



2022-2023

College Catalog  
*and*  
Student  
Handbook



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**NORTH GEORGIA  
TECHNICAL COLLEGE**



# Catalog and Student Handbook

Fall 2022

Spring 2023

Summer 2023

[northgatech.edu](http://northgatech.edu)

**CLARKESVILLE**  
1500 Highway 197 N.  
P.O. Box 65  
Clarkesville, GA 30523  
(706) 754-7700  
(706) 754-7777 Fax

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

**CURRAHEE**  
9238 Hwy. 17 South  
Toccoa, GA 30577  
(706) 779-8100  
(706) 779-8130 Fax

North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Questions about the accreditation of North Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission's office. Please direct all questions to: North Georgia Technical College, 1500 Highway 197 N., Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777.

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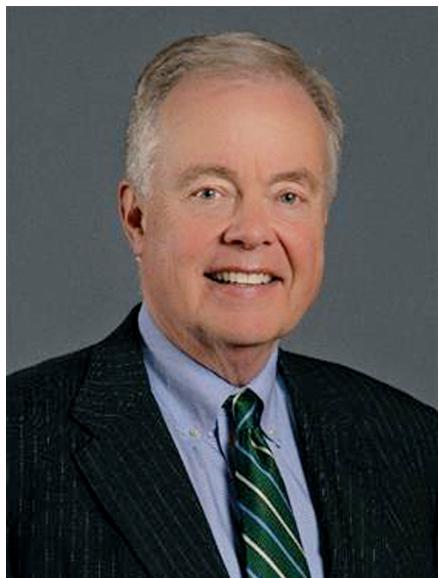
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## President's Message



It's my honor to welcome you to North Georgia Technical College. Choosing our college for your educational needs and career goals is indicative of your desire to enter the workforce fully ready with skills to accelerate your success.

North Georgia Technical College is committed to assist you in your academic pursuit and career training. Our exceptional faculty and staff are here for all of your technical education, high school equivalency, continuing education or business and industry training needs. Our low tuition and outstanding student support are sure to reinforce your decision to attend our wonderful institution.

Located in the beautiful North Georgia mountains, North Georgia Technical College is proud to support our communities of Towns, Rabun, Stephens, White, Union, Franklin, Fannin and Habersham counties. Our business and industry partnerships help us provide

our students with the best training and job opportunities for your particular trade or skill. We are thankful to have these relationships throughout our region and state, and we encourage all of our students to take full advantage of all the job opportunities they make possible.

We are proud to say our students are ready for the workforce upon graduation and that we have an outstanding 97% job placement rate. We know you will feel confident when it's your turn to receive your certificate, diploma or degree to enter the workforce and that you will be proud to have received your training at North Georgia Technical College.

Please let us know how we can better assist you at any time. We would love to hear from you. It is our pleasure to serve your educational needs.

Sincerely,

A handwritten signature in black ink that reads "John K. Wilkinson".

John K. Wilkinson  
President, North Georgia Technical College



## Communications Directory

Hours of Operation

7:30 a.m.-6:00 p.m. • Monday-Thursday

Email: [info@northgatech.edu](mailto:info@northgatech.edu)  
<http://www.northgatech.edu>

Clarkesville Campus .....	P.O. Box 65, 1500 Hwy 197 N., Clarkesville, GA 30523 706-754-7700 Fax: 706-754-7777
Academic Affairs.....	706-754-7771 Fax: 706-754-7788
Admissions.....	706-754-7722
Adult Education/GED® .....	706-754-7717
Assessment Center .....	706-754-7825
Bookstore .....	706-754-7708
Cashier's Office .....	706-754-7706
Campus Police .....	706-754-7731
Campus Visits .....	706-754-7793
Continuing Education .....	706-754-7715
Disability Services .....	706-754-7828
Economic Development.....	706-754-7820 Fax: 706-754-7811
Career Center .....	706-754-7837
Financial Aid .....	706-754-7726
Job Placement .....	706-754-7728
Library .....	706-754-7720
President's Office.....	706-754-7702
Public Relations Office .....	706-754-7852
Registrar .....	706-754-7768
Student Affairs.....	706-754-7803 Fax: 706-754-7777

<b>Blairsville Campus.....</b>	121 Meeks Avenue, Blairsville, GA 30512 706-439-6300 Fax: 706-439-6301
Academic Affairs.....	706-439-6328
Admissions/Student Affairs .....	706-439-6316
Bookstore .....	706-439-6310
Cashier.....	706-439-6306
Financial Aid .....	706-439-6339
Library .....	706-439-6326
<b>Currahee Campus .....</b>	9238 Hwy 17, Toccoa, GA 30577 706-779-8100 Fax: 706-779-8130
Academic Affairs.....	706-779-8105
Admissions.....	706-754-7722
Financial Aid .....	706-779-8115
Bookstore .....	706-779-8142
Cashier.....	706-779-8106
Library .....	706-779-8114
Student Affairs.....	706-779-8136
<b>Adult Learning Centers</b>	
Fannin County.....	71 Overview Drive, Blue Ridge, GA 30513 706-946-3524
Franklin County .....	84 Hartwell Road (Boyd Outz Center), Lavonia, GA 30553 706-491-3820
Habersham County.....	166 Commerce Pkwy., Unit D, Cornelia, GA 30531 706-776-7323
Rabun County.....	184 South Main Street, Ste. 100, Clayton, GA 30525 706-782-1362
Stephens County.....	Currahee Campus, 9238 Hwy. 17, Toccoa, GA 30577 706-779-8116
Toccoa Learning Center .....	Whitman Street Center, 904 West Whitman St., Toccoa, GA 30577 706-282-5171
Union County/Towns County.....	Shirley Miller Building, 32 Blalock Street, Blairsville, GA 30512 706-439-6321
White County .....	5702 Hwy 115 E., Cleveland, GA 30528 706-865-7323

# Academic Calendar

## FALL SEMESTER 2022 – 2023

Aug 17-18.....	Workdays
Aug 22.....	Fall Semester/MMA Begins
Aug 22-25 .....	Report No-Shows in BannerWeb
Aug 24.....	Last Day to Withdraw for Refund of Tuition
Aug 25.....	Drop/Add Ends for Full Semester/MMA
Sep 5 .....	Holiday (Labor Day) – College Closed
Sep 15 .....	MMA Midterm
Sep 26 .....	MMA Last Day to Withdraw without Academic Penalty
Oct 12 .....	Full Semester Midterm/MMA Ends
Oct 12 .....	MMA Final Exams
Oct 13 .....	MMA Grades Due in BannerWeb
Oct 13 .....	MMB Classes Begin
Oct 18 .....	BannerWeb Registration Opens for Returning Students
Oct 18 .....	MMB Last Day to Withdraw for Refund of Tuition
Oct 19 .....	MMB Drop Period Ends
Oct 31 .....	Full Semester Withdrawal Deadline
Nov 7.....	Registration for New Students
Nov 8.....	MMB Midterm
Nov 16.....	MMB Last Day to Withdraw without Academic Penalty
Nov 17.....	Application/Major Change Deadline for Spring Semester
Nov 23-24 .....	Holiday (Thanksgiving) – College Closed
Dec 7 .....	Full Semester Ends/MMB Ends/ Last Day to Withdraw
Dec 8-12.....	Final Exams
Dec 13.....	Grades Due in BannerWeb
Dec 14.....	Registration for New Students
Dec 15.....	Workday
Dec 19-21 .....	Annual Leave Option Days
Dec 22.....	Holiday (Washington's Birthday Observed) – College Closed
Dec 26.....	Holiday (Christmas) – College Closed
Dec 27.....	Holiday (Confederate Day Observed) – College Closed
Dec 28.....	Holiday (Columbus Day Observed) – College Closed
Dec 29.....	Holiday (Veteran's Day Observed) – College Closed

## SPRING SEMESTER 2023 – 2023

Jan 2 .....	Holiday (New Year's Day) – College Closed
Jan 3-5.....	Workdays
Jan 9 .....	Spring Semester/MMA Begins
Jan 9-12.....	Report No-Shows in BannerWeb
Jan 11.....	Last Day to Withdraw for Refund of Tuition
Jan 12.....	Drop/Add Ends for Full Semester/MMA
Jan 16.....	Holiday (Martin Luther King Day) – College Closed
Feb 2 .....	MMA Midterm
Feb 13 .....	MMA Last Day to Withdraw w/o Academic Penalty
Mar 1 .....	Full Semester Midterm/MMA Ends
Mar 1 .....	MMA Final Exams
Mar 2 .....	MMA Grades Due in BannerWeb
Mar 2 .....	MMB Classes Begin
Mar 2-9.....	Report MMB No-Shows in BannerWeb
Mar 7 .....	MMB Last Day to Withdraw for Refund of Tuition
Mar 8 .....	MMB Drop Period Ends
Mar 14 .....	BannerWeb Registration Opens for Returning Students
Mar 20 .....	Full Semester Withdrawal Deadline
Mar 23 .....	Academic Advisement for Returning Students
Mar 28 .....	MMB Midterm
Apr 3-6.....	Annual Leave Option Days/Spring Break
Apr 10 .....	Classes Resume
Apr 12 .....	MMB Last day to Withdraw w/out Academic Penalty
Apr 27 .....	Application/Major Change Deadline for Summer Semester
May 1 .....	Full Semester/MMB Ends/Last Day to Withdraw
May 2-3.....	Final Exams
May 4 .....	Grades Due in BannerWeb
May 8 .....	Registration for New Students
May 4-5.....	Workdays
May 9-11.....	Workdays
May 15-18 .....	Annual Leave Option Days

## SUMMER SEMESTER 2023 – 2023

May 22 .....	Summer Semester Begins
May 22-25.....	Report No-Shows in BannerWeb
May 24 .....	Last Day to Withdraw for Refund of Tuition
May 25 .....	Drop/Add Ends
May 29 .....	Holiday (Memorial Day) – College Closed
Jun 19 .....	Holiday (Juneteenth Day) – College Closed
Jun 21 .....	Midterm
Jun 22 .....	Registration for New Students
Jul 3-6.....	Annual Leave Option Days/Summer Break
Jul 4 .....	Holiday (Independence Day) – College Closed
Jul 10 .....	Classes Resume
Jul 11 .....	Last Day to Withdraw w/out Academic Penalty
Jul 27 .....	Application/Major Change Deadline for Fall Semester
Aug 1 .....	Summer Semester Ends
Aug 2 .....	Final Exams
Aug 3 .....	Grades Due in BannerWeb
Aug 7 .....	Registration for New Students
Aug 7-8.....	Workdays
Aug 9-17 .....	Annual Leave Option Days

## List of Programs

**Associate of Applied Science Degree**

- AS General Studies
- AS Nursing
- Accounting
- Advanced Manufacturing Systems Technology
- Agribusiness
- Air Conditioning Technology
- Applied Technical Management
- Automotive Technology
- Business Management
- Business Technology
- Clinical Laboratory Technology
- Criminal Justice Technology
- Culinary Arts
- Early Childhood Care and Education
- Environmental Technology
- Horticulture
- Interdisciplinary Studies
- Medical Assisting
- Modern Agriculture
- Networking Specialist
- Paramedicine
- Pharmacy Technology
- Photography
- Precision Machining and Manufacturing
- Web Application Development

**Diploma**

- Accounting
- Advanced Manufacturing Systems Technology
- Agribusiness
- Air Conditioning Technology
- Auto Collision Repair
- Automotive Technology
- Business Management
- Business Technology
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Early Childhood Care and Education
- Electrical Systems Technology
- EMS Professions
- Horticulture
- Medical Assisting
- Modern Agriculture
- Networking Specialist
- Paramedicine
- Pharmacy Technology
- Photography
- Practical Nursing
- Precision Machining and Manufacturing
- Web Application Development
- Welding Technology

### Technical Certificate of Credit

- Administrative Support Assistant
- Advanced Commercial Refrigeration
- Advanced Emergency Medical Technician
- Air Conditioning Electrical Technician
- Air Conditioning Technician Assistant
- Automotive Chassis Technician Specialist
- Automotive Climate Control Technician
- Automotive Collision Mechanical/Electrical Helper
- Automotive Collision Repair Assistant I
- Automotive Collision Repair Assistant II
- Automotive Electrical/Electronic Systems Technician
- Automotive Engine Performance Technician
- Automotive Engine Repair Technician
- Automotive Light Duty Diesel Engine Technician
- Automotive Refinishing Assistant I
- Automotive Transmission/Transaxle Tech Specialist
- Baking and Pastry Specialist
- Basic Machining Operator
- Catering Specialist
- Child Development Specialist
- CNC Specialist
- Commercial Truck Driving
- Commercial Wiring
- Computer Forensic and Investigation Specialist
- CompTIA A+ Certified Preparation
- CompTIA A+ Certified Technician Preparation
- Crime Scene Fundamentals
- Criminal Justice Fundamentals
- Criminal Justice Specialist
- Culinary Professional Assistant
- Digital Photographer
- Early Childhood Care and Education Basics
- Early Childhood Program Administration
- Early College Essentials
- Electrical Lineworker
- Emergency Medical Technician
- Food Production Worker
- Garden Center Technician

- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Hair Designer
- Health Care Assistant
- Heating and Air Conditioning Installation Technician
- Human Resource Specialist
- iOS App Development in Swift
- Introduction to Criminal Justice
- Lathe Operator
- Management and Leadership Specialist
- Manufacturing Maintenance Mechanic
- Manufacturing Programmable Controls Technician
- Manufacturing Motor Control Technician
- Medical Coding
- Medical Front Office Assistant
- Mill Operator
- Microsoft Office Applications Professional
- Microsoft Word Application Professional
- Network Support Specialist
- Network Technicians Aide
- Nurse Aide Accelerated
- Office Accounting Specialist
- Organizational Leadership Specialist
- Payroll Accounting Specialist
- PC Repair and Network Technician
- Pharmacy Technology
- Phlebotomy Technician
- Pre-Hospital EMS Operations
- Prep Cook
- Residential Wiring Technician
- Shampoo Technician
- Shielded Metal Arc Welding
- Small Business Management Specialist
- Sustainable Urban Agriculture Technician
- Supervisor/Management Specialist
- Technical Specialist
- Tool and Die Specialist

## General Information

### Mission

North Georgia Technical College, a unit of the Technical College System of Georgia, is a residential, public, multi-campus institution of higher education serving the workforce development needs of Northeast Georgia. The college provides access to student-focused occupational programs at the associate degree, diploma, and certificate levels; Adult Education; and customized business and industry training through traditional and distance education methodologies and college-wide services.

