success Skills	3
MGMT	2115	Human Resource Management	3
MGMT	2130	Employee Training and Development	3

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

SCHOOL OF BUSINESS

Microsoft Excel Application Professional Certificate (ME51)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 13-16

Purpose: The Microsoft Excel Application Professional Certificate prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

Admission Requirements:

- Age 18 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ACCT	1120	Spreadsheet Applications	4
OR			
BUSN	1450	Computer Applications For The Business Professional	4
AND			
BUSN	2130	Expert Spreadsheet Analysis	3
COLL	1010	College and Career Success Skills	3
MATH	1012	Foundations of Mathematics	3
Occupational Guided Elective			3

Estimated cost of books and supplies for full program is approximately $2,000.

Microsoft Office Applications Professional Certificate (MF81)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database 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 Office Specialist (MOS) certification.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	2130	Expert Spreadsheet Analysis	3
BUSN	2140	Expert Word Processing	3
COLL	1010	College and Career Success Skills	3
Guided Electives			3

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

SCHOOL OF BUSINESS

Microsoft Word Application Professional Certificate (MWA1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Microsoft Word Application Professional Certificate provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Admission Requirements:

- Age 18 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1460	Keyboarding and Document Formatting	4
BUSN	1450	Computer Applications for the Business Professional	4
AND			
BUSN	2140	Expert Word Processing	3
COLL	1010	College and Career Success Skills	3
Occupational Guided Elective			3

Estimated cost of books and supplies for full program is approximately $2,000.

Social Media Specialist Certificate (SMS1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Social Media Specialist certificate program prepares graduates to create and administer content on all social media platform to build an audience and ensure customer engagement. The specialist may also monitor site metrics, respond to reader comments, and oversee creative design.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
BUSN	1470	Professional Communication Skills	3
CIST	1510	Web Development	3
COLL	1010	College and Career Success Skills	3
MKTG	1100	Principles of Marketing	3
MKTG	2500	Exploring Social Media	3
Guided Electives			3

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

SCHOOL OF BUSINESS
Networking Specialist AAS Degree (NS13)

Offered at Clarkesville Campus

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

Purpose: The Networking Specialist Associate of Applied Science 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 35 credit hours**
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
COLL	1010	College and Career Success Skills	3
Electives			14

Completion of the following specialization required:

Microsoft (8M13)			**Total 16 credit hours**
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 $1,000.

SCHOOL OF BUSINESS

Networking Specialist Diploma (NS14)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 52

Purpose: The Networking Specialist 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 27 credit hours**
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
Electives			9

Completion of the following specialization required:

Microsoft Specialization (8M42)			**Total 16 credit hours**
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 $900.

SCHOOL OF BUSINESS

Network Support Specialist Certificate (NS31)

Offered at Clarkesville Campus

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

Purpose: The Network Support Specialist certificate program provides basic training in networking support. Students are introduced to the basic networking support skills. Upon graduation, students will be able to maintain networks using Windows networking software.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
CIS Operating Systems Elective			3

Select one of the following:

CIST	1401	Computer Networking Fundamentals	4
CIST	2412	MS Server Installation and Maintenance	(4)

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

CompTIA A+ Certified Preparation Certificate (CA61)

Offered at Clarkesville Campus

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

Purpose: The CompTIA A+ Certified Preparation certificate program provides computer users with the basic entry-level skills working toward CompTIA A+ certification.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
CIST	1122	Hardware Installation and Maintenance	4
CIST	1130	Operating Systems Concepts	3

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

SCHOOL OF BUSINESS

CompTIA A+ Certified Technician Preparation Certificate (CA71)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The CompTIA A+ Certified Technician Preparation certificate program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
COLL	1010	College and Career Success Skills	3
CIS Operating Systems Elective			3
CIS Elective			4

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

Network Technician Certificate (NT21)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 14

Purpose: The Network Technician certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1401	Computer Networking Fundamentals	4
COLL	1010	College and Career Success Skills	3
CIS Operating Systems Elective			3

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

SCHOOL OF BUSINESS

PC Repair and Network Technician Certificate (PR21)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The PC Repair and Network Technician certificate program prepares students with the skills needed to perform personal computer troubleshooting and repair.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
CIST	1130	Operating Systems Concepts	3
CIST	1401	Computer Networking	4
COLL	1010	College and Career Success Skills	3

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

SCHOOL OF BUSINESS
Cybersecurity AAS Degree (CY13)

Offered at Clarkesville Campus

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

Purpose: The Cybersecurity 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 Cybersecurity Specialist or Information Security Analysts.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(One of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills & Reasoning	
MATH	1111	College Algebra	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 41 credit hours**
COLL	1010	College and Career Success Skills	3
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation & Maintenance	4
CIST	1401	Computer Networking Fundamentals	4
CIST	1601	Information Security Fundamentals	3
CIST	1602	Security Policies & Procedures	3
CIST	2601	Implementing Operating Systems Security	4
CIST	2602	Network Security	4
CIST	2611	Network Security	4
CIST	2612	Computer Forensics	4
CIST	2613	Ethical Hacking and Penetration Testing	4
Elective			4

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

SCHOOL OF BUSINESS
Cybersecurity Diploma (CY12)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 44

Purpose: The Cybersecurity 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 basic skills areas of English and mathematics, as well as in the technical areas of computer terminology and concepts, computer networking, and network security. Program graduates are qualified for employment as Computer Network Security Specialists or Information Security Analysts.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 35 credit hours**
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
CIST	1401	Computer Networking Fundamentals	4
CIST	1601	Information Security Fundamentals	3
CIST	2601	Implementing Operating Systems	4
CIST	2602	Network Security	4
CIST	2612	Computer Forensics	4
CIS Networking Elective			8

SCHOOL OF BUSINESS

Cybersecurity Fundamentals Certificate (CW71)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Cybersecurity Fundamentals certificate is a sequence of courses designed to provide students with an understanding of the fundamental concepts, principles and techniques required in computer information processing. Completion of the certificate will prepare students to either continue more advanced studies in cybersecurity leading toward a diploma or AAS degree or broaden their current computer information knowledge base.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CIST	1001	Computer Concepts	4
CIST	1122	Hardware Installation and Maintenance	4
CIST	1401	Computer Networking	4
CIST	1601	Information Security Fundamentals	3
CIST	1602	Security Policies and Procedures	3

Estimated cost of books and supplies for full program is approximately $750.

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Agribusiness AAS Degree (AG13)

Offered at Clarkesville Campus

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

Purpose: The Agribusiness Associate of Applied Science degree program is the study of the business and economics of agribusiness firms. Agribusiness possesses many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture. The agribusiness curriculum allows individuals to gain an appreciation for management and technology concepts needed for the agricultural industry. This program develops knowledge and skills in management, production, and marketing as related to agribusiness management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees course options.

Occupational Courses			**Total 47 credit hours**
AGRB	1100	Introduction to Agribusiness	1
AGRB	1110	Agribusiness Management	3
AGRB	1120	Leadership in Agribusiness	3
AGRB	1150	Agricultural Finance and Credit	3
AGRB	2100	Agribusiness Marketing	3
AGRB	2110	Farm Organization and Management	3
AGRB	2130	Agricultural Policy	3
AGRB	2140	Issues of Agriculture and Natural Resource	3
AGRB	2200	Principles of Agronomy	3
AGRB	2250	Survey of the Animal Industry	3
AGRB	2300	Precision Agricultural Systems	4

AGRB	2800	Agribusiness Internship	3
COLL	1010	College and Career Success Skills	3
		Occupational Guided Electives	9

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

Agribusiness Diploma (AG12)

Offered at Clarkesville Campus

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

Purpose: The Agribusiness diploma program is the study of the business and economics of agribusiness firms. Agribusiness possess many unique challenges and opportunities including risks and uncertainties of agricultural production, reliance on natural resources, government involvement with food and agriculture, competitive nature of the agribusiness sector, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture. The agribusiness curriculum allows individuals to gain an appreciation for management and technology concepts needed for the agricultural industry. This program develops knowledge and skills in management, production, and marketing as related to agribusiness management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 38 credit hours**
AGRB	1100	Introduction to Agribusiness	1
AGRB	1110	Agribusiness Management	3
AGRB	1120	Leadership in Agribusiness	3
AGRB	1150	Agricultural Finance and Credit	3
AGRB	2100	Agribusiness Marketing	3
AGRB	2110	Farm Organization and Management	3
AGRB	2130	Agricultural Policy	3
AGRB	2140	Issues of Agriculture and Natural Resources	3
AGRB	2200	Principles of Agronomy	3
AGRB	2250	Survey of the Animal Industry	3
AGRB	2300	Precision Agricultural Systems	4
AGRB	2800	Agribusiness Internship	3
		Occupational Guided Elective	3

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

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Environmental Technology AAS Degree (ET23)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 6 Terms
Credit Hours Required for Graduation 72

Purpose: The Environmental Technology Associate of Applied Science degree program 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 and Conservation Ranger.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must meet technical competencies (listed below) of the program prior to entry

Program Courses			**Credits**
General Core Courses			**Total 12 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(One of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
Area IV Humanities/Fine Arts			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 28 credit hours**
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry I Lab	1
COLL	1010	College and Career Success Skills	3
ESCI	1020	Introduction to GIS	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 (8WA3)			**Total 32 credit hours**
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
Guided Elective			3

Estimated cost of books and supplies for full program is approximately $2,000.

Technical Competencies:

Physical Demands – Students will be exposed to physical conditions such as lifting and carrying a minimum of 40 pounds and traversing a variety of terrain conditions up to 5 miles a day.

Occupational Hazards – Students enrolled in the program will be performing tasks in an outdoor environment and will be exposed to inclement weather, a variety of temperatures and environmental hazards including bees, snakes and other wildlife.

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Horticulture AAS Degree (EH13)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program.....5-6 Terms
Credit Hours Required for Graduation 63

Purpose: The Horticulture Associate of Applied Science degree program 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 or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- Must meet the technical competencies (listed below) of the program prior to entry
- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			7
BIOL	1111	Biology I	
BIOL	1111L	Biology I Lab	
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses			**Total 26 credit hours**
COLL	1010	College and Career Success Skills	3
HORT	1000	Horticulture Science	3
HORT	1010	Woody Plant Identification	3
HORT	1020	Herbaceous Plant Identification	3
HORT	1060	Landscape Design	4
HORT	1080	Pest Management	3
HORT	1150	Environmental Horticulture Internship	3
OR			
HORT Elective			(3)

Select 24 credit hours from the following courses:

HORT	1030	Greenhouse Management	4
HORT	1050	Nursery Production and Management	4
HORT	1070	Landscape Installation	4
HORT	1110	Small Scale Food Production	4
HORT	1120	Landscape Management	4
HORT	1140	Horticulture Business Management	3
HORT	1160	Landscape Contracting	3
HORT	1410	Soils	3
HORT	1430	Advanced Landscape Design	4

Cost of books and supplies for full program is approximately $2,500. There is a $20 lab fee for Biology courses. Students will provide personal protective equipment; safety glasses, gloves, and closed toe shoes or boots (no tennis shoes) that meet industry standards. Estimated cost of these personal items $125.

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 worksite. 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.

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Horticulture Diploma (EH12)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 46

Purpose: The Horticulture diploma program 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 or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- Must meet the technical competencies (listed below) of the program prior to entry
- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			**Credits**
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 19 credit hours**
HORT	1000	Horticulture Science	3
HORT	1010	Woody Plant Identification	3
HORT	1020	Herbaceous Plant Identification	3
HORT	1060	Landscape Design	4
HORT	1080	Pest Management	3
HORT	1150	Environmental Horticulture Internship	3
OR			
HORT Elective			(3)
Select 18 credit hours from the following courses:			
HORT	1030	Greenhouse Management	4
HORT	1041	Landscape Construction	4
HORT	1050	Nursery Production and Management	4
HORT	1070	Landscape Installation	4
HORT	1110	Small Scale Food Production	4
HORT	1120	Landscape Management	4
HORT	1140	Horticulture Business Management	3
HORT	1160	Landscape Contracting	3
HORT	1410	Soils	3
HORT	1430	Advanced Landscape Design	4

Estimated cost of books and supplies for full program is approximately $2,250. Students will provide personal protective equipment; safety glasses, gloves, and closed toe shoes or boots (no tennis shoes) that meet industry safety standards. Estimated cost of these items $125.

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 worksite. 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.

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Garden Center Technician Certificate (GC31)

Offered at Clarkesville Campus

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

Purpose: The Garden Center Technician certificate program prepares students for challenging careers in the expanding field of landscaping and garden centers. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- Must meet the technical competencies (listed below) of the program prior to entry

Program Courses			Credits
HORT	1010	Woody Plant Identification	3
HORT	1020	Herbaceous Plant Identification	3
HORT	1080	Pest Management	3
HORT	1140	Horticulture Business Management	3

Estimated cost of books and supplies for full program is approximately $500. Students will provide personal protective equipment; safety glasses, gloves, and closed toe shoes or boots (no tennis shoes) that meet industry safety standards. Estimated cost of these items $125.

Technical Competencies:

Physical Demands – Students will be exposed to physical conditions such as lifting and carrying a minimum of 50 pounds and traversing a variety of terrain conditions up to 5 miles a day.

Occupational Hazards – Students enrolled in the program will be performing tasks in an outdoor environment and will be exposed to inclement weather, a variety of temperatures and environmental hazards including bees, snakes and other wildlife.

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Modern Agriculture AAS Degree (GA13)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 6 Terms
Credit Hours Required for Graduation 71

Purpose: The Modern Agriculture Associate of Applied Science degree teaches students to apply knowledge of basic sciences to solve agricultural problems. In addition to studying the biology of plants and animals, students also learn about new technologies that can be applied to plant and animal production systems, resource management, the application of technologies to add value to agricultural production. The Modern Agriculture program allows the student to gain the appreciation for the reliance on natural resources, the basics of animal science, government involvement with food and agriculture, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 24 credit hours**
Area I Language Arts/Communication			
ENGL	1101	Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1127	Introduction to Statistics	
Area III Required Courses			
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry I Lab	1
Area IV Humanities/Fine Arts			3
General Education Elective			3

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses			**Total 47 credit hours**
AGRB	2200	Principles of Agronomy	3
AGRB	2250	Survey of the Animal Industry	3
AGRB	2800	Agribusiness Internship	3
AGSC	2150	Grasses and Forages in Agriculture	3

AGSC	2270	Livestock Production and Management	3
COLL	1010	College and Career Success Skills	3
ESCI	1130	Introduction to Fish and Wildlife Management	3
ESCI	2130	Aquaculture	3
ESCI	2070	Wildlife Damage	4
HORT	1000	Horticulture Science	3
HORT	1010	Wood Plant Identification	3
HORT	1080	Pest Management	3
HORT	1110	Small Scale Food Production	4
Occupational Guided Elective			

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

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL STUDIES

Modern Agriculture Diploma (GA12)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 53

Purpose: The Modern Agriculture diploma program teaches students to apply knowledge of basic sciences to solve agricultural problems. In addition to studying the biology of plants and animals, students also learn about new technologies that can be applied to plant and animal production systems, resource management, the application of technologies to add value to agricultural production. The Modern Agriculture program allows the student to gain the appreciation for the reliance on natural resources, the basics of animal science, government involvement with food and agriculture, innovative technology within commercial agriculture and food processing, and global impacts of food and agriculture.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 41 credit hours**
AGRB	2200	Principles of Agronomy	3
AGRB	2250	Survey of the Animal Industry	3
AGRB	2800	Agribusiness Internship	3
AGSC	2150	Grasses and Forages in Agriculture	3
AGSC	2270	Livestock Production and Management	3
ESCI	1130	Introduction to Fish and Wildlife Management	3
ESCI	2130	Aquaculture	3
ESCI	2070	Wildlife Damage	4
HORT	1000	Horticulture Science	3
HORT	1010	Woody Plant Identification	3
HORT	1080	Pest Management	3
HORT	1110	Small Scale Food Production	4
Guided Elective			3

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

SCHOOL OF ARTS & SCIENCES

Associate of Science in General Studies (AC73)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 60

Purpose: The General Studies Associate of Science (AS) Degree prepares students to pursue a four-year degree for careers in multiple fields of studies. Graduates develop academic and professional knowledge and skills necessary to succeed in the profession of their choice or to further their education at a four-year university. This program provides students an option to combine general education along with occupational courses to create a specialized degree suited to their individual career goals. This institutionally developed program was uniquely designed to align to USG institution programs within NGTC's service area to provide graduates a seamless plan of study from the AS to a baccalaureate program of choice with minimal loss of credits.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores (Note: Appropriate placement scores for degree-level courses are higher than for diploma- or certificate-level courses)

Program Courses			Credits
Basic Skills Courses			**Total 3 credit hours**
COLL	1010	College and Career Success Skills	3
Area I – Language Arts/Communication			**Total 6 Credit Hours**
ENGL	1101	Composition and Rhetoric (required)	3
(One of the following required)			
ENGL	1102	Literature and Composition	3
SPCH	1101	Public Speaking	3
SPAN	1101	Spanish I	3
SPAN	1103	Spanish II	3
Area II – Social/Behavior Sciences			**Total 12 Credit Hours**
(Select 12 hours from the following)			
ECON	1101	Principles of Economics	3
ECON	2105	Macroeconomics	3
ECON	2106	Microeconomics	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
POLS	1101	American Government	3
POLS	2401	Global Issues	3
PSYC	1101	Introductory Psychology	3
SOCI	1101	Introduction to Sociology	3

Area III – Natural Sciences/Mathematics **Total 10 Credit Hours**

(One of the following required)

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

(Select an additional 7 hours from the following)

MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skills and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
CHEM	1151	Survey of Inorganic Chemistry	3
CHEM	1151L	Survey of Inorganic Chemistry Lab	1
CHEM	1152	Survey of Organic Chemistry and Biochemistry	3
CHEM	1152L	Survey of Organic Chemistry and Biochemistry Lab	1
PHYS	1111	Introductory Physics I	3
PHYS	1111L	Introductory Physics I Lab	1
PHYS	1112	Introductory Physics II	3
PHYS	1112L	Introductory Physics II Lab	1

Area IV – Humanities/Fine Arts **Total 6 Credit Hours**

(Select 6 hours from the following)

ARTS	1101	Art Appreciation	3
ENGL	2130	American Literature	3
HUMN	1101	Introduction to Humanities	3
MUSC	1101	Music Appreciation	3
RELG	1101	World Relgions	3
THEA	1101	Theater Appreciation	3

General Education Core Electives **Total 3 Credit Hours**

(Select 3 hours from the following)

ARTS	1101	Art Appreciation	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
CHEM	1151	Survey of Inorganic Chemistry	3

CHEM	1151L	Survey of Inorganic Chemistry Lab	1
CHEM	1152	Survey of Organic Chemistry and Biochemistry	3
CHEM	1152L	Survey of Organic Chemistry and Biochemistry Lab	1
ECON	1101	Principles of Economics	3
ECON	2105	Macroeconomics	3
ECON	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
HUMN	1101	Introduction to Humanities	3
MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skills and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	4
PHYS	1111	Introductory Physics I	3
PHYS	1111L	Introductory Physics I Lab	1
PHYS	1112	Introductory Physics II	3
PHYS	1112L	Introductory Physics II Lab	1
POLS	1101	American Government	3
PSYC	1101	Introductory Psychology	3
SOCI	1101	Introduction to Sociology	3
SPCH	1101	Public Speaking	3

General Studies Electives **Total 20 Credit Hours**

(Select 20 hours from the following)

ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	2000	Managerial Accounting	3
ACCT	2140	Legal Environment of Business	3
ARTS	1101	Art Appreciation	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	1112	Biology II	3
BIOL	1112L	Biology II Lab	1
CHEM	1151	Survey of Inorganic Chemistry	3
CHEM	1151L	Survey of Inorganic Chemistry Lab	1
CHEM	1152	Survey of Organic Chemistry and Biochemistry	3
CHEM	1152L	Survey of Organic Chemistry and Biochemistry Lab	1
CIST	1220	Structured Query Language	4
CIST	1305	Program Design and Development	3

CIST	1510	Web Development	3
CIST	1520	Scripting Technologies	3
CIST	2341	C# Programming I	4
CIST	2342	C# Programming II	4
CIST	2351	PHP Programming I	4
CIST	2352	PHP Programming II	4
CIST	2371	Java Programming I	4
CIST	2372	Java Programming II	4
CIST	2550	Web Development II	3
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1040	Principles of Law Enforcement	3
CRJU	1068	Criminal Law	3
ECON	1101	Principles of Economics	3
ECON	2105	Macroeconomics	3
ECON	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
ENGT	1000	Introduction to Engineering Technology	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
HUMN	1101	Introduction to Humanities	3
MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skills and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	4
MUSC	1101	Music Appreciation	3
PHYS	1111	Introductory Physics I	3
PHYS	1111L	Introductory Physics I Lab	1
PHYS	1112	Introductory Physics II	3
PHYS	1112L	Introductory Physics II Lab	1
POLS	1101	American Government	3
POLS	2401	Global Issues	3
PSYC	1101	Introductory Psychology	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
SPAN	1101	Spanish I	3
SPAN	1102	Spanish II	3
SPCH	1101	Public Speaking	3

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

SCHOOL OF ARTS & SCIENCES

Early College Essentials Certificate (EC21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Early College Essentials certificate program is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level and some are disengaged at the high school and are at risk of dropping out.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores (Note: Appropriate placement scores for degree-level courses are higher than for diploma- or certificate-level courses)

Program Courses			Credits
ENGL	1101	Composition and Rhetoric	3
(Select 15-16 total hours from the following)			
ARTS	1101	Art Appreciation	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
BIOL	2117	Introductory Microbiology	3
BIOL	2117L	Introductory Microbiology Lab	1
CHEM	1151	Survey of Inorganic Chemistry	3
CHEM	1151L	Survey of Inorganic Chemistry Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
ECON	1101	Principles of Economics	3
ECON	2105	Macroeconomics	3
ECON	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
HUMN	1101	Introduction to Humanities	3
MATH	1101	Mathematical modeling	3
MATH	1103	Quantitative Skills and Reasoning	3

MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	3
MATH	1127	Introduction to Statistics	3
MATH	1131	Calculus I	4
MATH	1132	Calculus II	4
MUSC	1101	Music Appreciation	3
PHYS	1111	Introductory Physics I	3
PHYS	1111L	Introductory Physics I Lab	1
PSYC	1101	Introductory Psychology	3
RELG	1101	World Relgions	3
SOCI	1101	Introduction to Sociology	3
SPAN	1101	Spanish I	3
SPAN	1102	Spanish II	3
SPCH	1101	Public Speaking	3

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

SCHOOL OF ARTS & SCIENCES
Interdisciplinary Studies AAS Degree (AF53)

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 61

Purpose: The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows for curriculum based on each student's academic and professional goals. Areas of concentration include education, business, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interest cannot be met through a school's existing majors, minors and electives.

Admission Requirements:

- Refer to Program Specific age requirements
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements for Early Childhood Care and Education Specialization

- Must have CPR and First Aid Certification

Program Courses **21 Credits**

General Core Courses
(Some specializations require specific general education courses. See Specialization General Education Requirements below.)

Area I Language Arts/Communication 6
ENGL 1101 Composition and Rhetoric (required) (3)
ENGL 1102 Literature and Composition (required) (3)

Area II Social/Behavioral Sciences 6
PSYC 1101 Introductory Psychology (required) (3)
(select an additional 3 hours from area II) *

Area III Natural Sciences/Mathematics 6-7
(one of the following required)
MATH 1101 Mathematical Modeling (3)
MATH 1103 Quantitative Skills and Reasoning (3)
MATH 1111 College Algebra (3)
(select an additional 3-4 hours from area III) *

Area IV Humanities/Fine Arts 3
(one of the following required)
ARTS 1101 Arts Appreciation (3)
MUSC 1101 Music Appreciation (3)
ENGL 2130 American Literature (3)
HUMN 1101 Introduction to Humanities (3)

*See General Education Requirements for associate degrees for course options.

SCHOOL OF ARTS & SCIENCES

One of the following specializations must be chosen:

Accounting Specialization

Offered at Blairsville, Clarkesville, and Currahee Campuses

Occupational Courses			**Total 40 credit hours**
ACCT	1100	Financial Accounting	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
ACCT	1120	Spreadsheet Applications	4
ACCT	1125	Individual Tax Accounting	3
ACCT	1130	Payroll Accounting	3
ACCT	2000	Managerial Accounting	3
COLL	1010	College and Career Success Skills	3
Electives			13

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

Medical Lab Specialization

Offered at Clarkesville Campus

Occupational Courses			**Total 40 credit hours**
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Health Sciences	2
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
BIOL	2117	Introductory Microbiology	3
BIOL	2117L	Introductory Microbiology Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
OR			
CHEM	1151	Survey of Inorganic Chemistry	(3)
CHEM	1151L	Survey of Inorganic Chemistry Lab	(1)
COLL	1010	College and Career Success Skills	3
PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	5
Electives			8

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

Early Childhood Care and Education Specialization

Offered at Clarkesville, Blairsville, and Currahee Campuses

Occupational Courses			**Total 40 credit hours**
COLL	1010	College and Career Success Skills	3
ECCE	1101	Intro to Early Childhood Care and Education	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
ECCE	2202	Social Issues and Family Involvement	3
ECCE	2312	Paraprofessional Roles and Practices	3
PSYC	2103	Human Development	3
OR			
ECCE	1103	Child Growth and Development	(3)
Electives			13

Estimated cost of books and supplies for full program is approximately $2,000.

Nursing Specialization

Offered at Clarkesville, Blairsville, and Currahee Campuses.

Occupational Courses **Total 40 credit hours**

ALHS	1040	Introduction to Health Care	3
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
COLL	1010	College and Career Success Skills	3
NAST	2100	Nurse Aide Accelerated	7
PSYC	2103	Human Development	3
Electives			13

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

Specialization General Education Advisement Recommendations

ACCOUNTING SPECIALIZATION

Area I Language Arts/Communication 6

ENGL 1101 Composition and Rhetoric (3) (required)

ENGL 1102 Literature and Composition (3) (required)

Area II Social/Behavioral Sciences 6

PSYC 1101 Introductory Psychology (3) (required)

(select an additional 3 hours from Area II) *

Area III Natural Sciences/Mathematics 6-7

(one of the following required)

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

(select an additional 3-4 hours from Area III) *

Area IV Humanities/Fine Arts 3

(one of the following required)

ARTS	1101	Arts Appreciation	(3)
MUSC	1101	Music Appreciation	(3)
ENGL	2130	American Literature	(3)
HUMN	1101	Introduction to Humanities	(3)

*See General Education Requirements for associate degrees for course options.

MEDICAL LAB SPECIALIZATION

Area I Language Arts/Communication 6
- ENGL 1101 Composition and Rhetoric (3) (required)
- ENGL 1102 Literature and Composition (3) (required)

Area II Social/Behavioral Sciences 6
- PSYC 1101 Introductory Psychology (3) (required)

(select an additional 3 hours from Area II) *

Area III Natural Sciences/Mathematics 6-7
(one of the following required)
- MATH 1101 Mathematical Modeling (3)
- MATH 1111 College Algebra (3)
- MATH 1127 Introduction to Statistics (3)

(select an additional 3-4 hours from Area III) *

Area IV Humanities/Fine Arts 3
(one of the following required)
- ARTS 1101 Arts Appreciation (3)
- MUSC 1101 Music Appreciation (3)
- ENGL 2130 American Literature (3)
- HUMN 1101 Introduction to Humanities (3)

*See General Education Requirements for associate degrees for course options.

EARLY CHILDHOOD CARE AND EDUCATION SPECIALIZATION

Area I Language Arts/Communication 6
- ENGL 1101 Composition and Rhetoric (3) (required)
- ENGL 1102 Literature and Composition (3) (required)

Area II Social/Behavioral Sciences 6
- PSYC 1101 Introductory Psychology (3) (required)

(select an additional 3 hours from Area II) *

Area III Natural Sciences/Mathematics 6-7
(one of the following required)
- MATH 1101 Mathematical Modeling (3)
- MATH 1103 Quantitative Skills and Reasoning (3)
- MATH 1111 College Algebra (3)

(select an additional 3-4 hours from Area III) *

Area IV Humanities/Fine Arts 3
(one of the following required)
- ARTS 1101 Arts Appreciation (3)
- MUSC 1101 Music Appreciation (3)
- ENGL 2130 American Literature (3)
- HUMN 1101 Introduction to Humanities (3)

*See General Education Requirements for associate degrees for course options

NURSING SPECIALIZATION

Area I Language Arts/Communication 6
- ENGL 1101 Composition and Rhetoric (3) (required)
- ENGL 1102 Literature and Composition (3) (required)

Area II Social/Behavioral Sciences 6

PSYC 1101 Introductory Psychology (3) (required)

(select an additional 3 hours from Area II) *

Area III Natural Sciences/Mathematics 6-7

(one of the following required)

MATH 1101 Mathematical Modeling (3)

MATH 1111 College Algebra (3)

(select an additional 3-4 hours from Area III) *

Area IV Humanities/Fine Arts 3

(one of the following required)

ARTS 1101 Arts Appreciation (3)

MUSC 1101 Music Appreciation (3)

ENGL 2130 American Literature (3)

HUMN 1101 Introduction to Humanities (3)

*See General Education Requirements for associate degrees for course options.