### History

North Georgia Technical College's Clarkesville Campus originally was the home of the Georgia Ninth District School of Agriculture and Mechanical Arts (A&M), which was active from 1907 until 1933. In 1934, the facilities were used by Columbia University as a laboratory for the study of rural education. From 1938 to 1943, the campus was home of "Habersham College" and the National Youth Administration, one of President Franklin Delano Roosevelt's programs during the Great Depression.

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

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

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

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

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

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

## GENERAL INFORMATION

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

Major renovations were made to buildings on the Clarkesville Campus in 2012 (the Hoyt Coe Building), and in 2014 (the Parker-Nellis Building). New Health Science wings opened on the Currahee Campus in 2014, and on the Blairsville Campus in 2016.

A new milestone was celebrated in June 2017, as Engineering Technology Program students became the first group in the history of NGTC to participate in a study abroad program. The group traveled to Ireland to study at the Waterford Institute of Technology. This is just another example of how the college continues to expand its horizons to prepare students for their future careers.

Improvements to campus facilities are continuing with the most recent accomplishment being the construction of a new state of the art Industrial Technology Center that opened on the Clarkesville Campus in 2019.

### The College Catalog

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

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

### Institutional Goals

- **Goal 1:** Provide quality, industry-driven education and training with a focus on enrollment, degree production and job placement.
- **Goal 2:** Create an environment of expectation for Adult Education to increase the adult literacy rate, the number of high school equivalency credentials, transition to college, and continuous integrated education training.
- **Goal 3:** Offer systematic, relevant, and responsive non-credit educational programming driven by community demographics and market needs to sustain and grow the communities we serve.
- **Goal 4:** Increase engagement and enrich campus life through student activities, program outreach, and community involvement.
- **Goal 5:** Sustain a culture of service to our customers by promoting effectiveness and accountability of departmental programs and services.

### State Technical College

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

## GENERAL INFORMATION

### **Student Warranty**

The Technical College System of Georgia guarantees employers that graduates of state technical colleges have demonstrated proficiency in those competencies defined by the Industry Technical Committee and included in approved state curriculum standards. Should any degree, diploma, or certificate program student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated standard or program guide, including failure to pass a State of Georgia required licensing examination, the Technical College System of Georgia agrees to provide specific retraining at any technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees. Contact: Office of Academic Affairs at 706-754-7771.

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

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

### **Accreditation**

North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Questions about the accreditation of North Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission's office. Please direct all questions to: North Georgia Technical College, 1500 Highway 197 N., Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777.

Individual program accreditations include:

## GENERAL INFORMATION

### **Air Conditioning**

The Air Conditioning Technology program is accredited by Heating, Ventilation, Air Conditioning (HVAC) Excellence. (P.O. Box 491, Mt. Prospect, IL 60056-0521; 800-394-5268) <http://www.hvacexcellence.org>

### **Associate of Science in Nursing**

The Associate of Science in Nursing Degree program at the Clarkesville and Blairsville campuses is accredited by the Accreditation Commission for Education in Nursing (ACEN).

(3343 Peachtree Road NE, Suite 850, 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 Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

### **Auto Collision Repair**

The Auto Collision Repair program is Master accredited, and ASE (Automotive Service Excellence) certified by the National Automotive Technician Education Foundation (NATEF).

(101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175; 703-669-6650) [www.aceeducationfoundation.org/](http://www.aceeducationfoundation.org/)

### **Automotive Technology**

The Automotive Technology program is Master accredited, and ASE (Automotive Service Excellence) certified by the National Automotive Technician Education Foundation (NATEF).

(101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175; 703-669-6650) [www.aceeducationfoundation.org/](http://www.aceeducationfoundation.org/)

### **Clinical Laboratory Technology**

The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). (5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; 773-714-8880)

### **Culinary Arts**

The Culinary Arts program on the Blairsville and Currahee campuses is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

(American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095; 904-824-4468) <https://www.acfcchefs.org>

### **Medical Assisting**

The Medical Assisting program is accredited by the Commission on Accreditation for Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

(CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350).

### **Paramedicine**

The North Georgia Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://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](http://www.coaemsp.org))

## GENERAL INFORMATION

### Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following people have been designated to handle inquiries regarding the nondiscrimination policies:

**Dr. S. Vinson Burdette**

VP of Student Affairs, Title VI, IX, II  
North Georgia Technical College  
1500 Highway 197 N.  
P.O. Box 65  
Clarkesville, GA 30523  
Telephone: 706-754-7711  
[vinson.burdette@northgatech.edu](mailto:vinson.burdette@northgatech.edu)

**Ms. Kay Morgan**

Special Populations and  
Retention Coordinator  
Sec. 504>Title I/ADA  
North Georgia Technical College  
1500 Highway 197 N.  
P.O. Box 65  
Clarkesville, GA 30523  
Telephone: 706-754-7828  
[kmorgan@northgatech.edu](mailto:kmorgan@northgatech.edu)

This institution is an equal opportunity provider and employer.

### Administration

Administration supports all departments of all campuses through the functions of the Business Office, Clarkesville Campus Dining Hall, Beyond Books Bookstores, and facilities and maintenance.

The Business Office provides all departments of the college with the services of Accounting, Cashier, Purchasing, Payroll, Accounts Receivable, Accounts Payable, Personnel, Property Control, and Vending. Students should contact their campus Cashier for assistance from the Business Office.

### Academic Affairs

Academic Affairs is responsible for associate degree, diploma, and certificate programs; institutional effectiveness; distance education; and library services.

#### Associate Degree, Diploma, and Certificate Programs

NGTC offers two associate of science degree programs, associate of applied science degree programs, diploma programs, and technical certificate programs on the Blairsville, Clarkesville, and Currahee Campuses. Information on these programs is available in the "Programs of Study" section.

## GENERAL INFORMATION

### Online Course Offerings

North Georgia Technical College offers students the opportunity to take credit courses online using the Blackboard Learning Management System. North Georgia Technical College adheres to state competencies and provides the same high-quality instruction as traditional classes; however, online courses remove time and place barriers that prevent many students from pursuing educational opportunities. The course offerings vary each semester and are listed on the North Georgia Technical College website under Course Listings. Online courses may require an on-campus or online proctored event. The instructor will present additional proctoring details at the beginning of each online course and list these requirements in the course's syllabus. If an online course should require additional student charges associated with verification of student identity, students will be notified at the time of registration.

North Georgia Technical College acknowledges that not all students are candidates for online instruction. All students are required to complete the "Online Readiness Survey," located on the North Georgia Technical College website. This survey addresses technical skills and learning preferences associated with online learning. Students who do not successfully demonstrate the necessary skills to participate in an online class are strongly encouraged to meet with an advisor prior to enrolling in an online course for the first time to determine if online education is compatible with their learning preference. Students taking online courses at North Georgia Technical College are required to have prior experience in browsing the Internet, sending emails, sending email attachments, communicating electronically, and performing related functions.

To ensure a student's success in online courses, North Georgia Technical College also requires students to have access to a computer that meets the minimum hardware and software requirements. North Georgia Technical College's suggested requirements are:

#### Minimum Computer Requirements:

- A processor of 2 GHz or faster
- 8 GB RAM or greater
- Monitor and video card with a resolution of 1280 X 1024 or greater
- A keyboard and mouse are recommended
- Speakers, noise-canceling headphones/earbuds, and a microphone are recommended
- A web camera capable of video and audio web conferencing

#### Software Requirements:

- Internet Browsers
  - *Chrome is recommended for viewing all online courses in Blackboard.*
  - *Other internet browsers, Firefox and Safari, may be used.*
  - *Internet Explorer and Edge are not recommended.*
- Microsoft Office is required and is available for free to North Georgia Technical College students. Microsoft Office is available for download through the OKTA portal.
- Supplemental Software: Some courses may require specific software. It is the student's responsibility is to contact the instructor to determine course requirements prior to registration
- A current North Georgia Technical College student email account is required.
- A high-speed internet connection with a connection speed of 11 MB/s or better:
  - *An internet connection is critical for viewing MediaSite videos and supplemental videos in Blackboard*

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- When accessing the classroom and course materials, satellite and cellular connections may result in slowness or errors (timeouts, access problems).
- Using public computers and the Internet (for example, restaurants, public hotspots, etc.) may result in timeouts and errors when accessing online courses and course materials due to security limitations.

For more information regarding online course offerings, please consult the North Georgia Technical College listings course catalog or call Samantha Marchant, Educational Technology Coordinator at 706-439-6327.

### Library Services

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

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

Cooperative agreements with the libraries at Emmanuel College, Piedmont College, Toccoa Falls College, Young Harris College, and each technical college in the state of Georgia permit use by NGTC staff and students. It is expected that users of these libraries will respect the individual policies of the colleges. Check with a library staff member for details of these agreements; GALILEO (Georgia Library Learning Online), eBooks on EBSCOhost, Gale Virtual Reference Library, and several other reputable online resources available from the North Georgia Technical College library web page provide an extensive collection of journals and books in addition to the in-house collections. For students accessing materials off campus, any necessary passwords can be located via a link on the library web page.

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

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

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

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

## GENERAL INFORMATION

### Expected Student/Program Outcomes

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

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

### Program Advisory Committees

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

### Economic Development

The Department of Economic Development provides a number of programs and services to support businesses, industries, and the lifelong learning needs of the community. Training programs and services include customized/contract training, Continuing Education, Georgia Quick Start, Georgia Retraining Tax Credits, and more. This department is also responsible for the Adult Education program.

### Adult Education

The Adult Education Department provides instruction in basic skills, GED® and HiSET preparation and testing, English as a Second Language (ESL), and soft skills training. Adults have an opportunity to become literate in reading, writing, spelling, vocabulary, and basic math by attending free classes.

- **GED®/ HiSET** – North Georgia Technical College is an official Pearson VUE Testing Center for administration of the General Educational Development Test (GED®) and the HiSET (High School Equivalency Test) Exam, approved by the American Council on Education (ACE). The policy of ACE is to utilize the GED® tests to enable persons who have not graduated from high school to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study.
  - *North Georgia Technical College also offers free GED/HiSET preparation and basic skills courses. In Fannin, Franklin, Habersham, Rabun, Stephens, Towns, Union, and White counties, day and evening basic skills and GED®/HiSET classes are offered. For class times and more information call 706-754-7717.*

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- Qualified Georgia residents passing the GED®/HiSET are eligible to receive a State HOPE Grant voucher of \$500 to be applied toward the cost of education in a credit program at North Georgia Technical College or other state technical colleges.

### Customized/Contract Training

Customized/contract training is industry specific training facilitated by the college for a fee. Customized training is very flexible and can be delivered any time of day or night, at any location, and using various methods of delivery based upon the request from an existing industry.

This service includes such activities as consulting, assessments, and training in specific skill-sets. The training can take place in a company's facilities, at one of NGTC's three campuses, or in the new advanced Economic Development Industrial Center located at the Clarkesville Campus. The costs of the courses vary according to the length and complexity of the training.

Customized training is available in the areas of High-Performance Leadership, General Industrial and Construction Safety, Lean/Six Sigma, ISO, Computer/Technology, Customer Service, Precision Measuring, and Industrial Maintenance including PLC Training. Some training may be available online for your convenience.

### Specialized Workshops/Seminars

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

### Georgia Tax Credit for Retraining of Employees

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

### American Heart Association Training Center

North Georgia Technical College is an official training center for the American Heart Association. Training includes both provider and instructor courses in Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and a variety of Heartsaver courses including First Aid. All training through the Center will conform to the requirements, guidelines, and the curriculum of the American Heart Association. For information, call 706-754-7716.

### Continuing Education

The Continuing Education Department offers non-credit classes and seminars at all North Georgia Technical College locations and at community sites within the North Georgia Technical College service area. Offerings include a variety of opportunities for adults to upgrade, certify, or enhance skills

## **GENERAL INFORMATION**

through short-term training. Broad categories include computer skills, personal/family enrichment, and professional/career development. Professional licensing courses are offered in the traditional classroom as well as through distance learning avenues such as online instruction.

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

### **Pearson VUE Testing Center**

North Georgia Technical College provides academic, professional licensure, and information technology standard certification testing as provided through the Pearson VUE Testing Programs. Test takers should register with Pearson Vue at least seven days in advance of the test date. Students should report to the Continuing Education Office for payment. All tests are administered through the Career Center on the Clarkesville Campus.

### **Computer Center**

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

### **Georgia Quick Start**

The Georgia Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia. Quick Start training services are available for both manufacturing and service companies that qualify. Manufacturing training includes company orientation, core skills, job-specific skills, productivity enhancement, employee involvement, and human resource development. Service training includes company orientation, customer service, interaction skills, product information training, job procedures, and professional development. For more information, call the NGTC Economic Development Department at 706-754-7820.

### **Student Affairs**

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

### **Admissions**

The admissions team begins the process of collecting a portfolio of scholastic information for each student. Applications received are considered complete when all official transcripts, test scores, and eligibility information are provided. Letters of acceptance or denial are sent to each student. The Admissions team also handles Change of Program and Change of Term requests. See the Admissions section for details on eligibility and the Admissions process.

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### Campus Life

The office of Campus Life sponsors a variety of activities available to all students throughout the year. These activities may include excursions to Six Flags, sporting events, snow skiing, and more. Recreational equipment is available in the student centers for ping-pong, video games, and more. There are also Intramural sports including: flag football, softball and basketball.

### Career Center

The Career Center is available to assist prospective and current students in career exploration, interest, and aptitude inventories in order to make an informed career choice. Student Affairs staff are available to assist prospective students with one-on-one career planning. Staff are available to assist those current students who are preparing to graduate with their job search, resume preparation, and electronic resume posting.

### Financial Aid

Financial Aid advisors are located on the Blairsville, Clarkesville and Currahee Campuses. Financial Aid eligibility is determined after students have been accepted into the college and after the Free Application for Federal Student Aid (FAFSA) has been completed. Financial Aid may be available from a variety of sources including the Georgia HOPE Grant and Scholarship, the Federal Pell Grant, and referrals for scholarships. See the Financial Aid section for details on eligibility and the financial aid process.

### Registrar

The Registrar, located on the Clarkesville Campus, handles requests for transcripts from North Georgia Technical College to other institutions. The Registrar evaluates eligibility for transfer of credit from other institutions into North Georgia Technical College. The Registrar also receives graduation applications from North Georgia Technical College students, verifies that all course work has been completed, and sends diplomas to graduates.

### Services for Students with Disabilities

Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admission process, career guidance and counseling, and referral to community service agencies. To request accommodations and/or modifications, contact Kay Morgan, Special Populations and Retention Coordinator, who provides services to all campuses, at 706-754-7828. Appropriate documentation of disability is required.

### North Georgia Technical College Foundation

The North Georgia Technical College Foundation, Inc., a 501(c)(3) non-profit organization, was created in 2000 to enhance educational opportunities at North Georgia Technical College. The Foundation is governed by a volunteer board of trustees made up of representatives from NGTC's eight-county service area. Membership includes college alumni as well as local business and community leaders. The mission of the NGTC Foundation is to create awareness of the financial needs of the College and encourage donations of resources to assure quality education for its students.

**GENERAL INFORMATION****NGTC Alumni Association**

Graduates of credit programs are encouraged to join the North Georgia Technical College Alumni Association. The Association gives graduates an opportunity to provide needed input to the college on ways it can effectively promote technical education. The Alumni Association holds an annual meeting to elect officers and recognize outstanding graduates with the Young Alumni Award, Career Achievement Awards, Alumni Hall of Fame Award and the Bridge Builder Award. They have also established an Alumni Scholarship with monies raised through a silent auction held the day of the event and other donations given directly to the scholarship fund.

## Admissions

### Application Process for Associate Degree, Diploma, and Certificate Programs

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

- Submit an application for admission and a \$25 non-refundable application fee. Pay online or make checks payable to North Georgia Technical College.
- Request that an official transcript from high school including graduation date or official GED® or HiSET Scores be mailed to the Admissions Office. (All degree and diploma programs require a high school diploma or GED® or HiSET before admission.)
- Request that official transcripts from ALL technical colleges or universities attended be mailed to the Admissions Office.
- Take a placement test or submit valid SAT, PSAT, ACT, COMPASS, ASSET, ACCUPLACER scores, or qualifying high school GPA if applicable.

North Georgia Technical College uses the ACCUPLACER placement test to identify academic skills and needs. This test includes sections on reading comprehension, writing skills and basic math.

Algebra is required for some programs. In lieu of ACCUPLACER, the SAT, PSAT or ACT scores may be used if the scores meet the college programs required minimums. Postsecondary level math and/or English with a grade of C or better may be used in lieu of the placement test. A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. Applicants who have a disability and need special testing accommodations should contact Ms. Kay Morgan, Special Populations and Retention Coordinator at 706-754-7828.

### Definition of “Official” Documents

“Official” transcripts, GED® or HiSET test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office. Many schools use electronic delivery services to send “Official” transcripts; electronic documents sent in this format are considered “Official” if sent directly to NGTC’s Admissions Office from the issuing school. If brought by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Submit applications, transcripts, and other admission documents to:

#### Clarkesville or Currahee Campus

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

#### Blairsville Campus

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

### Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to develop and follow policies and procedures to evaluate the validity of a student’s high school completion in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma.

In addition to receiving an official high school transcript, North Georgia Technical College may also require additional documentation from the high school in question that confirms the validity of a student’s diploma or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). A

## ADMISSIONS

student's self-certification is not considered adequate proof of validity. In addition to accessing information online regarding the high school in question (such as accreditation status), North Georgia Technical College may also contact the respective state Department of Education in which the high school diploma was issued to determine if the secondary school is considered a recognized school by the state educational agency. Lack of accreditation does not necessarily make a high school ineligible. North Georgia Technical College maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. The list may not necessarily be 100% accurate and may not be all-inclusive due to the volume of existing schools. Furthermore, it is also understood that the list of schools in the FAFSA drop down box online also may not be all-inclusive. North Georgia Technical College makes every reasonable effort to verify the validity of questionable high school diplomas.

## Eligible Applicants

### Age

Any individual 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades who seeks access to quality instruction at the post-secondary level are eligible for admission. See individual program requirements.

The College may waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.

### Education

#### Required Academic Criteria

To be admitted by a Technical College, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the non, academic, and/or assessment requirements for the state's board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
  - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED® or HiSET).
3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
  - Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying

## ADMISSIONS

that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.

- Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
- 5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
  - A. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and
  - B. One of the following:
    - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
    - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
- 6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

**Exception:** Presidents of Technical Colleges may waive the high school diploma/high school equivalency, as described above, requirement for those secondary students or those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

### Residency

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

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

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

**Dependent Students** – A Dependent Student meets the Georgia Residency Requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and the student graduated from an eligible high school located in the State of Georgia; or the parent claimed the student as a dependent on the parent's most recent federal income tax return; or if a United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out-of-state tuition.

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Independent Students – An Independent Student meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. It is presumed that no independent student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the state of Georgia for purposes other than attending a TCSG college.

### Retaining Georgia Residency

Dependent Students – If the parent or United States court-appointed legal guardian of a dependent student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the state of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

Independent Students – If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of in-state tuition.

### Verification of Lawful Presence in the United States

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

TCSG Procedure 6.2.2p: “Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.”

#### How can a student verify lawful presence?

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

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- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.
- Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS).
- Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program.

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

## International Students

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

*Note: North Georgia Technical College does not issue the I-20 Certificate of Eligibility.*

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### Admission Categories and Requirements

#### Regular Admission

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

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

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

#### Provisional Admission

Applicants who do not meet regular admission requirements may be admitted to a program on a provisional basis. The applicant must complete the admission process and related procedures.

Provisionally admitted students must take required learning support courses and may be allowed to take specific program courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

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

*Note: Dually or Jointly enrolled students are not eligible for Provisional Admission status.*

#### Special Admission

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

The parameters for Special Admission are:

- The student must be classified as non-credential seeking at the time of entry by the Admissions Director.
- The student must adhere to the specific institutional prerequisite requirements when selecting courses.
- The student may receive credit for regular program course work that is satisfactorily completed.
- The student may apply for regular student status by completing the regular admission process including taking the placement test.
- The student may apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- The student may not take courses requiring occupationally-based instruction while in this admit status, i.e., internships and clinical rotations.

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

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

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

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

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

### Transient Student Admission

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

- Submit an application to the host institution (NGTC), pay the non-refundable application fee, and be designated as a transient student by North Georgia Technical College for reporting purposes.
- Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.
- Pay scheduled fees of the host institution.

### Transfer Admission – from previously attended postsecondary institution

- The applicant must complete the application process and related procedures.
- Students with a bachelor's degree or higher are not required to submit high school transcripts.
- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" in all courses for which the student is seeking transfer credit to his/her program of study. Programs with competitive admissions may require a specific grade in defined courses.
- In order to obtain a degree, diploma, or technical certificate of credit from North Georgia Technical College, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution.
- See the "Credits Earned Outside the College" section under the Registrar heading in this catalog.

### AAS-Level General Education Coursework for Diploma-Level Program Majors

Students in diploma programs who meet the test score requirements for AAS programs may choose to satisfy the diploma's general education course requirements with the corresponding AAS-level general

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education courses. For example, if ENGL 1010 is required for the diploma program, and the student meets the test score requirements for ENGL 1101, ENGL 1101 may be taken and will satisfy the ENGL 1010 requirement.

### Dual / Joint Enrollment Programs for High School Students

High school students may attend North Georgia Technical College while also attending high school. The student may receive Carnegie unit credit from a high school and postsecondary credit hours from North Georgia Technical College for the same course. North Georgia Technical College offers different programs for high school students.

- **Dual Enrollment** - High school students in grades 9-12 can enroll at the college and receive both college and high school credit for academic and occupational courses taken through the college. Eligible students may receive Dual Enrollment funding for 30 semester hours. Credit hours that are funded with Dual Enrollment funding do not count against future HOPE Grant or Scholarship maximum hours.
- Students who reach the 30 credit hour Dual Enrollment Funding Cap may self-pay or use HOPE Grant/HOPE Career Grant funding if eligible. Courses funded by the Hope Grant/Hope Career Grant will count against future HOPE maximum hours.
- Students in 11th and 12th grades may enroll in, and receive Dual Enrollment funding for, approved courses that are listed on the Dual Enrollment Course Directory.
- Students in 10th grade may enroll in, and receive Dual Enrollment funding for, courses designated as Career, Technical and Agricultural Education (CTAE) on the Course Directory. Tenth grade students with a minimum SAT score of 1200 from a single test administration or a minimum ACT composite score of 26 from a single test administration may receive Dual Enrollment funding for any approved course listed on the Dual Enrollment Course Directory.
- Students in the 9th grade are not eligible for Dual Enrollment funding.
- **Joint Enrollment** - The Joint Enrollment program is designed for secondary and adult education students who want to begin their college career but do not need or want additional high school Carnegie units or are ineligible for Dual Enrollment program funding. **Joint Enrollment students receive college credit only, and hours count against future HOPE maximum hours.**
- **High School Graduation Option B** - Students who complete 10th grade required courses (two English, Math, Science, Social Studies; one Health and PE and required tests) may enroll full-time at NGTC while completing an Associate Degree, Technical Diploma or two Technical Certificate programs in a career pathway. Once the program is complete, students may graduate with a high school diploma and a college credential. The Dual Enrollment Funding Cap described above applies to students pursuing the High School Graduation Option B path.

### Dual and Joint Enrollment Process

- Dual Enrollment applicants may complete the Dual Enrollment application for admission. Joint Enrollment applicants may complete a regular application for admissions.
- Meet with high school counselor (Dual) or adult education instructor (GED® or HiSET/Joint) to obtain signed approval on the application form.
- Provide an official copy of high school transcript.

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- Take the placement test or submit valid SAT, PSAT, ACT, or ACCUPLACER scores and meet or exceed state recommended scores for regular program admission.
- Submit applicable financial aid documents – Dual Enrollment funding application (Dual) or HOPE Grant (Joint).

## Change of Program

A current student who is changing his/her program for the upcoming semester will be eligible to register for classes through BannerWeb during his/her designated registration period. Students are strongly advised to discuss a change of program plan with a financial aid advisor prior to submitting the application as financial aid awards may be severely impacted. The deadline for submitting a Change of Program Form is the same date as the admissions application deadline.

## Audit

Students who wish to audit a course must complete an application and pay the \$25 non-refundable application fee. If not already enrolled, students are admitted as special admissions students. Students are permitted to audit a course and attend class without completing the admission process and do not receive credit for the course. Students are not permitted to change from audit to credit or credit to audit after the drop/add period at the beginning of each term. Audit students pay regular tuition and fees. Note: The student must adhere to the specific institution prerequisite requirements when selecting courses.

## Learning Support

Learning support instruction is available to students of credit programs at North Georgia Technical College in the areas of reading, mathematics, and language skills. The instruction is designed to help students who need to improve skills in one or more of these areas. These courses earn institutional credit only. There are additional options for students scoring within the learning support level (See "Learning Support under Academic Affairs").

## Course Numbering

Learning support courses are numbered 0090 or 0988. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses. Occupational courses may be numbered 1000 through 2999 at the certificate, diploma, or associate degree levels.

## Assessment and Testing

North Georgia Technical College must utilize ACCUPLACER, the TCSG-approved assessment instrument, when evaluating students for program readiness. However, in the place of ACCUPLACER, North Georgia Technical College may accept a student's official SAT, PSAT or ACT scores if they meet the college program's required minimums. If a student's SAT, PSAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using ACCUPLACER if the student has not already started learning support classes. Postsecondary level math and/or English with a grade of "C" or better may be used in lieu of the placement test. A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. North Georgia Technical College may also accept a student's official entrance score on the following validated

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assessment instruction if the scores meet the minimum requirements: General Education Development (GED®), on English or Math; Georgia Milestones Literature and Composition or Georgia Milestones American Literature and Composition (English admission requirement only); and HOPE GPA after completion of 10th grade of 2.6 or higher.

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

A student with disabilities who needs special assistance or accommodations for taking the placement test must submit a request for disability services form and appropriate documentation of disability before registering for the test.

Students who were admitted with a Provisional Admission status or those students changing programs where higher-level entrance scores are required will be allowed the opportunity to retest on the ACCUPLACER placement test. A student eligible to sit for a retest on the ACCUPLACER placement test can sit for the retest one time. If a student plans to retest in more than one area, the student must take all sections needed in one testing session. A non-refundable retest fee will be assessed. Students may contact Student Affairs at 706-754-7700 to schedule a retest on ACCUPLACER.

In order to help students study, ACCUPLACER has a FREE study app for your computer, tablet, or smartphone.

- To get the free Web-based app, visit [-accuplacerpractice.collegeboard.org/login](https://accuplacerpractice.collegeboard.org/login)
- To learn more about ACCUPLACER visit [accuplacer.collegeboard.org](https://accuplacer.collegeboard.org)

## Appeal Procedure for Admission Decision

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

## Readmission Procedure

Students who withdraw voluntarily or take two semesters off must complete a returning student application. Students may return on a space-available basis in the program desired.

Students who are dismissed for academic or disciplinary reasons or who voluntarily withdraw while not in good standing must make a request for reinstatement in writing to the Vice President of student affairs.