SCHOOL OF ARTS & SCIENCES

Technical Specialist Certificate (TC31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 36

Purpose: The Technical Specialist certificate program prepares 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 or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores (Note: Appropriate placement scores for degree-level courses are higher than for diploma- or certificate-level courses)

Program Courses			Credits
Basic Skills Courses			**Total 3 Credit Hours**
COLL	1010	College and Career Success Skills	3
AREA I – Language Arts/Communication			Total 3 Credit Hours
ENGL	1101	Composition and Rhetoric	3
AREA II – Social/Behavior Sciences			Total 6 Credit Hours
(Select 6 hours from the following)			
ECON	1101	Principles of Economics	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
PSYC	1101	Introductory Psychology	3
SOCI	1101	Introduction to Sociology	3
AREA III – Natural Sciences/Mathematics			Total 3 Credit Hours
(Select 3 hours from the following)			
MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skills and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	3
MATH	1127	Introduction to Statistics	3
BIOL	1111	Biology I	3
BIOL	1111L	Biology I Lab	1
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry Lab I	1
PHYS	1110	Conceptual Physics	3
PHYS	1110L	Conceptual Physics Lab	1

AREA IV – Humanities/Fine Arts — Total 6 Credit Hours

(Select 6 hours from the following)

ARTS	1101	Art Appreciation	3
ENGL	2130	American Literature	3
MUSC	1101	Music Appreciation	3

General Education Core Electives — **Total 6 Credit Hours**

(Select 6 hours from the following)

ARTS	1101	Art Appreciation	3
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry I Lab	1
CHEM	1212	Chemistry II	3
CHEM	1212L	Chemistry II Lab	1
ECON	1101	Principles of Economics	3
ECON	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	1105	Workplace and Technical Communications	3
ENGL	2130	American Literature	3
HIST	1111	World History I (to 1500)	3
HIST	1112	World History II (since 1500)	3
HIST	2111	U.S. History I (to 1877)	3
HIST	2112	U.S. History II (since 1865)	3
MATH	1101	Mathematical Modeling	3
MATH	1103	Quantitative Skills and Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Pre-calculus	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 I Lab	1
PHYS	1112	Introductory Physics II	3
PHYS	1112L	Introductory Physics II Lab	1
PSYC	1101	Introductory Psychology	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
SPCH	1101	Public Speaking	3

Occupational Guided Electives — **Total 9 Credit Hours**

(Select 9 hours from the following)

ACCT	1100	Financial Accounting I	4
ACCT	2145	Personal Finance	3
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1030	HVACR Electrical Fundamentals	4

BUSN	1300	Introduction to Business	3
BUSN	1450	Computer Applications for the Business Professional	4
BUSN	1460	Keyboarding and Documentation Formatting	4
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
ESCI	1020	Introduction to GIS	3
HORT	1000	Horticulture Science	3
HORT	1080	Pest Management	3
MGMT	1115	Leadership	3
MGMT	1125	Business Ethics	3
PHOT	1103	Camera Techniques	3
PHOT	1105	Digital Imaging I	3

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

SCHOOL OF HEALTH SCIENCES

Associate of Applied Science in Allied Health Professions Degree (AFA3)

Offered at Blairsville and Currahee Campuses

Entrance Date for Blairsville and Currahee..... Varies
Length of Program..... 5 Terms
Credit Hours Required for Graduation.....61-67

Purpose: The Associate of Applied Science in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

Admission Requirements:

- Age 18 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- If you are an out-of-state student: North Georgia Technical College (NGTC) adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process

Note: *The number of students accepted into the PN program is limited by the number of faculty and clinical facilities available. Consequently, the PN program incorporates a competitive admission process.*

Practical Nursing Course Requirements

- The Practical Nursing Certificate program is a competitive admission program. See program flyer for additional information.
- Completion of Practical Nursing Certificate program.
- Must meet Practical Nursing program requirements and technical competencies (listed in catalog) for program entry
- Students must carry professional liability insurance and maintain the American Heart Association (AHA) BLS certification while enrolled
- An acceptable (negative) criminal background check and drug test are required prior to clinical internship
- Denial of any clinical facility can result in the student being dropped from the program
- Must maintain annual health requirements to include PPO and flu vaccines

Medical Assisting Course Requirements

- The Medical Assisting program is a competitive admission program. See program flyer for additional information.
- Completion of Medical Assisting Diploma program
- Must meet Medical Assisting program requirements and technical competencies (listed in catalog) for program entry

- Students must carry professional liability insurance and maintain the American Heart Association (AHA) BLS certification while enrolled
- An acceptable (negative) criminal background check and drug test are required prior to clinical internship
- Denial of any clinical facility can result in the student being dropped from the program
- Must maintain annual health requirements to include PPO and flu vaccines
- The Medical Assisting program does not accept experiential learning in lieu of the Medical Assisting (MAST) courses.

Additional Information

- Clinical sites are located throughout the eight-county service area and will require students to travel and provide their own transportation to and from clinical sites. Clinical rotations may occur during the day, night or weekend hours.
- 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 or Practical Nursing with any questions.

For additional information, see Practical Nursing or Medical Assisting flyers.

Program Courses	**Credits**
General Core Courses	**Total 15 credit hours**
Area I Language Arts/Communication	
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
PSYC 1101 Introductory Psychology	
PSYC 2103 Human Development	
SOCI 1101 Introduction to Sociology	
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
(one of the following required)	
ARTS 1101 Art Appreciation	
ENGL 2130 American Literature	
HUMN 1101 Introduction to Humanities	
MUSC 1101 Music Appreciation	
Elective: General Education	3
(one of the following required)	
SOCI 1101 Introduction to Sociology	
SPCH 1101 Public Speaking	

SCHOOL OF HEALTH SCIENCES

Occupational Courses **Total 36 credit hours**

Medical Assisting Option:

ALHS	1090	Medical Terminology for Allied Health Sciences	2
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
COLL	1010	College and Career Success Skills	3
MAST	1030	Pharmachology in the Medical Office	4
MAST	1061	Medical Office Procedures	6
MAST	1080	Medical Assisting Skills I	4
MAST	1090	Medical Assisting Skills II	4
MAST	1112	Medical Insurance Management	5
MAST	1120	Human Diseases	3
MAST	1130	Medical Assisting Externship	8

Practical Nursing Option

PNSG	1600	Pharmacology and Clinical Calculations	3
PNSG	1605	Fundamentals	6
PNSG	1610	Adult Health Nursing I	6
PNSG	1615	Adult Health Nursing II	6
PNSG	1620	Adult Health Nursing III	6
PNSG	1625	Adult Health Nursing IV	6
PNSG	1630	Mental Health Nursing	4
PNSG	1635	Maternal Nursing	4
PNSG	1640	Pediatric Nursing	3
PNSG	1645	Practical Nursing Capstone	5
COLL	1010	College and Career Success Skills	3

SCHOOL OF HEALTH SCIENCES

Associate of Science in Nursing Degree (Generic) (NF73)

Offered at Clarkesville and Blairsville Campuses

Entrance Date for Clarkesville ..... Fall
Entrance Date for Blairsville ..... Spring
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 72

Purpose: The two-year associate level nursing program prepares students for positions in the nursing profession. The curriculum is designed to produce highly educated, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning nurse generalist, in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic person who possesses critical-thinking/problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- If you are an out-of-state student: North Georgia Technical College (NGTC) adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process

Note: The number of students accepted into the ASN program is limited by the number of faculty and clinical facilities available. Consequently, the ASN program incorporates a competitive admission process.

Competitive Admission Requirements:

- Entry into the Interdisciplinary Studies Degree with Nursing Specialization
- A minimum 3.0 Cumulative GPA must be achieved for required core courses (=average of final grades for required core)
- A grade of C or better must be achieved in each general core course
- Complete nursing entrance exam by application deadline
- Submit Intent Form: The intent form is made available on the ASN Webpage: https://northgatech.edu/academic-programs/health-sciences/registered-nursing

ASN Program Requirements:

- Students must meet the ASN program technical competencies listed below
- A final course score of 75% or better must be achieved in each RNSG course in order to progress to the next semester
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; student's participation in clinical is dependent upon the results of these requirements.

Denial of any clinical facility may result in the student being dropped from the ASN program

- Students must carry professional liability insurance and maintain the American Heart Association (AHA) BLS certification while enrolled in the program
- Clinical sites are located throughout the eight-county service area and will require the students to travel and provide their own transportation to and from the clinical sites. Clinical rotations may occur during the day, night, or weekend hours
- Physical health exams and immunization records are required before assignment to clinical affiliates for training.
- Students are required to follow the medical clearance policies designated by their assigned clinical and/ or practicum sites. If a student is denied entry to a site based on lack of vaccinations or testing, successful completion of the program will not be possible
- Must maintain annual health requirements to include PPD and flu vaccines
- No readmission to the program after two withdrawals or two academic failures in any occupational course

Additional Information:

- Any individual applying for licensure as a Registered Nurse who has ever been arrested must explain and document each occurrence at the time of application to the Georgia Board of Examiners for Registered Nurses. However, this does not guarantee issuance of the Registered Nurses license
- Graduates must pass the NCLEX-RN State Board Exam in order to work as a Registered Nurse in Georgia

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			6
ENGL	1101	Composition and Rhetoric (required)	
ENGL	1102	Literature and Composition (program specific requirement)	
Area II Social/Behavioral Sciences			3
PSYC	1101	Introductory Psychology (required)	
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
(one of the following required)			
ARTS	1101	Art Appreciation	
MUSC	1101	Music Appreciation	
ENGL	2130	American Literature	
HUMN	1101	Introduction to Humanities	
Occupational Courses			**Total 57 credit hours**
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1

BIOL	2117	Introduction to Microbiology	3
BIOL	2117L	Introduction Microbiology Lab	1
COLL	1010	College and Career Success Skills	3
PSYC	2103	Human Development	3
RNSG	2602	Foundational Concepts of Nursing	6
RNSG	2604	Pharmacology for Nursing	4
RNSG	2606	Concepts of Mental Health	3
RNSG	2610	Concepts of Nursing I	6
RNSG	2612	Concepts of Pediatric Nursing	4
RNSG	2614	Concepts of Obstetrical Nursing	4
RNSG	2620	Concepts of Nursing II	6
RNSG	2630	Transition to Nursing Practice	6

Estimated cost of books and supplies for full program is approximately $6,700. There are additional costs associated with this program. For a complete list of fees and costs, please see an ASN faculty member or advisor. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 50% of time in patient care areas. Potential risks may include possibly receiving cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly being exposed to communicable diseases; and possibly incurring 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 position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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 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 along with the 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. 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 Registered Nursing program and as a developing professional Registered Nurse.

The Associate of Science in Nursing Degree program at North Georgia Technical College at the Clarkesville, Blairsville, and Currahee campuses located in Clarkesville, Blairsville, and Toccoa, GA is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/search-programs

SCHOOL OF HEALTH SCIENCES

Associate of Science in Nursing Degree (Bridge Option) (AD63)

Offered at Currahee Campus

Entrance Date ..... Fall
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 65

Purpose: The Associate Degree in Nursing (Bridge Option) Program is designed to provide an opportunity for licensed practical nurses to earn an Associate of Science Degree in Nursing. Program graduates receive an Associate of Science in Nursing (ASN) Degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- If you are an out-of-state student: North Georgia Technical College (NGTC) adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process

Note: The number of students accepted into the ASN (Bridge Option) program is limited by the number of faculty and clinical facilities available. Consequently, the ASN (Bridge Option) program incorporates a competitive admission process.

Competitive Admission Requirements:

- Entry into the Interdisciplinary Studies Degree with Nursing Specialization
- A minimum 3.0 cumulative GPA must be achieved for required core courses
- A grade of C or better must be achieved in each core course
- Complete Bridge Option Intent Form on the LPN to ASN webpage by deadline
- Complete Nursing entrance exam by deadline
- Proof of a current, active, unencumbered, and unrestricted LPN license by deadline
- Proof of at least 6 months of in-field LPN work experience by deadline

Program Requirements:

- Students must meet the program requirements and technical competencies listed below
- A final course score of 75% or better must be achieved in each RNSG course in order to progress to the next semester
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; student's participation in clinical is dependent upon the results of these requirements. Denial of any clinical facility may result in the student being dropped from the ASN program
- Students must carry professional liability insurance and maintain the American Heart Association (AHA) BLS certification while enrolled in the program
- Clinical sites are located throughout the eight-county service area and will require the students to travel and provide their own transportation to and from the clinical sites. Clinical rotations may occur during the day, night, or weekend hours
- Physical health exams and immunization records are required before assignment to clinical

affiliates for training

- Students are required to follow the medical clearance policies designated by their assigned clinical and/ or practicum sites. If a student is denied entry to a site based on lack of vaccinations or testing, successful completion of the program will not be possible
- Must maintain annual health requirements to include PPD and flu vaccines
- No readmission to the program after two withdrawals or two academic failures in any occupational course
- Additional Information:
- Any individual applying for licensure as a Registered Nurse who has ever been arrested must explain and document each occurrence at the time of application to the Georgia Board of Examiners for Registered Nurses. However, this does not guarantee issuance of the Registered Nurses license
- Graduates must pass the NCLEX-RN State Board Exam in order to work as a Registered Nurse in Georgia

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Program Courses			**Credits**
General Core Courses Total 15 credit hours			
Area I Language Arts/Communication			6
ENGL	1101	Composition and Rhetoric (required)	
ENGL	1102	Literature and Composition (program specific requirement)	
Area II Social/Behavioral Sciences			3
PSYC	1101	Introductory Psychology (required)	
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
(one of the following required)			
ARTS	1101	Art Appreciation	
MUSC	1101	Music Appreciation	
ENGL	2130	American Literature	
HUMN	1101	Introduction to Humanities	
Occupational Courses			**Total 50 credit hours**
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
BIOL	2117	Introduction to Microbiology	3
BIOL	2117L	Introduction Microbiology Lab	1
COLL	1010	College and Career Success Skills	3
PSYC	2103	Human Development	3
RNSG	2604	Pharmacology for Nursing	4
RNSG	2609	Intro to Professional Nursing Practice	8
RNSG	2612	Concepts of Pediatric Nursing	4

RNSG	2614	Concepts of Obstetrical Nursing	4
RNSG	2620	Concepts of Nursing II	6
RNSG	2630	Transition to Nursing Practice	6

Estimated cost of books and supplies for full program is approximately $5,300. There are additional costs associated with this program. For a complete list of fees and costs, please see an ASN faculty member or advisor. These are approximate costs and subject to change.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 50% of time in patient care areas. Potential risks may include possibly receiving cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly being exposed to communicable diseases; and possibly incurring 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 position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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 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 along with the 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. 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 Registered Nursing program and as a developing professional Registered Nurse.

SCHOOL OF HEALTH SCIENCES
Funeral Service Education AAS Degree (FS23)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 6 Terms
Credit Hours Required for Graduation 72

Purpose: The Associate of Applied Science in Funeral Service Education is designed to prepare students for a career in funeral service. Al aspects of funeral service will be taught within the scope of this program. Academic and technical skills will be taught in the areas of general business, industry regulations and laws, embalming and restorative art skills, funeral service applications, funeral home management, grief counseling, etc. The goal is to prepare the student for successful completion of all necessary board examinations and to prepare the student for the rigors of daily work within the funeral service industry. The goals of the Funeral Service Education Program are to promote and improve the standards of funeral service education and professionalism, to expose funeral service students to all aspects of the profession, and foster a desire to serve the public interest in an ethical, dignified manner. Al Funeral Service Education students must take the National Board Examination to graduate from the program.

Admission Requirements:

- Age 18 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores.

Program Requirements:

- Must attend information session offered virtually before beginning the program.
- ENGL 1101 Composition and Rhetoric, PSYC 1101 Introductory Psychology, MATH 1101 Mathematical modeling or MATH 1103 Quantitative Skills and Reasoning 1111 College Algebra, COLL 1010 must be completed before student begins this program.
- The number of students accepted into the Funeral Service Education program is limited to 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.
- An acceptable(negative) criminal background check and drug test are required prior to admission to the program; student's participation in the clinical internship is dependent upon the results of these requirements.
- Must maintain a GPA of 3.0 or better in the Funeral Service Education program and a grade of "B" must be achieved in all Funeral Service Education courses.
- A grade of "C" or better must be achieved in Legal Environment of Business ACCT 2140 or Business Regulations and Compliance MKTG 1130, and all prerequisite course work with a minimum grade of "C" or better in each course.