## Registrar

The Registrar's Office provides assistance with:

- Change of name or address
- Course registration
- Course registration outside a program of study
- DegreeWorks audits
- Exemption examination registration
- Good student discount forms
- Graduation applications
- Loan deferment requests
- Requests for official NGTC transcripts at <https://northgatech.edu/registrar/>
- Requests for transient status at another institution
- Transfer of credit from other institutions
- Verification of enrollment

It is the student's final responsibility to ensure requirements for a chosen program of study are met. A student must carefully review the Programs of Study section of this catalog and discuss with his or her Academic Advisor. Each student's assigned Academic Advisor's name and contact information is listed in the student's original acceptance letter and is available in BannerWeb.

For further information, please visit the North Georgia Technical College website, email [registrar@northgatech.edu](mailto:registrar@northgatech.edu) or call 706.754.7768.

### Credits Earned Outside the College

Students must complete at least 25 percent of coursework towards a particular program of study at North Georgia Technical College in order to be eligible for graduation from the college.

### Transfer Credit

- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" (2.0) in all courses for which the student is seeking transfer credit to his/her program of study.
- Programs with competitive admissions may require a specific grade in defined courses.
- Credit is awarded only in areas offered within the current curriculum of North Georgia Technical College.
- A course accepted for credit has essentially the same content and is taught at a comparable or higher level as the course at North Georgia Technical College.
- Transfer credit is not awarded for PSNG, RNSG, or WELD courses.
- Transfer credit may be awarded for Learning Support coursework taken at other Technical College System of Georgia institutions. Credit granted for this coursework will not count toward completion or GPA hours, but may allow the student to enter the college with "program ready" status or reduce the number of Learning Support courses required.
- All transferred courses must have the equivalent or higher number of credit hours.
- All transferred courses will be transferred in at the highest level regardless of the level of the student's chosen course of study. There are time limits on validity of some coursework. (See below.)

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- The Registrar is responsible for final transfer credit approval.
- The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.
- For coursework meeting the above conditions but taken at non-regionally accredited institutions, the student should complete the Request for Transfer Credit From a Non-Regionally Accredited Institution Form on the North Georgia Technical College website or in the Registrar's Office. The Office of the Registrar and the Academic Affairs division determine on a case-by-case basis the transferability of courses based on the course curriculum standards and the qualifications of the faculty members who taught those courses. In cases where course equivalency is questioned, credit must be validated by examination.
- If a course cannot be evaluated on course prefix and title, students have the right to submit course descriptions from the transferring institution's college catalog from the year the course was taken to the North Georgia Technical College Registrar.
- A student who presents credit for evaluation and transfer must be aware that the awarding of credit by North Georgia Technical College does not guarantee that institutions subsequently attended by the student will also accept those credits.
- The applicant may be awarded credit for courses previously earned within the institution as applicable.
- North Georgia Technical College reserves the right to rescind previously awarded transfer and exemption credit as warranted.

### Time Limits on Transferability of Courses

- 2 years – all COSM courses and Learning Support courses from TCSG institutions only.
- 4 years – all ACCT, ALHS, CIST, CLBT, COMP, NAST, EMSP, MAST, and PHAR courses.
- 7 years – all BUSN courses.
- 10 years – BIOL courses and all occupational courses not listed above. However, if course content and competencies have changed significantly within the 10-year period, faculty may request that students validate skills or repeat a course.
- No expiration – all general education/basic skills courses (ARTS, CHEM, COLL, ECON, EMPL, ENGL, HIST, MATH, MUSC, PHYS, POLS, PSYC, SOCI, SPCH); and courses used to satisfy elective credit requirements.

These rules apply for transfer students and returning North Georgia Technical College students who have had a break in enrollment greater than one term. Exceptions to the established time limits will be determined at the program level. The student must contact the advisor to request the exception. The student will be required to complete an assessment of skills and competencies to validate proficiency in the defined area. Approval for courses must be sent in writing from the advisor to the Registrar before the end of the student's first term of admittance/re-admittance.

### Advanced Placement Examinations

Students who receive a score of three (3) or higher on the College Board Advanced Placement (AP) test will be awarded credit for the corresponding NGTC course. Official test scores must be mailed

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directly from the College Board to the Office of the Registrar at NGTC. Score reports are ordered from <https://apstudent.collegeboard.org/home>.

### **College-Level Examination Program (CLEP)**

College-Level Examination Program (CLEP) credit will be awarded to students in subject areas with an equivalent NGTC course who meet the College Board's and American Council on Education's current Credit-Granting Recommendations. Official test scores must be mailed directly from the College Board to the Office of the Registrar at NGTC. Scores are ordered from <http://clep.collegeboard.org/> and must be at the 50th percentile or greater. Credit will not be granted for the general exam.

### **Exemption Credit**

Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies in occupational or diploma- or certificate-level general core courses. Email notification of the schedule for exemption tests is sent each term or is scheduled by the instructor. A student may not take an exemption test if he or she is enrolled in the course, if he or she has previously been enrolled in the course, or if he or she has previously attempted the exemption test. The application for exemption credit is available on the North Georgia Technical College website and in the Registrar's Office. The fee for exemption credit is 25% of the course tuition, is non-refundable, and the test may be taken only once. Successfully exempted courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferrable to other institutions.

### **International Baccalaureate (IB) Credit**

Credit will be awarded to students who have taken appropriate high school courses determined equivalent to courses offered at NGTC and achieved a score of three or higher on the International Baccalaureate Examination. Official transcripts of grades must be mailed directly from the College Board to the Office of the Registrar at NGTC. Students may order IB transcripts from <http://www.ibo.org/>.

### **Prior Learning Assessment**

Exemption credit may be granted upon approval by a Dean for Academic Affairs. A student may not apply for PLA credit if he or she is currently enrolled in the course, if he or she has previously received a failing grade or grade of D in the course, or if he or she has previously attempted the prior learning assessment or the exemption test. The application for PLA credit is available on the NGTC website and in the Registrar's Office. The fee for PLA credit is 25% of the course tuition and is non-refundable. PLA courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferrable to other institutions.

### **Military Credit**

Transfer credit for military service schools is awarded based on American Council of Education (ACE) recommendations as listed in the Guide to the Evaluation of Educational Experiences in the Armed Services and approval by the Registrar upon review of an official ACE transcript.

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### Transcript Notation of Transfer Credit

Transfer credit is noted by TR, TRA, TRB, or TRC\* on the NGTC transcript and is not included in semester, cumulative, or graduation grade point averages. Students may access their Unofficial Transcript in BannerWeb to view transfer credit awarded.

\*See Grading Scales and Symbols in the Academic Affairs Section for definitions.

### High Demand Course Pre-Registration Restriction

To ensure fair access to courses that routinely fill, students enrolled in a high-demand course or who withdraw from a high-demand course during a term shall not pre-register to repeat the course. If a student disregards this procedure, the pre-registration for the high-demand course will be removed. Once the term in which the student attempted the course has ended, the student may then register to repeat the course if space is available. High demand courses include but are not limited to BIOL 2113/L, BIOL 2114/L, and BIOL 2117/L.

Example: If a student takes BIOL 2113/L Spring Semester, s/he shall not pre-register to retake BIOL 2113/L in a later term until after Spring Semester ends. Additionally, if a student withdraws from BIOL 2113/L during Spring Semester, s/he shall not pre-register to retake BIOL 2113/L in a later term until after Spring Semester ends.

### Holds Preventing Release of Student Records

Holds on Student Accounts for financial or document obligations to NGTC prevent the Registrar's Office from providing any records by mail or electronic means, including but not limited to transcripts, enrollment verifications, graduation awards, and grades.

### Repeated Coursework

Students who repeat coursework for which they previously earned a passing grade will be subject to review by the Registrar's Office. If the repeated coursework does not fulfill a graduation requirement for the student's current program of study, the course may be coded as outside major and deemed ineligible for Financial Aid. See the Financial Aid section of this document for more information.

## Tuition and Fees

**Effective Fall Term 2022 (202312)**

### Tuition Due Each Term Upon Registration

#### **Standard Tuition Programs**

\$100 per credit hour  
\$200 per credit hour  
\$400 per credit hour

#### **Commercial Truck Driving Program**

\$132 per credit hour  
\$264 per credit hour  
\$528 per credit hour

For Georgia Residents  
For Out-of-state Students  
For International Students

<b>Fees Due Each Semester Upon Registration</b>		<b>Other Fees Due As Needed</b>	
\$6	Accident Insurance Fee	\$25	Application Fee (Non-refundable)
\$40	Campus Safety Fee	\$25	Diploma Replacement
\$5	ID Card Fee	Varies	Exemption Test 25% of Course Tuition
\$55	Instructional Fee	\$185	Fuel Surcharge (Commercial Truck Driving)
\$105	Technology Fee	\$40	Graduation - Due the 14 <sup>th</sup> Calendar Day of Student's Last Term
\$25	Parking Fee	\$5	ID Card Replacement
\$50	Registration Fee	\$45	Late Registration
\$45	Activity Fee	\$15	Placement Retest
\$5	Wellness Fee	\$30	Returned Check
		\$10	Transcript – Standard
		\$25	Transcript – Express
<b>\$336</b>	<b>Total Each Semester</b>	**Some programs have program specific fees. Fees vary by class and by semester. See program descriptions in catalog for fee details.	

### Bryant Residence Hall – Clarkesville Campus

Price includes three (3) meals daily, Monday – Thursday

Fall or Spring Semester	\$2,900	Single Occupancy	\$2,400	Double Occupancy
Summer Semester	\$1,700	Single Occupancy	\$1,450	Double Occupancy
Mini-mester (Electrical Lineworker Apprentice)	\$1,450	Single Occupancy	\$1,200	Double Occupancy

A \$150 deposit is due when the Residence Hall application is submitted and is non-refundable if the student does not occupy the room.

**Liability insurance and drug testing are required for some programs. Costs vary from program to program.**

## TUITION AND FEES

### Tuition

Tuition is typically assessed at the rate of \$100 per credit hour for Georgia residents, \$200 per credit hour for out-of-state students, and \$400 per credit hour for international students.

### Out-of-State Tuition Exemption

Students in the following classifications are eligible for Out-of-State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the Georgia Student Finance Commission regulations.

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
2. Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
3. Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
4. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
5. United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
6. United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the United States;
7. Students who are domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
8. Out-of-state tuition is waived for students who are legal residents of the following counties bordering the Georgia counties in the North Georgia Technical College service delivery area: North Carolina – Cherokee, Clay and Macon; South Carolina – Oconee; Tennessee – Polk.
9. Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
10. Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. ***This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill® benefits.*** This exemption also applies to recipients of transferred GI Bill® benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.
11. Students using transferred GI Bill® while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery Sergeant John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.

## **TUITION AND FEES**

12. Students who are described as covered individuals in 38 U. S. C. 3679 (c).
13. Students who are dually enrolled.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

Requests for tuition waivers must be made in writing to the Vice President of student affairs.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S government web site at <https://www.benefits.va.gov/gibill>*

### **Accident Insurance**

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

### **Application Fee**

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

### **Bookstore**

Students are expected to purchase necessary textbooks, materials for personal projects, and other items required for each course. For the convenience of the students, the college maintains a bookstore, "Beyond Books," where required books and other items may be purchased.

Students are required to present a valid student ID card when using Financial Aid in the Bookstore.

Bookstore hours are posted. The bookstores also carry a variety of North Georgia Technical College logo items and personal items. Also, for convenience, the online bookstore is available at: [www.northgatech.edu/bookstore](http://www.northgatech.edu/bookstore).

### **Campus Safety Fee**

Students are required to pay a campus safety fee each semester.

### **Check Handling fee**

A check-handling fee will be charged for each check returned by the bank for "insufficient funds," "account closed," or "stop payment."

### **Dining Hall Fees – Clarkesville Campus**

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

## **TUITION AND FEES**

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

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

Breakfast	7:00 a.m.	-	10:15 a.m.
Lunch	11:30 a.m.	-	1:30 p.m.
Dinner	4:45 p.m.	-	5:45 p.m.

### **Diploma Replacement Fee**

A fee is assessed for each diploma replacement request. A paper request form may be downloaded from the NGTC website and returned with payment in a sealed envelope to the front desk of any North Georgia Technical College campus or by mail to the Registrar's Office, NGTC, PO Box 65, Clarkesville, GA 30523. Diploma replacement requests are processed within 10 business days.

### **Drug Test Fee**

Students enrolled in the following programs are required to pay a non-refundable fee for drug testing: Commercial Truck Driving, Electrical Lineworker, Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology, Paramedicine, Clinical Laboratory Technology, Phlebotomy Technician, Nurse Aide, Practical Nursing, Associate of Science in Nursing, Phlebotomy, and Health Care Assistant.

### **Exemption Examination Fee**

Exemption examinations are assessed a fee of 25% of the course tuition. A paper form to apply for an exemption examination may be downloaded from the NGTC website. Once the student arranges a time with the department administering the exemption, he or she takes the form to the Cashier's Office to make payment. The student then brings the completed form to the examination. The examiner will grade the examination and return the form to the Registrar's Office. Exemption examination fees are non-refundable, and exemption examinations may only be attempted once. If a student has previously attempted or completed a course, he or she may not sit for the exemption exam.

### **Graduation Fee**

A non-refundable fee will be charged during the semester in which the diploma- or degree- seeking student applies for graduation even though he/she may choose not to participate in the commencement ceremony. If a change to semester for graduation is made, the fee may be assessed again.

### **Late Registration Fee**

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

### **Malpractice Insurance**

Students enrolled in the following programs are required to purchase malpractice insurance: Associate of Science in Nursing, Practical Nursing, Clinical Laboratory Technology, Medical Assisting, Emergency Medical Technician, Advanced Emergency Medical Technician, EMS Professions, Pharmacy Technology,

## **TUITION AND FEES**

Health Care Assistant, Early Childhood Care and Education, Nurse Aide, Phlebotomy, Paramedicine, and Cosmetology. This insurance can be purchased through the cashier at the Clarkesville, Blairsville, or Currahee Campus. This fee is non-refundable once the student has attended at least one day of class.

### **Placement Test Score Reprint Fee**

Placement Test Scores are included on the NGTC Official Transcript. For test-takers who have not attended North Georgia Technical College, official reprints of test scores are assessed a fee. A paper request form may be downloaded from the North Georgia Technical College website and returned with payment in a sealed envelope by mail to Registrar's Office, PO Box 65, Clarkesville GA 30523 or to the front desk of any NGTC campus. Placement test score reprint requests are processed within 5 business days.

### **Registration Fee**

Students are required to pay a registration fee each semester.

### **Residence Hall Fees – Clarkesville Campus**

Resident students will be charged each semester for room and board for a double occupancy room. Single occupancy rooms, if available, are assigned to returning students based on date of initial application; and students will be charged each semester for a single occupancy room and board. Residence hall/dining hall fees include breakfast, lunch, and dinner, Monday through Thursday during the semester when classes are in session.

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

### **Special Instructional Fee**

Students are required to pay a special instructional fee each semester.

### **Student Activity Fee**

Students are required to pay an activity fee each semester with the exception of Dual Enrollment students.

### **Student Identification Card**

Students are required to pay for a North Georgia Technical College ID card each semester. The cards are to be used for identification in the dining hall, bookstore, and library; at activities and athletic events; when transacting business with the cashier; and as identification when needed. Many activities sponsored off campus require an ID card for identification and reduced rates. The ID card is an official document of North Georgia Technical College. The use of a student identification card by anyone other than its original holder is prohibited.

### **Technology Support Fee**

A mandatory technology support fee will be charged to each student. This fee is charged each semester. Dual-enrolled and Joint-enrolled high school students are exempt from this fee.

## TUITION AND FEES

### **Transcript Fee - Standard**

Each standard request for Official Transcripts is assessed a fee. Requests may be made online through BannerWeb or Credential Solutions. Transcripts can be sent electronically to all TCSG institutions and other members of the Credential Solutions network. Transcripts may be mailed to any valid address. If you are uncomfortable placing an order online, you may call Credentials Solutions at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone. Unofficial transcripts may be printed via BannerWeb; North Georgia Technical College does not print unofficial transcripts. Transcripts cannot be issued for students who have financial or other administrative obligations to the College.

### **Transcript Fee - Same Day**

A fee will be assessed for each same day request for Official Transcripts. A paper request form may be downloaded from the North Georgia Technical College website and returned with payment in a sealed envelope in person to the Registrar's Office on the Clarkesville Campus between 7:30 a.m. and 5:00 p.m. on normal business days. Same Day Transcripts are not issued on NGTC New Student Advisement days, the days grades are recorded each term, when the database is closed for maintenance, or the first day of class each semester. Please call before travelling to Clarkesville with a Same Day Transcript Request. Photo identification must be provided by the student. Same day requests are processed within one hour upon receipt of the completed request and payment and will be available at the front desk of the Clarkesville Campus. Transcripts cannot be issued for students who have financial or other administrative obligations to the college.

### **Vehicle Registration and Parking Facility Fees**

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

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

A temporary parking permit will be issued to students upon request when the registered motor vehicle is not in operation on the campus. The parking permit fee must be paid prior to the issuance of a temporary parking permit. All visitors must contact the receptionist to receive a visitor's parking permit.

Specific regulations include the following:

- The speed limit in all campus areas is 15 mph.
- Boarding students in Clarkesville are not permitted to drive cars to classes on the Clarkesville Campus.
- Students are not permitted to park in the dining hall area of the Clarkesville Campus.
- No parking is permitted on the street in front of Bryant Hall at any time.
- No parking is permitted on yellow curbs.
- Reckless driving, racing of motors, and loud mufflers are not permitted on campus.
- Motorcycles and similar vehicles are subject to the same regulations as automobiles on campus.
- Blairsville and Currahee campuses have parking lots designated for student use.

## TUITION AND FEES

- Students who do not abide by these rules will be subject to penalties including fines, having the vehicles impounded, or withdrawal of permit to have motor vehicles on campus.
- One parking space per vehicle.

### Students must park in the prescribed areas as follows:

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

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

### Payment of Tuition and Fees

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

A text message is sent to students notifying them of account balances prior to the first day of class. Any student who fails to pay their account balance in full by the established deadline is subject to their registration being removed and having a Hold placed on their account. Student accounts with outstanding balances remain on Hold until balances have been paid in full. Students are advised to regularly check their account balances online on BannerWeb.

### Outside Scholarships

Checks for scholarships from an external source can be mailed to the Clarkesville Cashier's Office along with your student ID number. This includes scholarships that are received from your employer or a civic organization (this does not include scholarships received from the North Georgia Technical College Foundation).

### Third Party Billing

Students who have third party agencies invoiced for their tuition and fees must provide proper authorization to the Business Office prior to the payment deadline. Third party agencies include, but are not limited to: WIOA, Department of Veterans Affairs, Vocational Rehabilitation Services, Georgia Department of Labor Trade Act Training and other corporate billings. If the agency does not pay the invoiced amount in full, the student will be responsible for the outstanding balance.

### Fee Variations

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

- Students enrolled only to complete IP's (In Progress grades) will pay the student activity fee and other registration fees.

## **TUITION AND FEES**

- Internship and clinical students will pay the student activity fee and other registration fees each semester.
- Students enrolled in credit courses will pay all appropriate fees if enrolling in non-credit courses.

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

### **Credit Student Refunds**

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

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

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

### **Refunds**

Refunds are issued to students that have excess financial aid after tuition, fees, bookstore purchases, etc. are paid in full. The first refunds of the semester are sent to BankMobile for disbursement approximately 28 days after the semester begins. Additional student refunds during the semester will be sent to BankMobile approximately every 14 days.

### **BankMobile**

Student refunds are disbursed by BankMobile. For more information on BankMobile, please review the FAQs or contact the Cashier's Office.

### **Non-Credit Student Refunds**

#### **Continuing Education**

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

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

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

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

#### **Economic Development Services**

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

## Financial Aid

### Purpose

North Georgia Technical College believes that the talents, hopes, and ambitions of our people are among the most valuable resources this nation possesses. With this thought in mind, North Georgia Technical College continues to promote grants, scholarships, and employment opportunities for its qualified, deserving students who must find funds in order to attend. Therefore, the fundamental purpose of the financial aid programs at North Georgia Technical College is to assist students who would normally be unable to attend a postsecondary institution without financial assistance. Scholarships and grants are available for credit students (associate degree, diploma, and technical certificate programs). However, amounts of assistance are subject to change from one fiscal year to another.

### How to Apply

To apply for financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. If a student requires assistance in completing the application or would like for the North Georgia Technical College financial aid staff to review the application, he/she will need to provide the information (tax records, social security information, etc.) used in the completion of the application. To apply for HOPE funds only, a student may complete the Georgia Student Finance Application (GSFAPP) at [www.gafutures.org](http://www.gafutures.org). Students should allow two to three business days for applications to be processed by GSFAPP. Applicants completing a FAFSA should receive a Student Aid Report or confirmation from the Department of Education via mail or email. The Financial Aid Office will receive notification of the student's application and contact the student if any additional information is required.

### Using Financial Aid to pay for Tuition and Fees

To use financial aid for tuition and fees, students must have a completed FAFSA on file with NGTC and their financial aid file must be complete prior to the tuition and fee payment deadline.

Students are advised to pay special attention to the Financial Aid Priority Deadlines that are listed on NGTC's website. If a student applies for financial aid past the priority date deadline, the student's application will be processed in the order that it was received. Because of processing times, the student is not guaranteed to have aid posted to his /her account before the payment deadline. If this occurs, the student should be prepared to pay his/her fees prior to the payment deadline and await reimbursement, if eligible.

### Student Eligibility

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

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

## FINANCIAL AID

**ALSO:**

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

### Satisfactory Academic Progress (SAP) for Financial Aid

All students receiving financial aid must maintain satisfactory qualitative (cumulative GPA) and quantitative (maximum time frame) progress in accordance with the statements listed below. Progress will be reviewed each semester. Students must declare a major and be working toward the completion of that major to receive financial aid.

*Notes: The SAP policy applies to all students regardless of whether he/she has previously received aid. SAP is checked at the end of each semester. Standards for the Title IV students are the same or stricter than non-Title IV students enrolled in the same educational program.*

**Qualitative:**

- Students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. The GPA is computed by the Registrar's Office on a scale of 4.0.
- Successful completion of learning support classes requires a C\* or better.
- Students enrolled in a program of study of more than two academic years must have a GPA of at least a 2.0.

**Quantitative:**

- Students must successfully complete two-thirds (66.66%) of all hours attempted.
- **Example:** Cumulative hours attempted (hours at NGTC as well as any hours transferred in as credit) = $25 \times 66.66\% = 16.66$  (must round up to next whole number). In this example, you must successfully complete at least 17 hours to be making satisfactory progress. See unsuccessful grades below.

Successful grades include A, A\*, B, B\*, C, C\*, and D. Unsuccessful grades include D\*, F, F\*, IP, W, W\*, WF, and WF\*, (see Grading Scale and Symbols section for more detailed information). SAP is calculated at the end of each term. Failure to maintain satisfactory academic progress will result in the loss of financial aid including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, state grants and scholarships (HOPE/Zell), and state Student Access Loans. The SAP policy applies to all students, regardless of whether they have previously received aid.

- **Financial Aid Warning:** To maintain satisfactory progress for financial aid, a student must successfully complete at least 66.66% of all courses attempted at North Georgia Technical College and maintain at least a 2.0 cumulative GPA. If a student fails to complete 66.66% of the credit hours attempted and/or maintain a 2.0 cumulative GPA, he/she will be placed on financial

## FINANCIAL AID

aid warning for the following semester. Students may receive aid while on financial aid warning. If the 67% completion rate and the 2.0 cumulative GPA is achieved the following semester, the student is placed in good standing.

- **Financial Aid Suspension:** If the 66.66% completion rate and/or cumulative 2.0 GPA are not achieved, the student will be placed on financial aid suspension, and be ineligible to receive aid until the student's completion rate is at least 66.66% and/or the student has raised their cumulative GPA to at least a 2.0.
- **Financial Aid Maximum Time Frame:** Students must complete their educational objective within a maximum time of 150% for full-time enrollment. Enrollment of less than full-time will be prorated accordingly. This means that a student will be ineligible for financial aid once he/she has attempted one and a half times the minimum number of credit hours necessary for completing program requirements. For example, a student in a program requiring a total of 50 semester credit hours will receive financial aid up to 75 semester credit hours for that program. Transfer credits accepted by NGTC will be counted in the maximum time frame. Maximum time frame criteria will be checked at the end of each term.
- **Multiple Programs:** As of August 26, 2020, students who change their program of study and re-enroll into a new program will not be eligible for an automatic 150% maximum timeframe reset. Students will be required to submit a 150% Maximum Time Frame Appeal to the Financial Aid Appeals Committee in order to reset their Maximum Time Frame eligibility for the new program of study. The reset will require a manual calculation for students identified as exceeding the 150% threshold.

Grades of W are not used in calculating a student's GPA but are counted as credit hours attempted. WF is counted as an F. If a course is repeated, all hours attempted will be counted for purposes of the 66.66% completion rate and maximum time frame requirements and all grades except for IP will be used in calculating the minimum GPA of 2.0. The IP will be considered the next semester when a grade is inserted. Satisfactory Academic Progress for the previous term will be reevaluated once the grade of IP has been finalized.

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

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

## Special Considerations Affecting SAP Criteria

### Learning Support Classes

Learning support classes are counted in the quantitative measures affecting SAP (both completion rate and 150% maximum timeframe). Successful completion of all learning support coursework is required to meet qualitative progress. This is defined as completing all learning support coursework with a grade of A\*, B\*, or C\*.

## FINANCIAL AID

### Dropped and Repeat Coursework

All coursework taken at North Georgia Technical College will be included in the qualitative and quantitative measures for SAP. This includes courses that are withdrawals or repeated. Courses that are dropped during the drop/add period or courses in which a student is a no show are not counted.

Successful grades include A, A\*, B, B\*, C, C\*, and D. Unsuccessful grades include D\*, F, F\*, W, WF, and WF\*. Grades of IP are treated as unsuccessful, and SAP will be reevaluated once a final grade is posted.

### Transfer Credits

Credits that are transferred from other institutions (including courses taken as a transient) will count in a student quantitative SAP measure (pass rate and 150% maximum time frame) but will not count in the qualitative (GPA measure).

### **How to Re-establish Financial Aid Eligibility**

Students may regain financial aid eligibility after being placed on suspension by either:

- Meeting the cumulative SAP standards described in this policy in their course of study at a future evaluation (end of semester)
- Successfully appealing as described in this policy and being placed on Probation.

This DOE satisfactory academic progress policy became effective beginning the 2021-2022 academic year and supersedes any previous regulation.

### **Repeated Coursework**

Students who repeat coursework in which they have previously earned a passing grade will be subject to review by the Registrar's Office and the Financial Aid Office. Depending on the student's particular program of study and other various factors, financial aid may not be applicable to pay the repeated coursework.

### **Financial Aid Appeal Procedures**

Students have the right to appeal the denial of financial aid eligibility if they feel that they have extenuating circumstances that prevented them from making satisfactory progress. This appeal must be made through Campuslogic in the student's BannerWeb account using our secure online portal. A Satisfactory Academic Progress Appeal must be submitted explaining the extenuating circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. Supporting documentation is required. The Director of Financial Aid will present the appeal to the Financial Aid Appeals Committee. A decision concerning reinstatement of financial aid eligibility will be communicated to the student in writing via mail or email. The decision of the Financial Aid Appeals Committee shall be final.

### **Tips for Submitting the SAP Appeal**

1. Explain in detail the extenuating circumstances in your personal statement and be sure to include documentation to support your statement. An attempt should be made to explain all terms with failing grades or withdrawals since SAP uses cumulative GPA and credit hours.

Examples of extenuating circumstances include, but are not limited to:

- Death of a relative
- Hospitalization of immediate family members
- Personal injury or illness
- Unexpected work issues beyond the student's control

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2. Once you have completed your appeal and the attached documents, please submit it using the secure online portal, Campuslogic, in your BannerWeb account.