Program Courses	**Credits**
General Core Courses	**Total 18 credit hours**
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences PSYC 1101 Introductory Psychology (required)	3

Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	(3)
MATH	1103	Quantitative Skills and Reasoning	(3)
MATH	1111	College Algebra	(3)
Area IV Humanities/Fine Arts			6
(one of the following required and ENGL 1102)			
ARTS	1101	Arts Appreciation	(3)
MUSC	1101	Music Appreciation	(3)
ENGL	2130	American Literature	(3)
HUMN	1101	Intro to Humanities	(3)
AND			
ENGL	1102	Literature and Composition	(3)

Basic Skills Courses **Total 3 credit hours**

COLL	1010	College and Career Success Skills	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses **Total 54 credit hours**

FSRV	1010	History of Funeral Services	2
FSRV	1020	Funeral Service Law and Ethics	1
FSRV	1030	Funeral Service Management and Directing	6
FSRV	1050	Funeral Service Practicum	2
FSRV	1070	Small Business Administration for Funeral Services	4
FSRV	2000	Anatomy for Funeral Service	4
FSRV	2010	Pathology for Funeral Service	3
FSRV	2020	Chemistry for Funeral Service	3
FSRV	2030	Embalming Techniques	6
FSRV	2060	Restorative Art	4
FSRV	2080	Microbiology for Funeral Service	3
FSRV	2090	Grief Counseling and Sociology for Funeral Service	3
FSRV	2100	Funeral Service Seminar	3
ACCT	1100	Financial Accounting I	4
SPCH	1101	Public Speaking	3
MKTG	1130	Business Regulations and Compliance	3
OR			
ACCT	2140	Legal Environment of Business	3

Estimated cost of books and supplies for full program is approximately $2,000.

SCHOOL OF HEALTH SCIENCES
Medical Laboratory Technology AAS Degree (CLT3)

Offered at Clarkesville Campus

Entrance Dates ..... Spring
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 73

**Must complete all required learning support courses prior to enrolling in occupational courses which begin spring term.*

Purpose: The Medical Laboratory Technology Associate of Applied Science degree program prepares students to perform medical laboratory procedures under the supervision of a qualified medical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduates will receive a degree in Medical Laboratory Technology and possess the entry level competencies necessary to perform routine medical laboratory tests in areas such as basic laboratory skills, related laboratory math, Clinical Chemistry, Hematology/ Coagulation, Immunology/ Serology, Immunohematology, Microbiology, and Urine and Body Fluid Analysis.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Entry into the Interdisciplinary Studies Degree, Medical Lab Specialization and completion of prerequisite coursework with a minimum grade of “C” or better in each course
- The number of students accepted into the Medical Laboratory program is limited to 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
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical competencies (listed below) of 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
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; student’s participation in the internship is dependent upon the results of these requirements
- Must maintain CPR certification, carry professional liability insurance and maintain annual health requirements 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 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
- Must maintain annual health requirements

SCHOOL OF HEALTH SCIENCES

Program Courses			**Credits**
General Core Courses			**Total 16 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
PSYC	1101	Introductory Psychology (required)	
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
Program Specific General Education Elective			4
(two of the following required)			
CHEM	1211	Chemistry I	3
CHEM	1211L	Chemistry I Lab	1
OR			
CHEM	1151	Survey of Inorganic Chemistry	(3)
CHEM	1151L	Survey of Inorganic Chemistry Lab	(1)

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses			**Total 57 credit hours**
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
MLBT	1010	Introduction to Medical Laboratory Technology	2
MLBT	1030	Urinalysis/Body Fluids	2
MLBT	1040	Hematology/Coagulation	5
MLBT	1050	Serology/Immunology	3
MLBT	1060	Immunohematology	4
MLBT	1070	Clinical Chemistry	4
MLBT	1080	Microbiology	5
MLBT	2090	Clinical Urinalysis and Pre-analytic Specimen Process Practicum	3
MLBT	2100	Clinical Immunohematology Practicum	4
MLBT	2110	Clinical Hematology/Coagulation Practicum	4
MLBT	2120	Clinical Microbiology Practicum	4
MLBT	2130	Clinical Chemistry Practicum	4
MLBT	2200	MLT Certification Review	2
COLL	1010	College and Career Success Skills	3

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, background/drug screen - $84.95, lab fee - $25, HBV vaccine - $100, Acemapp fee - $50-$60, and malpractice insurance - $11.50 per year, MediaLab Simulation fee$140, CPR fee - $9. These are approximate costs and subject to change.

Technical Competencies:

Physical Demands – This position involves primarily medium work that requires frequent lifting, carrying, pushing, and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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. Frequent sitting, standing, and/or walking required.

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 medical laboratory procedures and equipment. Demonstrate progressive independence without constant supervision during clinical internship.

Essential Behavioral Attitudes – Ability to engage in activities consistent with safe medical 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 Medical 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. Potential risks may include possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly be exposed to communicable diseases; and 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.

The Medical Laboratory Technology program is accredited by NAACLS, the National Accrediting Agency for Medical Laboratory Sciences

5600 N. River Road, Suite 720, Rosemont, IL 60018-5119

Fax: 773-714-8886, Phone: 773-714-8880

www.naacls.org

SCHOOL OF HEALTH SCIENCES

Accelerated Phlebotomy Technician Certificate (AP81)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates .....Varies on Clarkesville Campus
Length of Program ..... 3 Terms
Credit Hours Required for Graduation..... 13

Purpose: The Accelerated Phlebotomy Technician certificate program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics include human anatomy, anatomical terminology, venipuncture, and clinical practice. The program can be completed in one semester; therefore, graduates are quickly prepared to enter the workforce.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Students must be 18 years of age before being placed in clinical practicum courses
- PHLT 1030 and PHLT 1055 must be completed in the same semester.
- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical
- Must maintain CPR and First Aid certification throughout program and clinical
- Physical and immunization records required before assignment to clinical affiliates for training

Program Courses			Credits
ALHS	1011	Structure and Function of the Human Body	5
PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	5

Estimated cost of books and supplies for full program is approximately $350. Other costs include physical exam - $100-$150, background/drug test fee - $84.95, lab fee - $30, HBV vaccine - $100, CPR and First Aid certification - $27, Acemapp - $50-$60, and malpractice insurance - $11.50

**Fees are subject to change*

SCHOOL OF HEALTH SCIENCES

Phlebotomy Technician Certificate (PT21)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates .....Varies on Clarkesville Campus
Length of Program ..... 3 Terms
Credit Hours Required for Graduation..... 23

Purpose: The Phlebotomy Technician certificate program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics include; human anatomy, anatomical terminology, venipuncture, and clinical practice. Students will be eligible for certification by American Medical Technologists as a Registered Phlebotomy Technician (RPT).

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical
- Must maintain CPR and First Aid certification throughout program and clinical
- Physical and immunization records required before assignment to clinical affiliates for training
- Students must be 18 years of age before being placed in clinical practicum courses

Program Courses			Credits
ALHS	1011	Structure and Function of the Human Body	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	4

Estimated cost of books and supplies for full program is approximately $350. Other costs include physical exam - $100-$150, background/drug test fee - $84.95, lab fee - $30, HBV vaccine - $100, CPR and First Aid certification - $27, Acemapp - $50-$60, and malpractice insurance - $11.50

**Fees are subject to change*

SCHOOL OF HEALTH SCIENCES

Phlebotomy Technology Specialist Certificate (PT71)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates .....Varies on Clarkesville Campus
Length of Program ..... 2 Terms
Credit Hours Required for Graduation..... 17

Purpose: The Phlebotomy Technology Specialist certificate program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics include; human anatomy, anatomical terminology, venipuncture, and clinical practice. Students will be eligible for certification by American Medical Technologists as a Registered Phlebotomy Technician (RPT).

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical
- Must maintain CPR and First Aid certification throughout program and clinical
- Physical and immunization records required before assignment to clinical affiliates for training
- Students must be 18 years of age before being placed in clinical practicum courses

Program Courses			Credits
ALHS	1011	Structure and Function of the Human Body	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	4

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

SCHOOL OF HEALTH SCIENCES
Medical Assisting Diploma (MA22)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 48

Purpose: The Medical Assisting diploma 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.

Admission Requirements:

- Age 17 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- The number of students accepted into the Medical Assisting Program is limited by faculty and clinical facilities available. In the event if there are more applicants than the college can accommodate, a competitive admission process will be implemented
- Must complete all required learning support courses before competitive process begins (entry into the MAST courses)
- Must complete all required basic skill and occupational core courses prior to beginning occupational specific (MAST) courses
- 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 clinical
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical competencies (listed below) of the program prior to entry
- Must maintain CPR Certification and professional liability insurance while enrolled in occupational courses
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and clinical internship; 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 clinical
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; student's participation in clinical 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
- Students must be 18 years of age before being placed in clinical practicum courses

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.

Program Courses			Credits
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 36 credit hours**
ALHS	1090	Medical Terminology for Allied Health Sciences	2
MAST	1030	Pharmachology in the Medical Office	4
MAST	1061	Medical Office Procedures	6
MAST	1080	Medical Assisting Skills I	4
MAST	1090	Medical Assisting Skills II	4
MAST	1112	Medical Insurance Management	5
MAST	1120	Human Diseases	3
MAST	1130	Medical Assisting Externship	8

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. Potential risks may include possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly be exposed to communicable diseases; and 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. 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 involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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.

This program is accredited by the Commission on Accreditation for Allied Health Education Programs (www.caahep.org) upon recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 N, Suite 158, Clearwater, FL 33763, 727-210-2350

Medical Coding Certificate (MC41)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 24

Purpose: The Medical Coding certificate program 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 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ALHS	1011	Structure and Function of Human Body	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
BUSN	1460	Keyboarding and Document Formatting	4
ENGL	1010	Fundamentals of English I	3
MAST	1120	Human Diseases	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 in an allied health clinical facility, an acceptable (negative) criminal background check and drug test may be required.

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

SCHOOL OF HEALTH SCIENCES
Paramedicine AAS Degree (PT13)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 69

Purpose: The Paramedicine Associate of Applied Science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experience.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Hold current certification and/or licensure as an EMT, EMT I/85, EMT I/99; or AEMT

Program Requirements:

- Must meet the technical competencies of the program (listed below)
- 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
- BLS certification required
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses; participation in this program is dependent upon the results of these requirements
- 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
- All learning support courses must be completed prior to enrollment in EMSP 2110
- Completion of all required Biology courses and labs, with a “C” or better, prior to enrolling in any of the EMSP Courses

SCHOOL OF HEALTH SCIENCES

Program Courses			Credits
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 54 credit hours**
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
COLL	1010	College and Career Success Skills	3
EMSP	2100	Paramedic Foundations	3
EMSP	2101	Paramedic Pharmacology & Airway Management	3
EMSP	2102	Paramedic Cardiology	7
EMSP	2103	Paramedic Medical Emergencies	7
EMSP	2104	Paramedic Trauma Care	5
EMSP	2105	Paramedic Special Populations	3
EMSP	2106	Paramedic Applications	3
EMSP	2201	Paramedic Experience I	1
EMSP	2202	Paramedic Experience II	2
EMSP	2203	Paramedic Experience III	2
EMSP	2204	Paramedic Experience IV	2
EMSP	2205	Paramedic Experience V	2
EMSP	2206	Paramedic Capstone Field Internship	3

Estimated cost of books and supplies for full program is approximately $2,000. Price does not include the cost of required clinical shoes and uniforms which is approximately $350-$450. Other costs include: certification exam - $160, drug test - $35, criminal background check - $56, lab fee - $25, physical exam - $100-$150, Georgia licensing fees - $152.75, EMS Testing - $99, Platinum Planner - $90, and malpractice insurance - $46.50 per calendar year.

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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, and reach; and exhibit general manual dexterity is required. 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.

The North Georgia Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). (To Contact CAAHEP Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 - www.caahep.org -- To Contact CoAEMSP 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, (214) 703-8445, FAX (214) 703-8992 - www.coaemsp.org).

SCHOOL OF HEALTH SCIENCES
Paramedicine Diploma (PT12)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 57

Purpose: The Paramedicine diploma program provides students for a dynamic and advanced role within the Emergency Medical Services (EMS) profession. This program will provide students will the complex knowledge and skills necessary to provide patient care and transportation and function as part of a comprehensive EMS response, under medical oversight as a Paramedic. This program combines rigorous academic coursework with extensive hands-on training to develop the clinical, technical and decision-making skills necessary for effective emergency response. Students will learn to assess patients, administer medications, perform advanced airway management and use life-saving equipment under the guidance of experienced instructors and medical professionals.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Hold current certification and/or licensure as an: EMT, EMT I/85, EMT I/99; or AEMT

Program Requirements:

- Must meet the technical competencies (listed below) of the program
- 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
- BLS certification required
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses; participation in this program is dependent upon the results of these requirements
- 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
- Completion of ALHS 1011 and ALHS 1090, with a "C" or better, prior to enrolling in any of the EMSP courses

Program Courses			**Credits**
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 48 credit hours**
ALHS	1011	Structure and Function of the Human Body	5
EMSP	2100	Foundations of Paramedicine	3
EMSP	2101	Paramedic Pharmacology & Airway Management	3

EMSP	2102	Paramedic Cardiology	7
EMSP	2103	Paramedic Medical Emergencies	7
EMSP	2104	Paramedic Trauma Care	5
EMSP	2105	Paramedic Special Populations	3
EMSP	2106	Paramedic Applications	3
EMSP	2201	Paramedic Experience I	1
EMSP	2202	Paramedic Experience II	2
EMSP	2203	Paramedic Experience III	2
EMSP	2204	Paramedic Experience IV	2
EMSP	2205	Paramedic Experience V	2
EMSP	2206	Paramedic Capstone Field Internship	3

Estimated cost of books and supplies for full program is approximately $1500. Price does not include the cost of required clinical shoes and uniforms which is approximately $350-$450. Other costs include: certification exam - $160, drug test - $35, criminal background check - $56, physical exam - $100-$150, Georgia licensing fees - $152.75, EMS Testing - $99, Platinum Planner - $90 and malpractice insurance -$46.50 per calendar year.

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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, and reach; and exhibit general manual dexterity is required. 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.