### Academic Plans

A student's appeal can be approved, and the student placed on an academic plan. An academic plan means the committee places conditions on their appeal approval. For example, a student must maintain a C or better in their classes each semester and they cannot earn an F, W, WF, or IP. The student must be able to be in good standing after the academic plan, if followed correctly. If the student does not meet the conditions, then their financial aid is not approved for the following semester. Each academic plan must have an end date.

### Return to Title IV Policy

An overpayment occurs when the student receives more aid than he or she was eligible to receive. One kind of overpayment, traditionally called an over award, results from changes in the student's aid package; a second occurs when a student withdraws. Title IV funds are awarded with the assumption the student will complete the entire period of enrollment for which financial aid was intended.

If a student receives Title IV funds (PELL or SEOG), a complete withdrawal from classes or dropping classes may require repayment of funds. If a student completes more than 60% of the term, he or she will have earned 100% of the aid for that term. If a student completes 60% or less of the term, the percentage of the period is equal to the percentage of aid earned. Once a student has completely withdrawn from all of his/her coursework, the Financial Aid Office will determine the amount of funds to be returned to the appropriate Title IV Federal Programs using Return to Title IV Guidelines.

### Return To Title IV Withdrawal Policy

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire semester or program for which the financial aid has been awarded. Federal regulations require North Georgia Technical College to perform a return to Title IV (R2T4) calculation for students who did not receive at least one passing grade (F, WF, IP, W) for the semester. Due to the specific requirements, applicable to leaves of absence under Title IV, any North Georgia Technical College approved leave of absence and all withdrawals are treated as withdrawals for Title IV purposes. This calculation is performed using a specific formula required by the U.S. Department of Education. During the first 60% of the semester, a student earns funds in direct proportion to the length of time they remain enrolled. Students who have completed more than 60% of the term will have earned 100% of the aid for that period. If a student completed less than 60% of the term, the student will have earned the financial aid equivalent to the percentage of the period completed.

The percentage completed will be calculated using the following method:

#### Determine the percentage of the enrollment period completed by the student

- Days attended / Days in Enrollment Period = Percentage Completed
- If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the enrollment period.
- Days in enrollment period includes all calendar days but excludes breaks of five (5) days or longer

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**Multiply the percentage completed by the student's Title IV aid eligibility to determine the earned aid**

- Title IV Aid Eligibility \* Percentage Completed = Earned Aid

**Determine the amount of unearned aid to be returned to the appropriate Title IV aid program**

- Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

If the aid already disbursed **equals** the earned aid, no further action is required. If the aid already disbursed is **less than** the earned aid, a post withdrawal disbursement will be made to the student. North Georgia Technical College has 45 days from the date of the institution determined that the student withdrew, to offer any amount of the post-withdrawal disbursement to the student. If the post withdrawal disbursement results in a credit balance on the student's account, the credit balance will be disbursed to the student within 14 days of the funds being posted to the student's account. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program by North Georgia Technical College.

Once the Return to Title IV calculation has been processed, the North Georgia Technical College Office of Financial Aid must return any unearned funds to the Department of Education within 45 days from the date of determination of the official withdrawal. If a student follows institutional procedures and officially withdraws during the semester, their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy, currently outlined above.

**The student will be responsible for paying any of the returned aid to the North Georgia Technical College Business Office.** The student will not be allowed to register or receive an official transcript until the debt has been paid in full.

### Title IV aid is returned in the following order:

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)

Students are notified in writing by the Financial Aid Office and the Business Office once the calculations have been completed. Holds are placed on student accounts by the Business Office when repayment is not made. Students should monitor their student account on Banner Web for changes to account balances.

### Official Withdrawal Policy

A student who wishes to withdraw from school must notify the school in writing. Students who fail to notify the school about withdrawal intentions will have 50% of the payment period as withdrawal date unless a later date can be accurately determined based on coursework activity. Coursework activity includes submitting assignments, exams, and discussions. Presence in a classroom, whether it be virtual or physical, does not constitute participation for determining coursework activity.

### Unofficial Withdrawal

Students are expected to follow the Withdrawal process if they are unable to meet the attendance requirements for a course. North Georgia Technical College abides by the federal regulation (HEA, Section 484B 34 CFR 668.22), stipulating that an institution must determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. In addition, colleges are required

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to review students who received federal financial aid and did not successfully pass any courses. An assessment must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that semester. If it is determined that a student never began attendance in some or all classes, aid may be cancelled.

Federal financial aid recipients who did not earn at least one passing grade are identified on a grade report at the conclusion of the semester. The Last Date of Participation (LDP) is also listed along with each grade and a determination is made as to whether this grade is considered an earned or unearned grade. Students who unofficially withdraw and are awarded all F's or a combination of F's, WF's, and W's will be subject to the college's Federal Refund Policy/Return to Title IV Policy. Instructors report the last date of an academically related activity at the point of grade processing. The Registrar's Office notifies the Office of Financial Aid of the students who were awarded all F's or a combination of F's, WF's, and W's after the rolling of grades and the Financial Aid Office will process Return to Title IV calculations on these students. The institution has 30 days from the end of the semester to perform a complete unofficial withdrawal calculation. Once the Return to Title IV calculation has been processed, the North Georgia Technical College Office of Financial Aid must return any unearned funds to the Department of Education within 45 days from the date of determination of the unofficial withdrawal.

**The student will be responsible for paying any of the returned aid to the North Georgia Technical College Business Office.** The student will not be allowed to register or receive an official transcript until the debt has been paid in full.

**Students are advised to contact their financial Aid Advisor before making changes to course schedules or programs of study. Changing from one program of study to another may affect eligibility for financial aid awards.**

### Pell Recalculation Policy

Each term, the financial aid office will set a Pell Recalculation Date to coincide with the end of that term's initial drop/add period. This is typically the 5th day of the full term. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time that semester (i.e., adds a minimester class that starts later in the term as their initial enrollment), when a student fails to begin attendance in a class, if a student is reinstated into a class that they were originally registered for but incorrectly dropped from, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

### State Student Aid Programs

#### HOPE Grant

The State HOPE Grant is available to qualified Georgia residents who are enrolled in a diploma or technical certificate program. High school grades, graduation dates, and family income are not a consideration in determining eligibility for the HOPE Grant. Assistance will cover a percentage of tuition only. Room and board costs, mandatory fees, and books/supplies are not covered through the HOPE Grant. Students are required to maintain at least a 2.0 HOPE- Cumulative Grade Point Average to remain eligible for HOPE Grant. Students who fall below the required 2.0 HOPE-Cumulative Grade Point Average at a required checkpoint will lose eligibility for HOPE Grant. Students may receive HOPE Grant/Zell

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Miller Grant funding for a maximum of 63 semester credit hours. To apply, a student should complete a FAFSA or GSFAPP Application.

### **HOPE Scholarship**

The State HOPE Scholarship is available to qualified Georgia residents who are enrolled in a degree program. HOPE Scholarship eligibility for high school graduates is determined by the Georgia Student Finance Commission at the time of his/her high school graduation (1993 or later). The HOPE Scholarship may also be available to qualified Georgia residents who have attempted 30 semester hours or 60 semester hours toward a degree with a HOPE Cumulative Grade Point Average of 3.0 or better. Once a student is determined eligible for HOPE Scholarship, he/she is required to maintain at least a 3.0 HOPE Cumulative Grade Point Average to remain eligible for HOPE Scholarship. Students who fall below the required 3.0 HOPE Cumulative Grade Point Average at a required checkpoint will lose eligibility for HOPE Scholarship.

Assistance will cover a percentage of the tuition only. Room and board costs, mandatory fees, and books/ supplies are not covered through the HOPE Scholarship. Students may receive HOPE Scholarship funding or a combination of Zell Miller Scholarship/HOPE Scholarship/HOPE Grant/Zell Miller Grant funding for a maximum of 127 attempted semester credit hours. Students must have graduated high school within the past ten years, received their GED® within the past ten years, or previously received HOPE Scholarship prior to June 30, 2011. To apply, a student must complete a FAFSA or GSFAPP Application.

### **Zell Miller Grant**

The Zell Miller Grant is available to qualified Georgia Residents who are enrolled in a diploma or technical certificate program and have at least a 3.5 Hope Cumulative Grade Point Average. High school grades, graduation dates, and family income are not a consideration in determining eligibility for the Zell Miller Grant. Assistance will cover 100% of tuition only. Room and board costs, mandatory fees, and books/ supplies are not covered through the Zell Miller Grant. Students are required to maintain at least a 3.5 HOPE Cumulative Grade Point Average to remain eligible for the Zell Miller Grant. Students who fall below the required 3.5 HOPE-Cumulative Grade Point Average at the End-of-Term checkpoint will lose eligibility for the Zell Miller Grant. Students may receive Zell Miller Grant/ HOPE Grant funding for a maximum of 63 semester credit hours. To apply, a student must complete a FAFSA or GSFAPP Application.

### **Zell Miller Scholarship**

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

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### Student Access Loan-Technical Colleges

The State Student Access Loan for Technical Colleges (SAL) is a need based, low interest loan program available to qualified Georgia residents who are enrolled in a certificate, diploma, or degree program. SAL is intended to help cover the gap in tuition costs, fees, and books. Students must have first applied for and exhausted other student financial aid options including federal, state institutional, and private scholarship and grant programs and Veterans Education Benefits. Students must be also enrolled in at least 6 credit hours in their program of study and meet all other eligibility requirements to receive SAL. To apply, a student must complete the FAFSA and the SAL Application available at [www.GAfutures.org](http://www.GAfutures.org).

### HOPE Career Grant

The HOPE Career Grant is available to qualified Georgia residents who are enrolled in a GSFC approved certificate or diploma program. Students must also meet all eligibility requirements of the HOPE Grant Program or Zell Miller Grant Program. A student's HOPE Career Grant award is a fixed amount per term based upon the student's program of study and number of hours of enrollment. A list of approved programs is available on [www.gafutures.org](http://www.gafutures.org). The GSFC approved designated HOPE Career Grant program of study list is updated and published by July 1 each year. To apply, students must complete a FAFSA or GSFAPP Application.

### Georgia College Completion Grant

The Georgia College Completion Grant is available to qualified Georgia residents who are enrolled in a degree, diploma, or technical certificate of credit. The grant aids eligible students who are within 80% of earning their credential in their program of study and have an outstanding balance due to direct costs (tuition, fees, and on-campus room and board) at North Georgia Technical College. Students must meet Georgia residency, financial need, academic, and eligibility requirements specific to the grant program. Eligible students may receive up to a \$2,500 lifetime maximum. To apply students must complete a FAFSA and a NGTC College Completion Grant Application.

### Federal Student Aid Programs

To apply for all federal financial aid programs, students must complete a Free Application for Federal Student Aid (FAFSA) by visiting <https://studentaid.gov/h/apply-for-aid/fafsa>. **The FAFSA application must be renewed every year.**

New FAFSA applications are available on October 1 of every year. Fall semester marks the beginning of a new award year for financial aid purposes and the academic year encompasses Fall, Spring, and Summer semesters. Students receiving financial aid benefits during the summer semester must renew their FAFSA in order to receive aid for the subsequent fall semester.

### PELL Grant

The Federal PELL Grant is a Title IV Program that provides eligible undergraduate students, who meet certain income guidelines as determined by the U.S. Department of Education, with aid to help meet the costs of postsecondary education. Pell Grant does not require repayment. Eligibility is determined by the U.S. Department of Education using a student's expected family contribution (EFC), a formula developed by the federal government, and the number of credit hours in which a student is enrolled. Students must be qualified undergraduates enrolled in a federally approved eligible program leading to a degree, diploma, or eligible technical certificate of credit. Pell Grant is not available to students who have a bachelor's degree, owe a refund to any Title IV Aid Program, or are in default on a student loan.

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Pell Grant recipients are subject to a Lifetime Usage Limit of 600%, which is 6 full-time years in which a student receives their full annual Pell Grant Award each year.

For the purpose of Pell, NGTC operates on a two-term disbursement schedule. This means that a student's annual Pell Grant award is divided into two disbursements. The annual maximum Pell Grant award (\$6,895 for 2022-2023) is divided between the fall (\$3,448) and spring (\$3,447) semesters. Any remaining funds are available for disbursement in the summer semester. Students who are enrolled for at least 12 credit hours, both fall and spring semesters, will have additional Pell Grant funds available to them for the summer semester. The student must be enrolled in at least 6 credit hours for the summer semester and meet all other eligibility requirements. A student not enrolled for at least 12 credit hours both fall and spring semester should have a portion of their annual Pell Grant Award available to disburse for summer semester. Enrollment status determines the amount of Pell Grant funds awarded each semester.

Credit Hours	Amount of Semester Pell Award
1 – 5	25%
6 – 8	50%
9 -11	75%
12+	100%

To apply, students must complete the FAFSA by visiting <https://studentaid.gov/h/apply-for-aid/fafsa>.

## Federal Supplemental Educational Opportunity Grant

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

## Federal Work Study Program

The Federal Work Study program provides employment opportunities to eligible students to help meet the costs of postsecondary education. Students must be qualified undergraduates enrolled in a federal approved eligible program leading to a degree, diploma, or eligible technical certificate of credit. Federal Work Study awards are made on a fiscal year basis. Federal Work Study positions are only available to students that have a remaining unmet need after all forms of aid have been applied. Eligibility is based on your unmet need as determined by your budget, family contribution calculated by the federal government, and any other aid received. Work Study opportunities, along with job description, wage scale, and application, are posted to student email and NGTC's website as positions become available. Applications should be submitted to the Financial Aid Office. Please note, Work Study positions are treated similarly to any other job opportunity, and students must complete all required employment forms as well as submit to a criminal background check upon being hired.

## Private Loans

Private student loans are different from federal student loans in that they are not guaranteed by the Federal Government. They require a credit check and often require a co-signer. Terms and conditions

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vary significantly by lender. Carefully consider your needs and select a loan product that best meets your individual situation.

The following list of private loan products offers a variety of loan options with competitive interest rates. Students, however, are free to borrow from any lender, even if they are not listed here. North Georgia Technical College does not endorse or support any specific lender or student loan program/product.

- Sallie Mae Smart Loan

If you choose a loan option that is not listed, please contact the lender directly to determine the application process.

Students must have a completed FAFSA on file, be enrolled in at least 6 credit hours in their program of study and meet all other eligibility requirements. Private Loan amounts may not exceed a student's cost of attendance.

North Georgia Technical College does not participate in the Federal Stafford Student Loan program or the Federal Parent PLUS Loan program.

### Nelnet Payment Plan

North Georgia Technical College has contracted with Nelnet, a third-party vendor, to provide a payment plan option for students. Tuition payment plans break down tuition balances into affordable monthly payments. There is no interest, payment options are flexible, and setup fees are charged. Information regarding dates of enrollment and payment requirements are available from the Business Office, as well as the Financial Aid Office.

### Scholarships

Scholarships are administered through a partnership between North Georgia Technical College and the North Georgia Technical College Foundation. Scholarship applications are available online and in the Institutional Advancement Office. Applications for assistance with tuition and fees are accepted prior to each semester; students must apply/re-apply for Foundation scholarships prior to each term. Applications must be submitted by the published deadline each semester; late applications cannot be considered. Students must meet selection criteria as established by each individual scholarship. A complete list of scholarships available through the Foundation can be found on the Foundation page of the NGTC website. The Foundation Scholarship Committee will review applications to determine eligibility and will award scholarships based on availability of funds. All scholarships are based on documented financial need. Scholarships are awarded in amounts up to \$500 and are to be used exclusively for tuition and fees. Award amounts are based on the number of credit hours a student is registered for at the time of application.

Students may receive assistance with books through the Foundation's Lending Library. Lending Library applications are accepted during the first week of the semester. Applications are available online and in the Institutional Advancement Office. Books loaned through the Lending Library must be returned at the end of the semester.

All Foundation scholarship award funds are paid directly to the college; checks are not issued to students. All Foundation scholarships are exclusively for students enrolled at North Georgia Technical College.

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### Other Financial Aid Options

#### Vocational Rehabilitation

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

#### Veterans' Benefits

Veterans' Benefits are available to veterans and to spouses and children of disabled or deceased veterans. Credit programs are approved for VA benefits. However, Continuing Education courses are not approved.

### TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE

**NOTE:** A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

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

In addition, statute allows our policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. The North Georgia Technical College policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Interested students should contact the VA Regional Office in Atlanta at 1.888.442.4551 for specific information concerning eligibility and benefits or visit [www.gibill.va.gov](http://www.gibill.va.gov). North Georgia Technical College's Veteran Certifying Officials are located in the financial aid office of the Clarkesville Campus.

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*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.*

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

WIOA provides assistance to adults (18 and older), youth (ages 16-24), and **dislocated workers** (18+, currently on unemployment, laid-off from previous employer, etc.) who meet program criteria.

WIOA may assist with supportive services such as books and supplies, transportation, and childcare. Information and assistance may be obtained by calling the following WorkSource Georgia offices:

**WorkSource Georgia - Georgia Mountains Regional Commission** at 770-538-2727 or visit the website at <http://www.gmrc.ga.gov>. Georgia Mountains serves those who live in Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White Counties.

**WorkSource Georgia - Northeast Georgia Regional Commission** at 706-369-5703 or visit the website at <https://negrc.org>. Northeast Georgia serves those who live in Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe, and Walton Counties.

**WorkSource Georgia - Northwest Georgia Regional Commission** at 706-295-6485 or visit [www.nwgrc.org](http://www.nwgrc.org). Northwest Georgia serves students who live in Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield Counties.

**WorkSource Georgia - Atlanta Regional Commission** at 404-463-3327 or visit the website at <https://atlantaregional.org>. Atlanta Regional serves those who live in Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale Counties.

## Academic Affairs

### Academic Affairs

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

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

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

### Academic Advisement and Registration

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

Advisors will assist students with the selection of courses. However, it is the responsibility of the student to follow the correct course of study to ensure qualification for the diploma or other credentials sought. All enrolled students who plan to return the following term must meet with their advisor prior to registering using BannerWeb. Advisors will issue an alternate PIN number for students to use in the registration process. Returning students who do not pre-register may find sections of courses filled and unavailable.

Current students who choose not to register before the end of the term are required to pay the late registration fee for the upcoming term. New student advisement days are held prior to the beginning of each term. New students may also register with a Career Planner in the Student Affairs Department. Payment of all balances must be made by the payment deadline or the registration will be cancelled.

### Learning Support

Students who are provisionally accepted, requiring learning support, are not eligible to enroll in courses that require program ready admission status as a pre-requisite.

### Diploma Students

#### English and Math:

Diploma seeking students testing below required placement scores for program level Reading, Writing, or Math must enroll in the appropriate learning support class or may enroll in the co-requisite program. All learning support students are eligible to enroll in the co-requisite program. Math students will register for MATH 0090 along with MATH 1012. English students will register for ENGL 0988 along with ENGL 1010. Students will have the option to decline the co-requisite program and enroll in just MATH 0090 or ENGL 0988. Students must maintain attendance in both courses. Students may drop the program level Math or English course and remain in the learning support course.

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### **Degree Students**

#### **English:**

Degree seeking students testing below the required placement scores for entry into program level English will be required to register for and attend an English 0988 course in addition to the program required English course. Students must maintain attendance in both courses. English degree students do not have the option of declining the co-requisite program.

#### **Math:**

Degree seeking students testing below the required placement scores for entry into program level Math must enroll in the appropriate learning support class or may enroll in the co-requisite program. Math students have the option to decline the co-requisite program and enroll in just MATH 0090. If the student chooses to enroll in the co-requisite program, the student will be required to register for and attend a Math 0090 course in addition to the program required Math course.

Students must maintain attendance in both courses. Students may drop the program level Math course and remain in the Math 0090 course if there is sufficient time left in the semester to finish the stand-alone MATH 0090 course.

Students required to take learning support Math or English may not take program level Math or English online.

### **Attendance Procedure**

The academic programs at North Georgia Technical College prepare students for successful employment upon graduation. Business and industry expect employees to be present and on time for work each day. NGTC supports this expectation by encouraging students to attend class regularly to prepare for the workforce and achieve academic success. Students should register for classes that they can realistically expect to attend on a regular basis.

For purposes of Title IV (federal financial assistance), North Georgia Technical College is a “non-attendance taking institution.” However, instructors may develop reasonable attendance requirements appropriate to the type of course, delivery method, frequency of class meetings and in accordance with the rules of respective licensure boards and/or accrediting agencies. Instructors will communicate the requirements to students within the course syllabi and will apply the requirements fairly and consistently to all enrolled students. Students absent from class for any reason are still responsible for all work missed. Refer to course syllabus for detailed course expectations regarding make-up work.

A student who plans to miss a class, attend an approved field trip or any other authorized absence from class is responsible for advance notification of all instructors to whom he/she would normally have reported.

Students are not permitted to have friends, children, or relatives as their guest in a classroom, lab, or practicum/internship site.

### **No Shows**

Students must attend a class session for each class they have active registration for during Drop/Add (the first four days of each semester). Online students must log in and meet participation requirements for each class they have active registration for during Drop/Add. Each day of Drop/Add, instructors will submit all “No Shows” to the Registrar’s office. The Registrar will remove class registration for each

## ACADEMIC AFFAIRS

submission. If dropped from class, students will be allowed to re-register in BannerWeb during Drop/Add only if space is still available. No-shows can affect financial aid amounts and eligibility for the term.

### **Drop/Add Period**

Through the end of the fourth instructional day of the semester, a student may add courses to their schedule based on availability or drop courses from an existing schedule. Students may change their schedules without academic penalty during the drop/add period each term by utilizing their secure BannerWeb account. Dropping or adding a class during this period may affect financial aid awards and student account balances. Every student is encouraged to check with their Financial Aid advisor before completing the drop/add process. A 100 percent refund is issued for classes dropped during the drop/add period of the term.

### **Withdrawal Procedure**

#### **Official Withdrawal from a Course**

A student may withdraw from classes until the last day of class as published on the academic calendar as the Last Day to Withdraw. Students who want or need to withdraw from classes for any reason must do so through the form found on the NGTC website. The date of submission of the electronic withdrawal form will be considered the student's official last date of attendance. It is the student's responsibility to officially withdraw from classes; instructors and college administrators will not initiate the withdrawal process. Withdrawal from a class, or classes, may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account balance. Students are advised to speak with academic and financial aid advisors prior to making a withdrawal decision and form submission.

#### **Unofficial Withdrawal from a Course**

A student who earns all Fs in a given term or a combination of Fs, Ws, and WFs may be considered an "unofficial withdrawal." Unofficial withdrawals are those who cease attending class (es). Faculty must enter a last date of attendance for students who earn a grade of F for the class. Unofficial withdrawals may be required to return funds to North Georgia Technical College and/or the U.S. Department of Education. If a student is totally withdrawn from the college through unofficial withdrawal, the midpoint of the semester may be used as the effective withdrawal date. Students who earned Fs that were not due to ceasing attendance are not considered to have withdrawn and aid will not be recalculated.

### **Dual Enrollment**

Dual Enrollment students will be expected to contact their high school counselor and their North Georgia Technical College High School Coordinator prior to submitting a course withdrawal form. Dual Enrollment students will not be withdrawn without confirmation from the high school counselor.

### **Withdrawals and Course Grades**

Students who drop a course after the add/drop period but on or before the withdrawal deadline will receive a grade of W. Students who withdraw from a course after the withdrawal deadline will be assigned a grade of WF. Ws and WFs could affect financial aid eligibility. See "Financial Aid" section for details. WFs are calculated the same as Fs for students' GPA. Students who neglect to withdraw from a course will receive their calculated grade, incorporating zeros for all missing assignments.

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### **Withdrawal from the College**

When a student withdraws from all courses, the student is considered to be withdrawn from the College. Students who are contemplating withdrawal should confer with their academic and financial aid advisors. Student-initiated course withdrawal policies are also applicable to school withdrawals. Any student receiving federal student aid who completely withdraws from all classes during a given period of enrollment and completes less than 60 percent of the term (based on determination of last class attendance) may be required to return funds to North Georgia Technical College and/or the U.S. Department of Education.

### **Hardship Withdrawal Appeal**

Students have the right to appeal for a Hardship Withdrawal with the Academic Affairs Office. Consideration of a Hardship Withdrawal is limited to certain criteria which may include, but is not limited to, hospitalization of the student, the death of an immediate family member during the semester of the withdrawal, the student being assigned to active military duty or jury duty for more than three consecutive days during the term. The student must have withdrawn from, or failed, all courses in the affected term for the appeal to be considered. The appeal must be submitted in writing to the Academic Affairs Office no later than Day 4 into the following term. All decisions on appeals of hardship withdrawals rendered by the Academic Affairs Office shall be final.

### **Grading Scale and Symbols**

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

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

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

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

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

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

**EXE – Exemption by Examination Credit.** Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies.

**EXP – Exemption by Prior Learning Assessment.** Non-transferrable, exclusive from GPA credit awarded upon Dean's approval.

**IP – In Progress.** Used to indicate that the student is doing satisfactory work but has not completed all requirements/assignments for the course by the end of the term. Satisfactory work is defined as having completed 90% of the assignments with a course average of 70 or better. Exceptions to this rule must be approved by the Vice President for Academic Affairs. A student who receives an IP designation must complete the remainder of the requirements/assignments within 10 instructional days after the beginning of the next full term or the grade will convert to a final grade of F. If the student wishes to participate in commencement, the IP must be completed during the drop/add period of the next full term. Exceptions to extension of time will be made only in the case of extreme extenuating circumstances and upon the agreement of the faculty member and Vice President for Academic Affairs. All IP's must be approved by the Department Chair or the Dean for Academic Affairs.

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

**W – Withdrawal.** Indicates withdrawal from a course before deadline for withdrawal without academic penalty.

**WF – Withdrawal failing.** Indicates withdrawal from a course after deadline for withdrawal without academic penalty.

### Semester Grade Point Average

Determination of scholastic standing is generally based upon a semester grade point average (GPA) that appears in the student's academic history record. The semester GPA is that average calculated

## ACADEMIC AFFAIRS

based on all credit courses taken each term. This average is computed by (1) multiplying the credits for each course by the quality points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. Grades that have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA). The semester GPA is calculated using the following quality points:

<b><u>GRADE</u></b>	<b><u>POINTS</u></b>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF	0.0

### **Graduation Grade Point Average**

The graduation grade point average is the average grade of courses required for graduation. When a course is taken more than once, the highest unexpired grade will be used in calculating the GPA for graduation. A 2.0 graduation GPA is required for graduation. Grades that have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA).

### **Cumulative Grade Point Average**

The cumulative grade point average is not affected by program of study, changes in program of study, or student classification. The cumulative GPA is that GPA calculated on all attempts of all credit courses taken at North Georgia Technical College. Grades that have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA).

### **Grade Reports**

A report of grades is available to the student at the end of each term by accessing his/her student record through BannerWeb. A student may appeal a final grade or other academic decision by requesting an appeal in writing with the appropriate personnel as outlined in the procedure below.

### **Academic Grievance Procedure**

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

A student wishing to appeal a final course grade must adhere to the following steps:

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

## ACADEMIC AFFAIRS

to resolve the issue with the instructor. The Vice President for Academic Affairs will make the decision on the appeal. The Vice President or his/her designee will respond in writing within five (5) business days.

3. The decision of the Vice President for Academic Affairs shall be final.

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

### Full-Time Status

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

### Maximum Hours Allowed per Semester

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

### Work Ethics

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

### Satisfactory Progress

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

### Academic Standing

A student not on Academic Probation or Academic Suspension is classified as Satisfactory Academic Standing.

### Academic Warning

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

### Academic Probation

While on Academic Warning, a student who does not earn a semester GPA of 2.0 will be placed on Academic Probation. A student will be on Academic Warning for the semester following Academic Probation.