SCHOOL OF HEALTH SCIENCES
EMS Professions Diploma (EP12)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 45

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. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1110
- Must meet the technical competencies of the program (listed below)
- Must carry professional liability insurance while enrolled in the program
- BLS certification required
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses; participation in this program 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 clinical internship
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Completion of ALHS 1011 and ALHS 1090, with a “C” or better, prior to enrolling in any of the EMSP courses

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

SCHOOL OF HEALTH SCIENCES

Program Courses			**Credits**
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 28 credit hours**
ALHS	1090	Medical Terminology for Allied Health Sciences	2
ALHS	1011	Structure and Function of the Human Body	5
OR			
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
AND			
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
EMSP	1210	Emergency Medical Technician EMT Theory I	3
EMSP	1211	Emergency Medical Technician EMT Theory I Lab	2
EMSP	1220	Emergency Medical Technician EMT Theory II	3
EMSP	1221	Emergency Medical Technician EMT Theory II Lab	3
EMSP	1230	Emergency Medical Technician EMT Clinical	1
EMSP	1550	Advanced Emergency Medical Technician AEMT Theory I	2
EMSP	1550L	Advanced Emergency Medical Technician AEMT Theory I Lab	1
EMSP	1560	Advanced Emergency Medical Technician AEMT Theory II	2
EMSP	1560L	Advanced Emergency Medical Technician AEMT Theory II Lab	1
EMSP	1570	Advanced Emergency Medical Technician AEMT Clinical	2
EMSP	1580	Advanced Emergency Medical Technician AEMT Capstone	1

Estimated cost of books and supplies for full program is approximately $1500. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $248, drug test - $35, criminal background check - $56, Georgia licensing fees -$152.75, EMS Testing - $70, Platinum Planner - $60, 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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, and reach; and

exhibit general manual dexterity is required. 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 Clarkesville and Blairsville Campuses

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

Purpose: The Advanced Emergency Medical Technician certificate program prepares students to provide advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the advanced knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

Admission Requirements:

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- 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 of the program (listed below)
- Must carry professional liability insurance while enrolled in the program
- BLS certification required
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses; participation in this program 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	1550	Advanced Emergency Medical Technician AEMT Theory I	2
EMSP	1550L	Advanced Emergency Medical Technician AEMT Theory I Lab	1
EMSP	1560	Advanced Emergency Medical Technician AEMT Theory II	2
EMSP	1560L	Advanced Emergency Medical Technician AEMT Theory II Lab	1
EMSP	1570	Advanced Emergency Medical Technician AEMT Clinical	2
EMSP	1580	Advanced Emergency Medical Technician AEMT Capstone	1

Estimated cost of books and supplies for full program is approximately $400. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include certification exam - $144, drug test - $35, criminal background check - $56, Georgia licensing fees - $152.75, EMS Testing - $70, Platinum Planner - $60, 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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, and reach; and exhibit general manual dexterity is required. 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.

SCHOOL OF HEALTH SCIENCES

Emergency Medical Technician Certificate (EMJ1)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 1 Term
Credit Hours Required for Graduation 12

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

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1110
- Must meet the technical competencies of the program (listed below)
- Must carry professional liability insurance while enrolled in the program
- BLS certification required.
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses. Participation in this program 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 clinical
- 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	1210	Emergency Medical Technician EMT Theory I	3
EMSP	1211	Emergency Medical Technician EMT Theory I Lab	2
EMSP	1220	Emergency Medical Technician EMT Theory II	3
EMSP	1221	Emergency Medical Technician EMT Theory II Lab	3
EMSP	1230	Emergency Medical Technician EMT Clinical	1

Estimated cost of books and supplies for full program is approximately $400. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $104, drug test - $35, criminal background check - $56, Georgia licensing fees -$152.75, EMS Testing - $70, Platinum Planner - $60, 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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, reach and exhibit general manual dexterity is required. 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.

SCHOOL OF HEALTH SCIENCES
Pre-Hospital EMS Operations (PEO1)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 21

Purpose: The Pre-Hospital EMS Operations certificate program combines Emergency Medical Technician and Advance Emergency Medical Technician. This certificate 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 will possess the basic knowledge and skills necessary to provide patient care and transportation. This certificate allows the graduate to 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

Program Requirements:

- All learning support courses must be completed prior to enrolling in EMSP 1110
- Must meet the technical competencies of the program (listed below)
- Must carry professional liability insurance while enrolled in the program
- BLS certification required
- An acceptable (negative) criminal background check and drug test are required prior to enrolling in any of the EMSP courses. Participation in this program 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 clinical
- 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	1210	Emergency Medical Technician EMT Theory I	3
EMSP	1211	Emergency Medical Technician EMT Theory I Lab	2

EMSP	1220	Emergency Medical Technician EMT Theory II	3
EMSP	1221	Emergency Medical Technician EMT Theory II Lab	3
EMSP	1230	Emergency Medical Technician EMT Clinical	1
EMSP	1550	Advanced Emergency Medical Technician AEMT Theory I	2
EMSP	1550L	Advanced Emergency Medical Technician AEMT Theory I Lab	1
EMSP	1560	Advanced Emergency Medical Technician AEMT Theory II	2
EMSP	1560L	Advanced Emergency Medical Technician AEMT Theory II Lab	1
EMSP	1570	Advanced Emergency Medical Technician AEMT Clinical	2
EMSP	1580	Advanced Emergency Medical Technician AEMT Capstone	1

Estimated cost of books and supplies for full program is approximately $400. Price does not include the cost of required clinical shoes and uniforms which is approximately $150. Other costs include: certification exam - $148, drug test - $35, criminal background check - $56, Georgia licensing fees -$152.75, EMS Testing - $70, Platinum Planner - $60, and malpractice insurance - $46.50, lab fee-$25. 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 – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. The ability to stoop, kneel, reach, and exhibit general manual dexterity is required. 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.

SCHOOL OF HEALTH SCIENCES
Practical Nursing Certificate (PN21)

Offered at Blairsville and Currahee Campuses

Entrance Dates ..... Fall
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 49

Purpose: The Practical Nursing certificate program prepares 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 certificate and have the qualifications of an entry-level practical nurse.

Admission Requirements:

- Age 17 or older –must be 18 by date of graduation to test for NCLEX
- Submit an official high school or GED transcript, as well as official transcripts from colleges previously attended
- Schedule and take the placement test; or provide SAT or ACT scores

Program Requirements:

- Must meet program requirements and technical competencies (listed in catalog) prior to entry
- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical
- Denial of any clinical facility can result in the student being dropped from the program
- BLS and First Aid Certification required

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
- If you are an out-of-state student: NGTC adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process.

Program Courses			Credits
PNSG	1600	Pharmacology and Clinical Calculations	3
PNSG	1605	Fundamentals	6
PNSG	1610	Adult Health Nursing I	6
PNSG	1615	Adult Health Nursing II	6
PNSG	1620	Adult Health Nursing III	6
PNSG	1625	Adult Health Nursing IV	6
PNSG	1630	Mental Health Nursing	4
PNSG	1635	Maternal Nursing	4
PNSG	1640	Pediatric Nursing	3
PNSG	1645	Practical Nursing Capstone	5

Estimated cost of books and supplies for full program is approximately $3,000. 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. Other costs include malpractice insurance - $11.50, drug test/criminal background check - $90, physical exam and immunizations- $100-$150, licensure expenses - $350, AceMapp registration fee - $50, and nursing fee - $842.40 per semester. *fees are subject to change

Essential Abilities – This position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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 along with the 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, evaluate, and to engage competently in the safe practice of nursing is required. 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.

SCHOOL OF HEALTH SCIENCES
Nurse Aide Certificate (CN21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary according to campus
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 14

Purpose: The Nurse Aide certificate program prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health services. Students who successfully complete the Nurse Aide certificate may be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; students' participation in clinical is dependent upon the results of these requirements
- Students are responsible for physical, immunizations, uniforms, and white shoes prior to clinical racticum placement
- BLS and First Aid Certification required

Program Courses			Credits
ALHS	1040	Introduction to Health Care	3
ALHS	1060	Diet and Nutrition for Allied Health Sciences	2
ALHS	1090	Medical Terminology for Allied Health Sciences	2
NAST	2100	Nurse Aide Accelerated	7

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

SCHOOL OF HEALTH SCIENCES

Nurse Aide Accelerated Certificate (NAA1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Nurse Aide Accelerated certificate program prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health services. After the completion of the State approved training program, the candidate must take and pass the competency evaluation testing agency. The candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; students' participation in clinical is dependent upon the results of these requirements
- Students are responsible for physical, immunizations, uniforms, and white shoes prior to clinical practicum placement
- BLS and First Aid Certification required

Program Courses			Credits
ALHS	1040	Introduction to Health Care	3
OR			
ALHS	1090	Medical Terminology for Allied Health Sciences	2
NAST	2100	Nurse Aide Accelerated	7

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

SCHOOL OF HEALTH SCIENCES
Nurse Aide Fast Track Certificate (NAF5)

Offered at Clarkesville Campus

Entrance Dates ..... Varies
Length of Program ..... 1 Term
Credit Hours Required for Graduation 3

Purpose: 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/patient's condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; students' participation in clinical is dependent upon the results of these requirements
- Students are responsible for physical, immunizations, uniforms, and white shoes prior to clinical practicum placement
- BLS and First Aid Certification required

Program Courses			**Credits**
NAST	2105	Nurse Aide Fast Track	3

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

SCHOOL OF HEALTH SCIENCES
Health Care Assistant Certificate (HA21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Vary According to Campus
Length of Program ..... 3 Terms
Credit Hours Required for Graduation.....30-35 depending on track

Purpose: The Health Care Assistant certificate program 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

Program Requirements:

- Must meet the technical competencies of the program (listed below) prior to entry
- Must carry professional liability insurance while enrolled in the program
- An acceptable (negative) criminal background check and drug test are required prior to clinical internship; 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 sites 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.
- Students must be 18 years of age before being placed in clinical practicum courses
- BLS and First Aid Certification required

Program Courses			**Credits**
ALHS	1011	Structure and Function of Human Body	5
ALHS	1040	Introduction to Health Care	3
ALHS	1090	Medical Terminology for Allied Health Sciences	2
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3

Select one of the following tracks:

Pre-Practical Nursing (8NS1)

ALHS	1060	Diet and Nutrition for Allied Health Sciences	2
NAST	2100	Nurse Aide Accelerated	7

Phlebotomy (8PS1)

PHLT	1030	Introduction to Venipuncture	3
PHLT	1055	Accelerated Phlebotomy Clinical Practice	5

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. Potential risks may include possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly be exposed to communicable diseases; and 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 position involves primarily medium work that requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. 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 along with the 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.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Advanced Manufacturing Systems Technology AAS Degree (MS23)

Offered at Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 65

Purpose: The Advanced Manufacturing Systems Technology Associates of Applied Science Degree Program is designed around the changing skills demanded by area manufactures. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The program teaches skills in industrial maintenance and automated control systems. The program is excellent for people who like to work with their hands. Graduates of the program should be eligible for positions as maintenance technicians or controls technicians in an automated manufacturing facility. Some of the titles might include maintenance technician, service engineer, robot programmer, and PLC programmer.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1111	College Algebra	
MATH	1103	Quantitative Skills and Reasoning	
Area IV Humanities/Fine Arts			3
General Education Core Requirement from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 29 credit hours**
AUMF	1120	Programmable Controllers	5
AUMF	1140	Electrical Motor Controls	4
AUMF	1150	Introduction to Robotics	3
AUMF	1190	Fluid Power and Piping Systems	3
COLL	1010	College and Career Success Skills	3
IDSY	1020	Print Reading and Problem Solving	3
IDSY	1170	Industrial Mechanics	4
IDSY	1240	Maintenance for Reliability	4

SCHOOL OF INDUSTRIAL TECHNOLOGY

Completion of the following specialization is required

Automated Control Systems			**Total of 17 hours**
IDSY	1130	Industrial Wiring	4
AUMF	1170	AC/DC Circuit Fundamentals	4
AUMF	1220	HMI's and Industrial Networking	4
AUMF	2210	Smart Factory Networking and Sensors	4
AUMF	2200	Mechatronic Systems Programming and Troubleshooting	5

Estimated cost of books and supplies for full program is approximately $2,000

Advanced Manufacturing Systems Technology Diploma (AMS2)

Offered at Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 43

Purpose: The Advanced Manufacturing Systems Technology diploma program is designed around the changing skills demanded by area manufactures. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The program teaches skills in industrial maintenance or automated control systems. The program is excellent for people who like to work with their hands. Graduates of the program should be eligible to work as maintenance technicians or controls technicians in an automated manufacturing facility. Some of the titles might include maintenance technician, service engineer, robot programmer, and PLC programmer.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 22 credit hours**
AUMF	1120	Programmable Controllers	5
AUMF	1140	Electrical Motor Controls	4
AUMF	1150	Introduction to Robotics	3
AUMF	1190	Fluid Power and Piping Systems	3
IDSY	1020	Print Reading and Problem Solving	3
IDSY	1170	Industrial Mechanics	4

Completion of the following specialization is required

Automated Control Systems			***Total of 12 hours***
IDSY	1130	Industrial Wiring	4
AUMF	1170	AC/DC Circuit Fundamentals	4
AUMF	1220	HMI's and Industrial Networking	4

Estimated cost of books and supplies for full program is approximately $2,000.

Manufacturing Maintenance Mechanic Certificate (MA91)

Offered at Currahee Campus

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

Purpose: The Manufacturing Maintenance Mechanic certificate provides students the opportunity to enter the workforce area of industrial maintenance with specializations in the areas of inspection, maintenance, service, and repair of industrial mechanical systems, fluid power systems, pumps, and piping systems. Topics include belt, gear and chain drive systems, speed reducers, transmissions, and various bearing installation, troubleshooting and repair, hydraulics and pneumatics, pumps, and piping system installation, troubleshooting and repair.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
AUMF	1190	Fluid Power Systems	3
IDSY	1020	Print Reading and Problem Solving	3
IDSY	1170	Industrial Mechanics	4

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

SCHOOL OF INDUSTRIAL TECHNOLOGY

Manufacturing Motor Controls Technician Certificate (MM81)

Offered at Currahee Campus

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

Purpose: The Manufacturing Motor Controls Technician certificate will provide students with the opportunity to enter the workforce area of industrial maintenance with specialized skills in the areas of electrical applications and maintenance of industrial motor controls. Topics include AC and DC theory, application and motors, circuits, manual and automatic controls, variable speed motor controls and other applications of industrial wiring.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
AUMF	1170	ACDC Circuit Fundamentals	4
AUMF	1140	Electrical Motor Controls	4
IDSY	1130	Industrial Wiring	4

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

Manufacturing Programmable Controls Technician Certificate (MPC1)

Offered at Currahee Campus

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

Purpose: The Manufacturing Programmable Motor Controls Technician certificate provides students with the opportunity to enter the workforce area of industrial electro-mechanical maintenance specifically in areas of automated applications. Instruction is provided using industry standard equipment and industry recognized programming platforms. Topics include: ladder, function block and structured text programming, applications of industrial networking, focuses on network security, remote input and output devices and navigating software for troubleshooting and repair.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
AUMF	1120	Programmable Controllers	5
AUMF	1220	HMI's and Industrial Networking	4

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

SCHOOL OF INDUSTRIAL TECHNOLOGY
Applied Technical Management AAS Degree (AS33)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 31

Purpose: The Applied Technical Management Associate of Applied Science degree program allows a student after completing diploma in a TCSG program area, to continue to a degree. 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Completion of a diploma in TCSG program (minimum of 37 semester credit hours) prior to admission in this degree
- Advisor approval required prior to admission
- Diplomas earned at an institution other than a TCSG college will be considered pending approval of the Dean, based on program accreditation, certification, and prior learning assessment

Program Courses	**Credits**
General Core Courses	**Total 15 credit hours**
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1111 College Algebra	
MATH 1103 Quantitative Skills and Reasoning	
Area IV Humanities/Fine Arts	3
General Education Core Requirement from any area	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses	**Total 16 credit hours**
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 $1000.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Air Conditioning Technology AAS Degree (ACT3)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 70

Purpose: The Air Conditioning Technology Associate of Applied Science degree program 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
	ENGL	1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
	MATH	1101 Mathematical Modeling	
	MATH	1103 Quantitative Skills and Reasoning	
	MATH	1111 College Algebra	
	MATH	1127 Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 55 credit hours**
	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
	COLL	1010 College and Career Success Skills	3

Occupational Elective	4
Electives	8

Estimated cost of books and supplies for full program is approximately $800. Additional cost includes EPA, OSHA 10 and other ESCO certification exams - $175.

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

SCHOOL OF INDUSTRIAL TECHNOLOGY
Air Conditioning Technology Diploma (ACT2)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 53

Purpose: The Air Conditioning Technology diploma program 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 44 credit hours**
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
Occupational Elective			4

Estimated cost of books and supplies for full program is approximately $800. Additional cost includes EPA, OSHA 10 and other ESCO certification exams - $175.

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

SCHOOL OF INDUSTRIAL TECHNOLOGY

Advanced Commercial Refrigeration Certificate (AC 81)

Offered at Clarkesville Campus

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

Purpose: The Advanced Commercial Refrigeration certificate program 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- 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	4
AIRC	2080	Commercial Refrigeration Application	4
AIRC	2090	Troubleshooting and Servicing Commercial Refrigeration	4

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

Air Conditioning Electrical Technician Certificate (ACK1)

Offered at Clarkesville Campus

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

Purpose: The Air Conditioning Electrical Technician certificate 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

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 $250.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Air Conditioning Technician Assistant Certificate (AZ31)

Offered at Clarkesville Campus

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

Purpose: The Air Conditioning Technician Assistant certificate program prepares students to hold positions as air conditioning technician assistants or refrigeration technician assistants.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

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 $250. Additional cost includes EPA, OSHA 10 and other ESCO certification exams - $175.

Heating and Air Conditioning Installation Technician Certificate (HAA1)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 1 Term
Credit Hours Required for Graduation 16

Purpose: The Heating and Air Conditioning Installation Technician Assistant certificate program prepares for a career in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1010	Refrigeration Principles and Practices	4
AIRC	1030	HVACR Electrical Fundamentals	4
AIRC	1060	Air Conditioning Systems Application and Installation	4

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

SCHOOL OF INDUSTRIAL TECHNOLOGY
Electrical Systems Technology Diploma (ES12)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 43-46

Purpose: The Electrical Systems Technology diploma program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 26 credit hours**
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
ELTR	1080	Commercial Wiring I	4
ELTR	1090	Commercial Wiring II	3
ELTR	1180	Electrical Controls	4
ELTR	1525	Photovoltaic Systems	5
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3

Completion of the following specialization is required:

Electrical Construction and Maintenance (8EC2)			**Total 8 or 11 credit hours**
ELTR	1205	Residential Wiring I	3
ELTR	1210	Residential Wiring II	3
ELTR	1520	Grounding and Bonding	2
OR			
ELTR	1150	Interpreting the National Code	5

Estimated cost of books and supplies for full program is approximately $1,500. OSHA Training fee $120.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Basic Electrical Technician Certificate (BE11)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 13

Purpose: The Basic Electrical certificate program provides fundamental instruction in electrical construction principles and practices. Topics include safety, mathematical applications, reading and interpreting blueprints, and direct and alternating current circuits.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credit
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3
MATH	1012	Foundations of Mathematics	3

Estimated cost of books and supplies for full program is approximately $500. OSHA Training fee $120.

Commercial Wiring Certificate (CW31)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Commercial Wiring certificate program provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
ELTR	1080	Commercial Wiring I	4
ELTR	1090	Commercial Wiring II	3
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3

Estimated cost of books and supplies for full program is approximately $500. OSHA Training fee $120.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Electrical Technician Certificate (ET51)

Offered at Clarkesville Campus

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

Purpose: The Electrical Technician certificate program provides training in basic electrical wiring skills enabling students to gain entry level employment in the construction and maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
ELTR	1205	Residential Wiring I	3
ELTR	1210	Residential Wiring II	3
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3
MATH	1012	Foundations of Mathematics	3

Estimated cost of books and supplies for full program is approximately $500. OSHA Training fee $120.

Photovoltaic Systems Installation and Repair Technician Certificate (PS11)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 15

Purpose: The Photovoltaic Systems Installation and Repair Technician certificate program individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting and repairing solar panels in the electrical industry.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credit
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
ELTR	1525	Photovoltaic Systems	5
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3

Estimated cost of books and supplies for full program is approximately $500. OSHA Training fee $120.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Residential Wiring Technician Certificate (RW21)

Offered at Clarkesville Campus

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

Purpose: The Residential Wiring certificate program 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credit
ELTR	1020	Alternating Current Fundamentals	3
ELTR	1060	Electrical Prints, Schematics, and Symbols	2
ELTR	1205	Residential Wiring I	3
ELTR	1210	Residential Wiring II	3
IDFC	1007	Industrial Safety Procedures	2
IDFC	1011	Direct Current I	3

Estimated cost of books and supplies for full program is approximately $750. OSHA Training fee $120.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Photography AAS Degree (CP13)

Offered at Clarkesville Campus

Entrance Dates .....Fall (occupational courses) *
Length of Program..... 6 Terms
Credit Hours Required for Graduation..... 70

**Students may enroll in general education or learning support courses any term; however, the occupational course sequence begins fall term.*

Purpose: The Photography Associate of Applied Science degree program prepares students for employment in the diverse and growing field of photography. The Photography associate degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of photography.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- A grade of "C" or better must be achieved in all occupational courses

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses			**Total 55 credit hours**
COLL	1010	College and Career Success Skills	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	3
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 $5,000. An equipment list is available from Photography faculty.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Photography Diploma (CP14)

Offered at Clarkesville Campus

Entrance Dates .....Fall (occupational courses) *
Length of Program..... 6 Terms
Credit Hours Required for Graduation.....56

**Students may enroll in basic skills or learning support courses any term; however, the occupational course sequence begins fall term.*

Purpose: The Photography diploma 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 commercial photography.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- A grade of "C" or better must be achieved in all occupational courses

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 47 credit hours**
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	2106	Photojournalism	3
PHOT	2121	Portfolio II	2
PHOT	2122	Practicum/Internship	3
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 $5,000. An equipment list is available from Photography faculty.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Digital Photographer Certificate (DP21)

Offered at Clarkesville Campus

Entrance Dates ..... Fall
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 12

Purpose: The Digital Photographer certificate program provides the student with knowledge of the fundamentals of digital photography.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- A grade of "C" or better must be achieved in all occupational courses

Program Courses			**Credits**
PHOT	1103	Camera Techniques	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 $2,500.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Precision Machining and Manufacturing AAS Degree (MT13)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4-6 Terms
Credit Hours Required for Graduation 66

Purpose: The Precision Machining and Manufacturing Associate of Applied Science degree program prepares students for careers the Machine Tool Technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program.

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
	ENGL	1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
	MATH	1101 Mathematical Modeling	
	MATH	1103 Quantitative Skills and Reasoning	
	MATH	1111 College Algebra	
Area IV Humanities/Fine Arts			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 51 credit hours**
	AMCA	2110 CNC Fundamentals	4
	AMCA	2130 CNC Mill Manual Programming	5
	AMCA	2150 CNC Lathe Manual Programming	5
	AMCA	2190 CAD/CAM Programming	4
	COLL	1010 College and Career Success Skills	3
	MCHT	1011 Introduction to Machine Tool	4
	MCHT	1012 Print Reading for Machine Tool	3
	MCHT	1013 Machine Too Math	3
	MCHT	1020 Heat Treatment and Surface Grinding	4
	MCHT	1119 Lathe Operations I	4
	MCHT	1120 Mill Operations I	4
	MCHT	1219 Lathe Operations II	4
	MCHT	1220 Mill Operations II	4

Estimated cost of books and supplies for full program is approximately $2000.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Precision Machining and Manufacturing Diploma (MTT2)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4-5 Terms
Credit Hours Required for Graduation 49-51

Purpose: The Precision Machining and Manufacturing diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing diploma and have the qualification of a machine tool technician.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 40 or 42 credit hours**
AMCA	2110	CNC Fundamentals	4
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Print Reading for Machine Tool	3
MCHT	1013	Machine Tool Math	3
MCHT	1020	Heat Treatment and Surface Grinding	4
MCHT	1119	Lathe Operations I	4
MCHT	1120	Mill Operations I	4
MCHT	1219	Lathe Operations II	4
OR			
AMCA	2150	CNC Lathe Manual Programming	(5)
MCHT	1220	Mill Operations II	4
OR			
AMCA	2130	CNC Mill Manual Programming	(5)
Occupational Electives			6

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

SCHOOL OF INDUSTRIAL TECHNOLOGY
Basic Machining Operator Certificate (BMO1)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2-3 Terms
Credit Hours Required for Graduation 22

Purpose: The Basic Machining Operator certificate program prepares students for entry-level machine shop employment by providing the knowledge and skills in basic machining operations. Instruction is provided in blueprint reading, lathe, mill, and surface grinder operation, mathematical functions, and an introduction to the machine tool industry.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
MCHT	1011	Introduction to Machine tool	4
MCHT	1012	Print Reading for Machine Tool	3
MCHT	1013	Machine Tool Math	3
MCHT	1020	Heat Treatment and Surface Grinding	4
MCHT	1119	Lathe Operations I	4
MCHT	1120	Mill Operations I	4

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

SCHOOL OF INDUSTRIAL TECHNOLOGY

CNC Specialist Certificate (CS51)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2-3 Terms
Credit Hours Required for Graduation 22

Purpose: The CNC Specialist certificate program provides training for graduates to gain employment as Computerized Numerical Controls (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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

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

Estimated cost of books and supplies for full program is approximately $880.

Lathe Operator Certificate (LP11)

Offered at 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Print Reading for Machine Tool	3
MCHT	1119	Lathe Operations I	4
MCHT	1219	Lathe Operations II	4

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

SCHOOL OF INDUSTRIAL TECHNOLOGY

Mill Operator Certificate (MP11)

Offered at 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Precision Machining and Manufacturing diploma, comparable coursework or Prior Learning Assessment required

Program Courses			Credits
MCHT	1011	Introduction to Machine Tool	4
MCHT	1012	Print Reading for Machine Tool	3
MCHT	1120	Mill Operations I	4
MCHT	1220	Mill Operations II	4

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

Tool and Die Specialist Certificate (TA11)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 18

Purpose: The Tool and Die Specialist certificate program provides students 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 and to provide advanced training for employees in the machine tool industry.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Precision Machining and Manufacturing diploma, comparable coursework or Prior Learning Assessment required

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 $400.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Welding Technology Diploma (WT22)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 50-51

Purpose: The Welding Technology diploma program prepares 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. Program graduates receive a Welding Technology diploma, have qualifications of a welding technician, and are prepared to take qualification tests required by industry. This program emphasizes welding theory and practical application necessary for successful employment.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			**Credits**
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses		Total 41 credit hours	
COFC	1080	Construction Trades Core	4
WELD	1005	Welding and Cutting Fundamentals	3
WELD	1015	Shielded Metal Arc Welding I	4
WELD	1025	Shield Metal Arc Welding II	3
WELD	1035	Gas Metal Arc & Flux-Cored Arc Welding	4
WELD	1045	Gas Tungsten Arc Welding I	3
WELD	1055	Shielded Metal Arc Welding Pipe Welds	3
WELD	1065	GMAW and FCAW Pipe Welds	4
WELD	1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD	1105	Gas Metal Arc Welding-Aluminum	3
WELD	1115	Gas Tungsten Arc Welding-Aluminum	3
WELD	1085	SMAW Stainless Steel Groove Welds	3
OR			
WELD	1110	Gas Tungsten Arc Welding	(4)

Estimated cost of books and supplies for full program is approximately $650. Additional fees - $50 lab fee per occupational course.

SCHOOL OF INDUSTRIAL TECHNOLOGY

Gas Metal Arc Welding Certificate (GM21)

Offered at Clarkesville Campus

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

Purpose: The Gas Metal Arc Welding certificate program prepares students for welding careers in the MIG process. Topics include welding and cutting fundamentals, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to complete program

Program Courses			Credits
COFC	1080	Construction Trade Core	4
WELD	1005	Welding and Cutting Fundamentals	3
WELD	1035	Gas Metal Arc and Flux-Cored Arc Welding	4

Estimated cost of books and supplies for full program is approximately $350. Additional fees - $50 lab fee per occupational course.

Gas Tungsten Arc Welding Certificate (GT31)

Offered at Clarkesville Campus

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

Purpose: The Gas Tungsten Arc Welding certificate program provides students 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to complete program

Program Courses			Credits
COFC	1080	Construction Trade Core	4
WELD	1005	Welding and Cutting Fundamentals	3
WELD	1045	Gas Tungsten Arc Welding I	3

Estimated cost of books and supplies for full program is approximately $350. Additional fees - $50 lab fee per occupational course.

SCHOOL OF INDUSTRIAL TECHNOLOGY
Shielded Metal Arc Welding Certificate (SM21)

Offered at Clarkesville Campus

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

Purpose: The Shielded Metal Arc Welding certificate program prepares students for careers in the welding industry. This certificate emphasizes instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- A grade of "C" or better must be achieved in each course in order to complete program

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

Estimated cost of books and supplies for full program is approximately $350. Additional fees - $50 lab fee per occupational course.

SCHOOL OF PERSONAL SERVICES

Master Cosmetology Certificate (CGL1)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 44

Purpose: The Cosmetology for Licensure certificate program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy, and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, employability skills and work ethics. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure certificate and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- It is recommended students have an up-to-date immunization record. Hepatitis (HBV) vaccination series is recommended, Tuberculosis (TB) test will be required
- Must have computer access

Additional Information:

- Must earn a grade of "C" (2.0 GPA) or better in all COSM courses and graduate from the program in order to be eligible for state licensure
- After obtaining a passing score on both the written and practical program examinations, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology and Barbers with appropriate fee
- Passing the written and practical exams do not guarantee licensure of the Georgia State Board of Cosmetology and Barbers. All criminal convictions and any board sanctions must be reviewed by the Georgia State Board of Cosmetology and Barbers as a consideration for licensure
- Cosmetology classes will expire after 24 months, and student will be required to retake Cosmetology courses
- Program requires online, classroom, lab, and practicum instruction

Program Courses			Credits
Occupational Courses			**Total 44 Credit Hours**
COSM	1000	Introduction to Cosmetology Theory	4
COSM	1010	Chemical Texture Services	3
COSM	1020	Hair Care and Treatment	3
COSM	1030	Haircutting	3

COSM	1040	Styling	3
COSM	1050	Hair Color	3
COSM	1060	Fundamentals of Skin Care	3
COSM	1070	Nail Care and Advanced Techniques	3
COSM	1080	Physical Hair Services Practicum	3
COSM	1090	Hair Services Practicum I	3
COSM	1100	Hair Services Practicum II	3
COSM	1110	Hair Services Practicum III	3
COSM	1115	Hair Services Practicum IV	2
COSM	1120	Salon Management	3
COSM	1125	Skin and Nail Care Practicum	2

Estimated cost of books and supplies for full program is approximately $1, 800. This includes textbooks and work kits. This price does not include the cost of shoes, uniforms or manikins. Students are required to wear a solid black stylist lab jacket at all times in the classroom. Lab jacket must be worn during state board practices. Solid black or professional closed toe shoes must be worn.

SCHOOL OF PERSONAL SERVICES
Hair Designer Certificate (HD21)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Spring, Fall
Length of Program ..... 3-4 Terms
Credit Hours Required for Graduation 36

Purpose: The Hair Designer certificate is a sequence of courses that prepare students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, manipulations, hair shaping, hair styling, artificial hair, braiding/ intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- It is recommended student have an up-to-date immunization record. Hepatitis (HBV) vaccination series is recommended, Tuberculosis (TB) test will be required
- Must have computer access

Additional Information:

- Must earn a grade of "C" (2.0 GPA) or better in all Cosmetology courses and graduate from program in order to be eligible for state licensure
- After obtaining a passing score on both the written and practical program examinations, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology and Barbers with appropriate fee
- Passing the written and practical exams do not guarantee licensure of the Georgia State Board of Cosmetology and Barbers. All criminal convictions and any board sanctions must be reviewed by the Georgia State Board of Cosmetology and Barbers as a consideration for licensure
- Cosmetology classes will expire after 24 months, and student will be required to retake Cosmetology courses
- Program requires online, classroom, lab and practicum instruction
- Upon completion of the Hair Designer certificate, students will also receive the Salon and Spa Support Specialist certificate

Program Courses			**Credits**
Occupational Courses			**Total 36 credit hours**
COSM	1000	Introduction to Cosmetology Theory	4
COSM	1010	Chemical Texture Services	3
COSM	1020	Hair Care and Treatment	3
COSM	1030	Haircutting	3
COSM	1040	Styling	3

COSM	1050	Hair Color	3
COSM	1080	Physical Hair Services Practicum	3
COSM	1090	Hair Services Practicum I	3
COSM	1100	Hair Services Practicum II	3
COSM	1110	Hair Services Practicum III	3
COSM	1115	Hair Services Practicum IV	2
COSM	1120	Salon Management	3

Estimated cost of books and supplies for full program is approximately $1500. This includes textbooks and work kits. This price does not include the cost of shoes, uniforms or manikins. Students are required to wear a solid black stylist lab jacket at all times in the classroom. Lab jacket must be worn during state board practices. Solid black or professional closed toe shoes must be worn.

Salon and Spa Support Specialist Certificate (ST11)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring
Length of Program ..... 1-2 Term
Credit Hours Required 13

Purpose: The Salon and Spa Support Specialist certificate program introduces courses that prepare students for careers in the field of cosmetology as shampoo technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills and work ethics.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- It is recommended student have an up-to-date immunization record. Hepatitis (HBV) vaccination series is recommended, Tuberculosis (TB) test will be required
- Must have computer access

Additional Requirement:

- Must earn a grade of “C” or better in all cosmetology courses
- Program requires online, classroom and lab instruction

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

Estimated cost of books and supplies for full program is approximately $1,260.

SCHOOL OF PERSONAL SERVICES

Criminal Justice Technology AAS Degree (CJT3)

Offered at 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 of Applied Science degree program 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 of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- An acceptable (negative) criminal background check may be required prior to placement in selected externship sites
- Must earn a grade of "C" (2.0. GPA) or better in all required CRJU courses before beginning CRJU 2090 or CRJU 2100

Program Courses	**Credits**
General Core Courses Total 15 credit hours	
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	3

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses	**Total 45 credit hours**
COLL 1010 College and Career Success Skills	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 Internship/Externship	(3)
Occupational Electives			15

**Students who wish to take this course (CRJU 2100) must notify the Internship/Externship coordinator two weeks prior to the end of their current semester.*

Estimated cost of books and supplies for full program is approximately $1,930.

SCHOOL OF PERSONAL SERVICES

Criminal Justice Technology Diploma (CJT2)

Offered at 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 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirement:

- An acceptable (negative) criminal background check may be required prior to placement in selected externship sites
- Must earn a grade of "C" (2.0. GPA) or better in all required CRJU courses before beginning CRJU 2090 or CRJU 2100

Program Courses			Credits
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 36 credit hours**
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 OR	3
CRJU	2100*	Criminal Justice Internship/Externship	(3)
Occupational Electives			9

**Students who wish to take this course (CRJU 2100) must notify the Internship/Externship coordinator two weeks prior to the end of their current semester.*

Estimated cost of books and supplies for full program is approximately $1,630.

SCHOOL OF PERSONAL SERVICES

Crime Scene Fundamentals Certificate (CZ31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 12

Purpose: The Crime Scene Fundamentals certificate program begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1062	Methods of Criminal Investigation	3
CRJU	1063	Crime Scene Processing	3

Estimated cost of books and supplies for full program is approximately $440.

SCHOOL OF PERSONAL SERVICES

Criminal Justice Fundamentals Certificate (CJ71)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

Purpose: The Criminal Justice Fundamentals certificate 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. Upon completion of this technical certificate of credit may permit students to pursue entry- level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1030	Corrections	3
CRJU	1040	Principles of Law Enforcement	3

Estimated cost of books and supplies for full program is approximately $440.

SCHOOL OF PERSONAL SERVICES

Criminal Justice Specialist Certificate (CJ21)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 15

Purpose: The Criminal Justice Specialist certificate 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. Upon completion of this technical certificate of credit may permit students to pursue entry- level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1030	Corrections	3
CRJU	1040	Principles of Law Enforcement	3
CRJU	1068	Criminal Law for Criminal Justice	3
CRJU	2020	Constitutional Law	3

Estimated cost of books and supplies for full program is approximately $670.

SCHOOL OF PERSONAL SERVICES

Introduction to Criminal Justice Certificate (IT51)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 12

Purpose: The Introduction to Criminal Justice certificate program is a sequence of courses that introduces students to studies which may lead to criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			Credits
CRJU	1010	Introduction to Criminal Justice	3
CRJU	1030	Corrections	3
CRJU	1040	Principles of Law Enforcement	3
CRJU	2050	Criminal Procedure	3

Estimated cost of books and supplies for full program is approximately $530.

SCHOOL OF PERSONAL SERVICES
Culinary Arts AAS Degree (CA43)

Offered at the Currahee Campus

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

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, safety and sanitation, nutrition, and practical applications 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:

- Federal regulations require students to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for associate degrees for course options.

Occupational Courses			**Total 53 credit hours**
COLL	1010	College and Career Success Skills	3
CHEF	1000	Fundamentals of Culinary Arts	3
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1150	Introduction to Nutrition and Sustainable Practices	3
CHEF	1500	Baking Principles I	
CHEF	1510	Menu Development	3
CHEF	1530	Fundamentals of Restaurant Operations	5
CHEF	2010	Garde Manger	4
CHEF	2030	Contemporary Cuisine	4

Cooking Option - 6 Credits

CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
Culinary/Hospitality Related Electives Options			
CHEF	2001	Baking Principles II	3
CHEF	2020	International Cuisine	3
CHEF	2040	American Regional Cuisine	3
CHEF	2050	Irish Cuisine and Culture	3
CHEF	2100	Culinary Practicum	6
CHEF	2250	Advanced Baking Principles	6

Select one of the following

CHEF	1140	Principles of Culinary Leadership	3
MGMT	1115	Leadership	3

Estimated cost of books and supplies for full program is approximately $1,280.

The Culinary Arts degree and diploma programs are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation

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SCHOOL OF PERSONAL SERVICES

Culinary Arts Diploma (CA44)

Offered at the Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 4 Terms
Credit Hours Required for Graduation 52

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, safety and sanitation, nutrition, 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:

- Federal regulations required students to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			**Credits**
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 43 credit hours**
CHEF	1000	Fundamentals of Culinary Arts	3
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1150	Introduction to Nutrition and Sustainable Practices	3
CHEF	1500	Baking Principles I	
CHEF	1510	Menu Development	3
CHEF	1530	Fundamentals of Restaurant Operations	5
CHEF	2010	Garde Manger	4
CHEF	2030	Contemporary Cuisine	4
Cooking Option - 6 Credits			
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
Culinary/Hositality Related Electives Options			
CHEF	2001	Baking Principles II	3

CHEF	2020	International Cusine	3
CHEF	2040	American Regional Cuisine	3
CHEF	2050	Irish Cuisine and Culture	3
CHEF	2100	Culinary Practicum	6
CHEF	2250	Advanced Baking Principles	6

Select one of the following

CHEF	1140	Principles of Culinary Leadership	3
MGMT	1115	Leadership	3

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

The Culinary Arts degree and diploma programs are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation

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Jacksonville, FL 3221

www.acfchefs.org

SCHOOL OF PERSONAL SERVICES
Baking and Pastry Specialist Certificate (BA51)

Offered at Currahee Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 26

Purpose: The Baking and Pastry Specialist technical certificate of credit is designed to provide advanced skills for employment in the food service industry as bakery or pastry shop workers, commercial bakers, and as pastry chefs.

Admission Requirements:

- Federal regulations require students to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
CHEF	1500	Baking Principles I	5
CHEF	2100	Baking Principles II	3
CHEF	2250	Advanced Baking Principles	6
MATH	1012	Foundations of Mathematics	3

Estimated cost of books and supplies for full program is approximately $800.

SCHOOL OF PERSONAL SERVICES
Catering Specialist Certificate (CS61)

Offered at the Currahee Campus

Entrance Dates ..... Fall, Spring
Length of Program: ..... 2 Terms
Credit Hours Required for Graduation: 27

Purpose: The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop 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.

Admission Requirements:

- Federal regulations require students be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
CHEF	1500	Baking Principles I	5
CHEF	1530	Fundamentals of Restaurant Operations	5
CHEF	2010	Garde Managerment	4
CHEF	2030	Contemporary Cuisine	4

Estimated cost of books and supplies for full program is approximately $700.

SCHOOL OF PERSONAL SERVICES

Culinary Professional Assistant Certificate (CP51)

Offered at Currahee Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 19

Purpose: The Culinary Professional Assistant certificate program is designed to deliver essential culinary skills and knowledge to those wanting to jump into the exciting world of the food and beverage industry. Classes are geared to move motivated individuals into a rewarding career quickly. Those with the certificate will be able to assist with daily preparation in a variety of hospitality settings and will have the knowledge to advance rapidly in the culinary arts field.

Admission Requirements:

- Federal regulations require student to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
COLL	1010	College and Career Success Skills	3
CHEF	1000	Fundamentals of Culinary Arts	3
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
CHEF	1510	Menu Development	3

Estimated cost of books and supplies for full program is approximately $700.

SCHOOL OF PERSONAL SERVICES

Food Production Worker I Certificate (FPW1)

Offered at the Currahee Campus

Entrance Dates ..... Fall, Spring
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Food Production Worker I certificate program is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

Admission Requirements:

- Federal regulations require students to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
CHEF	1000	Fundamentals of Culinary Arts	3
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3
CHEF	1530	Fundamentals of Restaurant Operations	5

Estimated cost of books and supplies for full program is approximately $650.

SCHOOL OF PERSONAL SERVICES

Prep Cook Certificate (PC51)

Offered at the Currahee and Blairsville Campus

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

Purpose: This 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:

- Federal regulations require students to be 16 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must maintain health requirements for restaurant personnel pursuant with the Georgia Department of Health guidelines
- Ability to lift 50 lbs., stand for prolonged periods of time, and tolerate heat

Program Courses			Credits
CHEF	1000	Fundamentals of Culinary Arts	3
CHEF	1110	Culinary Safety and Sanitation	3
CHEF	1120	Principles of Cooking	6
OR			
CHEF	1122	Foundations of Cooking Principles	3
AND			
CHEF	1124	Foundations of Cooking Techniques	3

Estimated cost of books and supplies for full program is approximately $575.

SCHOOL OF PERSONAL SERVICES

Early Childhood Care and Education AAS Degree (EC13)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 6 Terms
Credit Hours Required for Graduation 72

Purpose: The Early Childhood Care and Education Associate of Applied Science 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 childcare centers, Head Start, Georgia Pre-K programs and elementary school paraprofessional positions.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- An acceptable (negative) criminal background check is required prior to clinical, practicum or internship
- A grade of "C" or better must be achieved in occupational and specialization courses for graduation
- Must have CPR and First Aid Certification

Program Courses	**Credits**
General Core Courses	**Total 18 credit hours**
Area I Language Arts/Communication	6
ENGL 1101 Composition and Rhetoric (required)	
Language Arts/Communication Elective	
Area II Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology (required)	3
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses	**Total 48 credit hours**
COLL 1010 College and Career Success Skills	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	2245	Early Childhood Care and Education Internship I	6
ECCE	2320	Program Administration and Facility Management	3
ECCE	2322	Personnel Management	3

Select one of the following specializations:

Paraprofessional (8PS3) **Total 6 hours**

ECCE	2310	Paraprofessional Methods and Materials	(3)
ECCE	2312	Paraprofessional Role and Practices	(3)

Family Child Care (8FC3) **Total 6 hours**

ECCE	2340	Family Child Care Program Management	(3)
ECCE	2342	Family Child Care Business Management	(3)

Estimated cost of books and supplies for full program is approximately $2,000.

NOTE: To work as an Early Childhood Program Administrator, Bright from the Start (BFTS) has a minimum age requirement of 21.

SCHOOL OF PERSONAL SERVICES

Early Childhood Care and Education Diploma (ECC2)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

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 childcare centers and Head Start.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- An acceptable (negative) criminal background check is required prior to clinical, practicum or internship
- A grade of "C" or better must be achieved in each occupational course for graduation
- Must have CPR and First Aid Certification

Program Courses			Credits
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 42 credit hours**
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	2245	Early Childhood Care and Education Internship I	6
ECCE	2320	Program Administration and Facility Management	3
ECCE	2322	Personnel Management	3

Estimated cost of books and supplies for full program is approximately $1,800.

NOTE: To work as an Early Childhood Program Administrator, Bright from the Start (BFTS) has a minimum age requirement of 21.

SCHOOL OF PERSONAL SERVICES

Child Development Specialist Certificate (CD61)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 15

Purpose: The Child Development Specialist certificate program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood; additionally this certificate includes content about planning curriculum and working in the field. Students have the opportunity to complete a practicum in an early childhood environment. Graduates will be qualified to work in early care and education settings including childcare centers and Head Start.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- Must have CPR and First Aid Certification
- Must purchase malpractice insurance for occupational courses; fee is non-refundable once the student has attended at least one day of class
- An acceptable (negative) criminal background check is required prior to clinical, practicum or internship

Program Courses			Credits
ECCE	1101	Introduction to Early Childhood Education	3
ECCE	1103	Child Growth and Development	3
ECCE	1105	Health, Safety and Nutrition	3
ECCE	1112	Curriculum and Assessment	3
Select one of the following:			
COLL	1010	College and Career Success Skills	3
ECCE	1121	Early Childhood Care and Education Practicum	(3)

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

SCHOOL OF PERSONAL SERVICES

Early Childhood Program Administration Certificate (ECP1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

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 childcare center. Graduates have qualifications to be employed in early care and education settings including childcare centers, Head Start, and Georgia Pre-K programs. To work in a childcare field, an employee must pass a criminal background check.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program requirements:

- Must have CPR and First Aid Certification

Program Courses			Credits
ECCE	1103	Child Growth and Development	3
ECCE	2320	Program Admin and Facility Management	3
ECCE	2322	Personnel Management	3

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

NOTE: To work as an Early Childhood Program Administrator, Bright from the Start (BFTS) has a minimum age requirement of 21.

SCHOOL OF PERSONAL SERVICES

Early Childhood Care and Education Basics Certificate (EC31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

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

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 childcare 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 childcare center and family day care center. To work in a childcare field, an employee must pass a criminal background check.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Must meet regular admissions criteria prior to graduation

Program Requirements:

- Must have CPR and First Aid Certification

Program Courses			Credits
ECCE	1101	Introduction to Early Childhood Care and Education	3
ECCE	1103	Child Growth and Development	3
ECCE	1105	Health, Safety, and Nutrition	3

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

SCHOOL OF PERSONAL SERVICES
Social Work Assistant Degree (SW23)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 63

Purpose: The Social Work Assistant Associate of Applied Science degree program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The social worker assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve huma needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			6
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
MATH	1127	Introduction to Statistics	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 48 credit hours**
COLL	1010	College & Career Success Skills	3
SOCW	2000	Introduction to Social Work	3
SOCW	2010	Introduction to Case Management	3
SOCW	2020	Human Behavior & Social Environment	3
SOCW	2030	Interviewing Techniques with Individuals	3
SOCW	2040	Behavioral Health	3
SOCW	2050	Group Work Intervention	3
SOCW	2060	Child & Adolescent Behaviors & Interventions	3
SOCW	2070	Social Policies & Programs for the Aging	3
SOCW	2080	Social Work Field Practicum & Seminar I	6
SOCW	2090	Social Work Field Practicum & Seminar II	6

SCHOOL OF PERSONAL SERVICES

Select three of the following – 9 credit hours

SOCW	2100	Leadership & Community Service	3
SOCW	2110	Case Management with Families	3
SOCW	2120	Multicultural Issues	3
SOCW	2130	Social Welfare, Ethics, & Community Services	3
SOCW	2140	Addictions, Theories, and Treatments	3
SOCW	2150	Domestic & Family Violence	3
General Education Elective			6

Estimated cost of books and supplies for full program is approximately $1,000.00.

SCHOOL OF PERSONAL SERVICES
Social Work Assistant Diploma (SW12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 57

Purpose: The Social Work Assistant diploma program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The Social Work Assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses			**Credits**
Basic Skills Courses			**Total 12 credit hours**
COLL	1010	College & Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			**Total 45 credit hours**
SOCW	2000	Introduction to Social Work	3
SOCW	2010	Introduction to Case Management	3
SOCW	2020	Human Behavior & Social Environment	3
SOCW	2030	Interviewing Techniques with Individuals	3
SOCW	2040	Behavioral Health	3
SOCW	2050	Group Work Intervention	3
SOCW	2060	Child & Adolescent Behaviors & Interventions	3
SOCW	2070	Social Policies & Programs for the Aging	3
SOCW	2080	Social Work Field Practicum & Seminar I	6
SOCW	2090	Social Work Field Practicum & Seminar II	6

Select three of the following – 9 credit hours

SOCW	2100	Leadership & Community Service	3
SOCW	2110	Case Management with Families	3
SOCW	2120	Multicultural Issues	3
SOCW	2130	Social Welfare, Ethics, & Community Services	3
SOCW	2140	Addictions, Theories, and Treatments	3
SOCW	2150	Domestic & Family Violence	3

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

SCHOOL OF TRANSPORTATION

Automotive Collision Repair Diploma (ACR2)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program..... 3 Terms
Credit Hours Required for Graduation ..... depending upon specialization 35-38

Purpose: The Automotive Collision Repair diploma program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair, automotive painting and refinishing, or mechanical and electrical systems 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, painting and refinishing technicians, or mechanical and electrical helpers.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 17 credit hours**
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

Select one of the following specializations:

Refinishing (8RS2)			**Total 12 credit hours**
ACRP	2001	Introduction to Auto Painting and Refinishing	5
ACRP	2002	Painting and Refinishing Techniques	5
ACRP	2009	Refinishing Internship	2
Major Collision Repair (8MC2)			**Total 12 credit hours**
ACRP	2010	Major Collision Repair	5
ACRP	2015	Major Collision Replacements	5
ACRP	2019	Major Collision Repair Internship	2
Mechanical/Electrical Helper (8MH)			**Total 9 credit hours**
ACRP	1017	Mechanical and Electrical Systems I	4
ACRP	1019	Mechanical and Electrical Systems II	5

Estimated cost of books and supplies for full program is approximately $950. *Cost Recovery I-CAR fee -$50.00 for ACRP 1000.

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

Automotive Collision Repair Assistant II Certificate (AZ51)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 Term
Credit Hours Required for Graduation 15

Purpose: The Automotive Collision Repair Assistant II certificate program is an advanced certificate option a student can complete after finishing the Automotive Collision Repair Assistant I program. Topics covered include collision repair tools and equipment, hydraulic systems, damage analysis and estimations, frame straightening, and conventional/unibody structural panel repairs and replacement.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- Must complete Automotive Collision Repair Assistant I Certificate

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
ACRP	1010	Foundations of Collision Repair	5
ACRP	2010	Major Collision Repair	5
ACRP	2015	Major Collision Replacements	5

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

SCHOOL OF TRANSPORTATION

Automotive Refinishing Assistant I Certificate (ARA1)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 1 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

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 $500. *Cost Recovery I-CAR fee -$50.00 for ACRP 1000.

SCHOOL OF TRANSPORTATION

Automotive Collision Mechanical/Electrical Helper Certificate (AH71)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Automotive Collision Mechanical and Electrical Helper certificate program is a sequence of courses designed to prepare students for pursuing a helper position in the automotive collision repair profession. The program covers work shop safety, organization and flow as well as basic auto body component removal and replacement procedures and automotive mechanical and electrical system components.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
ACRP	1000*	Introduction to Auto Collision Repair	4
ACRP	1005	Automobile Component Repair and Replacement	4
ACRP	1017	Mechanical and Electrical Systems I	4
ACRP	1019	Mechanical and Electrical Systems II	5

Estimated cost of books and supplies for full program is approximately $500. *Cost Recovery I-CAR fee -$50.00 for ACRP 1000.

SCHOOL OF TRANSPORTATION

Automotive Collision Repair Assistant I Certificate (AB51)

Offered at Clarkesville Campus

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

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, and automotive welding techniques.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

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

Estimated cost of books and supplies for full program is approximately $500. *Cost Recovery I-CAR fee -$50.00 for ACRP 1000.

Automotive Refinishing Assistant II Certificate (AP71)

Offered at Clarkesville Campus

Entrance Dates ..... Spring
Length of Program ..... 1 Terms
Credit Hours Required for Graduation 10

Purpose: The Automotive Refinishing Assistant II certificate program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching of colors.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
ACRP	2001	Introduction to Auto Painting and Refinishing	5
ACRP	2002	Painting and Refinishing Techniques	5

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

SCHOOL OF TRANSPORTATION
Automotive Technology AAS Degree (AT23)

Offered at Clarkesville Campus

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

Purpose: The Automotive Technology Associate of Applied Science degree program prepares 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.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			**Credits**
General Core Courses			**Total 15 credit hours**
Area I Language Arts/Communication			3
ENGL	1101	Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences			3
Area III Natural Sciences/Mathematics			3
(one of the following required)			
MATH	1101	Mathematical Modeling	
MATH	1103	Quantitative Skills and Reasoning	
MATH	1111	College Algebra	
Area IV Humanities/Fine Arts			3
General Education Elective from any area			3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses			**Total 47 credit hours**
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 System	4
AUTT	1060	Automotive Climate Control Systems	5
AUTT	2010	Automotive Engine Repair	6
AUTT	2020	Automotive Manual Drive Train and Axles	4
AUTT	2030	Automatic Transmissions and Transaxles	5
COLL	1010	College and Career Success Skills	3

Estimated Cost of books and supplies for full program is approximately $1,000. This includes textbooks, two uniform shirts (purchased through bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes / boots with oil and slip resistant soles.

The Automotive Technology program is Master accredited, and ASE (Automotive Service Excellence) certified through the National Automotive Technicians Education Foundation, Inc. (NATEF)

SCHOOL OF TRANSPORTATION
Automotive Technology Diploma (AT14)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program ..... 5 Terms
Credit Hours Required for Graduation 53

Purpose: The Automotive Technology diploma program prepares 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 an entry- level automotive technician.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each occupational course in order to complete the program

Program Courses			Credits
Basic Skills Courses			**Total 9 credit hours**
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
Occupational Courses			**Total 44 credit hours**
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	2010	Automotive Engine Repair	6
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 $925. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

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

SCHOOL OF TRANSPORTATION

Automotive Chassis Technician Specialist Certificate (ASG1)

Offered at Clarkesville Campus

Entrance Dates ..... Vary According to Schedule
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 17

Purpose: The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry-level chassis technician. Topics covered include shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	1030	Automotive Brake Systems	4
AUTT	1050	Automotive Suspension and Steering Systems	4

Estimated cost of books and supplies for full program is approximately $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Climate Control Technician Specialist Certificate (AH21)

Offered at Clarkesville Campus

Entrance Dates ..... Vary According to Schedule
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 14

Purpose: The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics include basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	1060	Automotive Climate Control Systems	5

Estimated cost of books and supplies for full program is approximately $500. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Electrical/Electronic Systems Technician Certificate (AE41)

Offered at Clarkesville Campus

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

Purpose: The Automotive Electrical/Electronic Systems Technician 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 ship safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

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 $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Engine Performance Technician Certificate (AE51)

Offered at Clarkesville Campus

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

Purpose: The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry-level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	1040	Automotive Engine Performance	7

Estimated cost of books and supplies for full program is approximately $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Engine Repair Technician Certificate (AE61)

Offered at Clarkesville Campus

Entrance Dates ..... Vary According to Schedule
Length of Program ..... 2 Terms
Credit Hours Required for Graduation 15

Purpose: The Automotive Engine Repair Technician certificate program provides students with entry-level automotive engine repair skills. Topics include basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	2010	Automotive Engine Repair	6

Estimated cost of books and supplies for full program is approximately $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Light Duty Diesel Engine Technician Certificate (ALD1)

Offered at Clarkesville Campus

Entrance Dates ..... Vary According to Schedule
Length of Program ..... 3 Terms
Credit Hours Required for Graduation 28

Purpose: The Automotive Light Duty Diesel Engine Technology certificate program allows auto service students to pursue a short-term training program to learn the basics of maintaining and servicing light duty diesel vehicles and trucks. There will also be an emphasis on electrical/electronic systems diagnosis as well as engine performance and emissions systems.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

Program Courses			Credits
AUTT	1010	Automotive Technology Introduction	2
AUTT	1020	Automotive Electrical Systems	7
AUTT	1040	Automotive Engine Performance	7
AUTT	2010	Automotive Engine Repair	6
AUTT	2110	Automotive Light Duty Diesel Engines	6

Estimated cost of books and supplies for full program is approximately $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION

Automotive Transmission/Transaxle Technician Specialist Certificate (AA71)

Offered at 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 driveline 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 or student with dual/joint enrollment in high school or GED® students seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- A grade of "C" or better must be achieved in each course in order to complete the program

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 $350. This includes textbooks, two uniform shirts (purchased through the bookstore), safety glasses and three ring binder. This price does NOT include the cost of shoes or pants. Students are required to wear appropriate work style pants or jeans and closed toe shoes/ boots with oil and slip resistant soles. Occupational Lab fee $20.

SCHOOL OF TRANSPORTATION
Commercial Truck Driving Certificate (CT61)

Offered at Clarkesville Campus

Entrance Dates ..... Fall, Spring, Summer
Length of Program..... Fall and Spring Semesters are 8 weeks, Summer Semester is 10 weeks
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
- Valid Driver's License
- If you are an out-of-state student: North Georgia Technical College (NGTC) adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process

Program Requirements:

- Must submit 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 30 days prior to the beginning of class.
- Must submit report of DOT physical completed within 30 days prior to beginning class.
- Obtain a Class A CDL permit.
- Must submit negative 5-panel DOT drug screen no more than 30 days prior to first day of class.
- Subject to random drug/alcohol screening.
- Must enroll in Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.
- Must comply with US Department of Transportation (DOT) regulations in parts 40, 382, 383 and 391, as well as State and/or local laws, related to alcohol and controlled substances testing, age, medical certification, licensing, and driver records, as required by §380.707(a).
- Student must pass all courses in the certificate program to test with NGTC 3rd party testers at the end of the semester.

Program Courses			Credits
CTDL	1010	Fundamentals of Commercial Driving	3
CTDL	1021	Combination Vehicle Basic Operation and Range Work	3
CTDL	1031	Combination Vehicle Advanced Operations	3

Estimated cost of books and supplies for full program is approximately $100. Additional costs include fuel surcharge of $235 and drug screen $35.

SCHOOL OF TRANSPORTATION

Electrical Lineworker with Pintle Hook Restriction Certificate (EL21)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates ..... Fall, Spring, Summer
Length of Program..... Fall and Spring Semesters are 8 weeks, Summer Semester is 10 weeks
Credit Hours Required for Graduation..... 13

Purpose: The Electrical Lineworker with Pintle Hook Restriction 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. Upon successful completion of this program, students meet the federal requirements to test for their Class A license with Pintle Hook Restriction. Topics include fundamentals of commercial driving, CDL road and range driving, lineworker organizational principles, general electrical safety, basic electric fundamentals, lineman simulations, observation-based instruction, interview skills, problem solving, work ethics, and communication 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
- Must be program ready; no learning support courses
- Valid Class C driver's license and a current up-to-date medical card
- If you are an out-of-state student: North Georgia Technical College (NGTC) adheres to the Technical College System of Georgia (TCSG) procedure 6.6.1p. Student Tuition and Fees, Item VI – Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia student desiring to enroll in the college. If there are remaining seats unfilled, out-of-state students will be added as indicated in the competitive admissions process

Program Requirements:

- Student must meet weight requirements for equipment per manufacturer's recommendation
- Have Class A CDL Permit
- Must submit 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 30 days prior to the beginning of class
- Must submit report of DOT physical completed within 30 days prior to beginning class
- Must submit negative 5-panel DOT drug screen no more than thirty days prior to first day of class
- Students will be subject to random drug/alcohol screening
- Must enroll in Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse
- Must comply with US Department of Transportation (DOT) regulations in parts 40, 382, 383 and 391, as well as State and/or local laws, related to alcohol and controlled substances testing, age, medical certification, licensing, and driver records, as required by §380.707(a)
- Student must pass all courses in the certificate program to test with NGTC 3rd party testers at the end of the semester.

Program Courses			Credits
CTDL	1010	Fundamentals of Commercial Driving	3
ELCR	1900	Intro to Electrical Lineworker	3
ELCR	1920	Electrical Lineworker Skills	3
ELCR	1940	CDL with Pintle Hook Restrictions: Range and Road Work	4

Estimated cost of books and supplies for full program is approximately $500. Drug Screen $35.