### Academic Suspension

While on Academic Probation, a student who does not earn a semester GPA of 2.0 will be placed on Academic Suspension the following semester and dismissed for one semester. In order to be considered

## ACADEMIC AFFAIRS

for re-admittance, a request must be submitted in writing to the Vice President of student affairs. A student will be on Academic Probation for the semester following Academic Suspension.

### **Reinstatement to a Course**

If a student wishes to be reinstated to a course, the student is required to contact the instructor for the course. The instructor is to complete the reinstatement form and submit it to the appropriate Dean for Academic Affairs.

### **Repeated Courses**

Any course in which a student enrolls more than once is considered a repeated course. To improve his/her background in a subject matter area, a student may repeat a course in which he/she has previously been enrolled. Both the original course grade and all repeated grades are entered in the student's academic history. In addition, the grade points earned from each repeated grade are included in the cumulative GPA. In providing credit toward graduation, the credit hours assigned to the course will be counted only once; and the highest unexpired grade will be used in calculating the GPA for graduation.

### **Student Success Centers**

The success of every student is the primary focus at North Georgia Technical College. A key to that focus is the Student Success Centers located at every campus where NGTC students receive free tutoring from professional and peer tutors. Tutoring is available for currently enrolled NGTC students in English, math, science and other requested subject areas as available. Assistance is also offered for other services including test proctoring and navigating student accounts such as email, BannerWeb, and Blackboard.

### **Tutoring**

Tutoring is available on a first-come, first served basis when classes are in session. Appointments are strongly encouraged and can be made in person at each success center or from the NGTC website on the Student Success Center webpage.

### **Academic Achievement Recognition**

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

### **Requirements for Graduation/Commencement**

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

## ACADEMIC AFFAIRS

To receive earned credentials or be eligible for commencement, students must submit a graduation application. The application is available online at the North Georgia Technical College website. Applications should be submitted during the first two weeks of the term in which the student plans to graduate. The Registrar reviews and performs the final audit of graduation applications. Late applications will be accepted but due to time constraints, late applicants who wish to participate in commencement may be required to wait until the succeeding commencement ceremony. Commencement ceremonies for degree and diploma program students are held twice a year. Certificate program students do not participate in commencement.

A nonrefundable graduation processing fee is charged to degree and diploma program students upon application. This fee includes the diploma as well as the cost of the cap and gown for the commencement ceremony.

NGTC retains the right to award any earned credentials upon program completion.

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

### **Licensure Examination**

Students enrolled in certain academic programs may be required to earn a grade of “C” or above in all courses within the program of study before eligibility for state or national examinations can be certified. For students who do not earn the required grades, faculty in these programs will complete referral forms indicating that certification of eligibility for state or national examination is being withheld because requirements are not being met. The referral form will be placed in the student’s permanent record file and will remain there until requirements are met. General information about licensure exams may be obtained from the appropriate faculty and North Georgia Technical College’s website.

### **General Education Program**

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

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

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

## **ACADEMIC AFFAIRS**

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

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

These core competencies are addressed in the curriculum of each associate degree program, and all associate degree students are provided exposure to them.

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### **Internships**

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

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

### **Occupational-Based Instruction (OBI) for Specific Programs**

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

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

For specific programs, students participating in an OBI experience will be required to undergo a criminal background check and may also be required to submit to a random drug screen. An updated criminal background check and drug screen will be required for each change of program. Should any agency refuse to place a student based on the outcome of a criminal background check and/or drug screen, the college shall have no responsibility for arranging an alternate OBI experience.

A student's placement in an OBI experience is the sole responsibility of North Georgia Technical College.

**Students are prohibited from contacting a site concerning placement, continuance, or reinstatement at an OBI site. Failure to comply with this requirement will result in the student forfeiting placement in an OBI experience.**

## ACADEMIC AFFAIRS

### Criminal Background Check Procedure

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

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

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

- Associate of Science Nursing
- Advanced Emergency Medical Technician
- Clinical Laboratory Technology
- Criminal Justice Technology
- Early Childhood Care and Education
- Emergency Medical Technician
- EMS Professions
- Health Care Assistant
- Medical Assisting
- Nurse Aide
- Paramedicine
- Pharmacy Technology
- Phlebotomy Technician
- Practical Nursing

### Drug Screen Procedure

#### Health Science

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

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

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

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

### **Commercial Truck Driving and Electrical Lineworker**

Students enrolled in the Commercial Truck Driving and Electrical Lineworker programs are required to adhere to the United States Department of Transportation (US DOT) drug and alcohol testing procedures included in 49 Code of Federal Regulations (CFR) Part 40 published by the US DOT Office of Drug and Alcohol Policy and Compliance (ODAPC). These procedures include enrollment in the Federal Motor Carriers Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, pre-enrollment drug testing, random drug and alcohol testing, reasonable suspicion testing and post-accident testing. Positive test results or failure to comply will result in dismissal from the Commercial Truck Driving or Electrical Lineworker program.

## Student Affairs

### Orientation

The web-based orientation is required for all new students prior to receiving a registration code from their advisor. It may be viewed at any time for reference or review from the college's website. Orientation includes information about school regulations and requirements, information about student recreation and activities, and an overview of the facilities of the college.

### Visitors

Visitors are welcome at North Georgia Technical College. Individuals or groups (high school classes, clubs and organizations) wishing to visit a NGTC campus location may contact the receptionist at the campus location of interest to schedule a visit.

All visitors are required to report to the receptionist when they arrive on campus. A visitor's presence in a classroom or lab area is allowed in a very limited timeframe, generally in conjunction with a scheduled tour.

Students are not permitted to have friends, children or relatives as their guest in a classroom, lab or practicum/internship setting.

### GOAL (Georgia Occupational Award of Leadership)

The Georgia Occupational Award of Leadership (GOAL) program began in 1971 to recognize excellence in technical education and the Student of the Year for Georgia's technical colleges. Outstanding students attending North Georgia Technical College are nominated by their instructors based on academic excellence and personal leadership. As these promising students move through the process, they compete through interviews and presentations. The college's GOAL winner is selected to represent his/her fellow students, along with winners from all of the technical colleges across the state, at the State GOAL competition. At the state level, judges select one student, the State GOAL winner, to serve as an ambassador for technical education in Georgia.

### Student Success Coach Program

The Student Success Coaching Program at North Georgia Technical College provides support and services for students through relationships established with a designated Coach during their first year of enrollment. Many students will be introduced to the program during NGTC's College and Career Success Skills (College 1010) course. Students enrolled in a workforce-related program as a new full-time or part-time student (this includes students who have not attended NGTC in the past five years) may be eligible to participate. Transient students are not eligible. Coaches are located at each campus. The primary goal of the program and each Student Success Coach is to help students develop the skills and strategies necessary to be successful in their program of study, to graduate and ultimately to be better equipped to find employment in their chosen field.

### Health Awareness Programs

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

## STUDENT AFFAIRS

### Counseling Services

Counseling services are available to all actively enrolled North Georgia Technical College students 18 years of age and older in a certificate, diploma, or degree program.

The NGTC Office of Counseling Services is available for appointments Monday – Thursday, from 9:00 a.m. until 4 p.m.

**For emergency services, please call 9-1-1, the Georgia Crisis and Access Line, at 1-800-715-4225, or immediately obtain safe transportation to the nearest hospital emergency room.**

NGTC also partners with ESPYR to provide students with a comprehensive Student Assistance Program (SAP) to help with a variety of personal matters. The SAP is a free and confidential resources, available 24/7 and can be utilized for non-emergent issues that may arise outside of counseling office hours. Professional counseling services offered by ESPYR are not provided by a NGTC counselor.

### Mission

The mission of the Office of Counseling Services is to provide students with services, support and the skills needed to address mental health concerns. The goals of service are to assess student needs, provide solution-driven interventions and provide students with access to appropriate campus and/or community resources so that they may be successful. We also act as a resource for faculty and staff to assist in the support of students as they pursue academic and career goals. NGTC's Office of Counseling Services also provides outreach services, such as seminars and workshops, as well as consultation and crisis intervention to students, faculty and staff (on behalf of students).

### Confidentiality

Counseling is a confidential process. However, if there is a danger of imminent harm, it is necessary to disclose information for the protection of those involved. While we try to honor the student's wishes whenever we can, we will disclose information regardless of the student's preference if we believe that doing so is necessary to prevent harm. Limits to confidentiality include:

- The student threatens harm to themselves or someone else
- There is knowledge of sexual or physical abuse to a child
- There is a court order mandating the release of records

### Diversity, Equity, and Inclusion Statement

The NGTC Office of Counseling Services is committed to creating a safe and welcoming environment for everyone in our campus community. We view diversity as encompassing all identities, including ethnic/racial identity, nationality, sex, gender, sexual orientation, religion/spirituality, socio-economic status, age, ability, and viewpoint. We strive to make our offices a safe place where individuals can strengthen their self-acceptance, enhance self-esteem, and build confidence with their individual identities.

### After Hours Help and Support

In the event of an emergency in which you are unable to reach the Office of Counseling Services, you can call the Georgia Crisis and Access Line at 1-800-715-4225, or 9-1-1, or immediately obtain safe transportation to the nearest hospital emergency room.

**For more information, contact the Counseling Office at 706-754-7893**

## STUDENT AFFAIRS

### ESPYR Student Assistance Program Offerings

- Free confidential services available 24/7/365 in-person, telephonic, and virtual professional counseling
- Up to four SAP sessions for assessment, short-term counseling, and referral
- Free consultation and referrals for financial, legal, childcare and other personal matters
- On-line self-help resources and programs, including legal support, stress management, financial resources, academic challenges, emotional issues, pet care options, relocation services, family concerns and substance abuse

### How to Access the Student Assistance Program:

- Call: 866-734-5890 or 711 for GA Relay Service for the deaf
- Text: 94097
- Online: <https://care.espyr.com>
- NGTC password: wolves

### Helpful Resources

- CDC (cdc.gov)
- Mental health COVID-19 information and resources (mhanational.org/covid19)
- Coronavirus anxiety; Helpful tips/resources (adaa.org/understanding-anxiety/coronavirus-anxiety-helpful-resources)

## North Georgia Technical College Behavioral Intervention Team – PackCARE

PackCARE = Protecting the Pack with Care – Awareness – Respect – Encouragement

PackCARE is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of the North Georgia Technical College community.

NGTC seeks to provide a safe and supportive learning environment for our students and staff. To ensure the ongoing safety of our campuses, NGTC has designated a team of staff to respond to concerns about mental health or dangerous behaviors. This team, called PackCARE, coordinates a variety of resources for students and staff in need of assistance, including those with mental health issues, dangerous or distressing behaviors, relationship problems, substance use and addiction, and other concerns.

**The team does not replace disciplinary processes, classroom management, other programs and services, and/or public safety response to incidents.** PackCARE works within all current college policies and coordinates resources to help students achieve success.

**PackCARE is not an emergency response team.** If you are experiencing an emergency or critical incident, contact 9-1-1

### PackCARE Goals:

1. Provide a safe environment for the college community;
2. Focus on assessing and taking action on behaviors at the lower end of escalation to prevent threats or violence;
3. Support students, employees, and visitors before a crisis occurs.

## STUDENT AFFAIRS

### What to Report

In general, any behavior that causes concern for a student, faculty, or staff member's safety or well-being should be reported.

### How to Report

Follow the link below to share your concerns:

[https://cm.maxient.com/reportingform.php?NorthGeorgiaTC&layout\\_id=3](https://cm.maxient.com/reportingform.php?NorthGeorgiaTC&layout_id=3)

### What Happens to a Behavioral Report Form?

Once a report is submitted:

- The report immediately enters a secure database;
- An automated notification is sent to select PackCARE team members;
- The report is reviewed by the PackCARE team;
- The person submitting the report may be contacted for further information, if needed;
- The PackCARE team assesses and determines further action.

For additional information, contact Sherry Seal at [sseal@northgatech.edu](mailto:sseal@northgatech.edu).

### Career Planning Services

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

- Pre-enrollment advisement to discuss programs of study, including associate degree, diploma, and technical certificate programs.
- Assistance in helping students develop career plans and personal goals.
- Career Counseling, including review of placement test scores.
- Identifying appropriate community agencies and services for student needs such as personal and/or mental health counseling.

### Services for Students with Disabilities

Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admission process, career guidance and planning, and referral to community service agencies. To request accommodations and/or modifications contact the Special Populations and Retention Coordinator, who provides services to all campuses, at 706-754-7828. Appropriate documentation of disability is required.

### Assessment Services

Assessment services provide career guidance and planning by means of individual and group testing at various locations using computerized testing instruments. Services that are available include Pearson VUE, pest control, career exploration, interest inventories, aptitude testing, and basic skills testing. The fee varies for each test. All testing is by appointment. For more information or to schedule a test, call 706-754-7700 for the Clarkesville and Currahee Campuses, and 706-439-6300 for the Blairsville Campus.

Assessment services are also available to high school students. There is no charge for assessment services provided to high school students. High school counselors, teachers, or administrators should contact a North Georgia Technical College High School Coordinator at 706-754-7797 or 706-754-7867 for additional information and/or to schedule high school testing.

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### Career Placement Services

Career placement services are available to assist students as they complete training. The primary purpose of these services is to assist in the placement of graduates in jobs for which they have been trained. Continuous communication is maintained with employers and with the Georgia Department of Labor to provide a wide range of employment opportunities for students. Employers may send representatives to the college for personal interviews with graduating students. Local job postings may be viewed at <https://northgatech.edu/students/career-services/jobs>. Lifelong job placement services are available to all North Georgia Technical College graduates.

### Career Center

For students nearing the completion of their program, these resources are available in the Career Center:

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

Schedules for workshops and services may vary. Please check the website for current schedules and hours of operation <https://northgatech.edu/students/career-services>.

Appointments may be made. For more information about the Career Center, contact the Career Advisor at 706-754-7837.

### Non-Traditional Programs

Students enrolled in a program in which their gender represents less than 25% of those employed in the workforce are considered to be enrolled in non-traditional programs. North Georgia Technical College encourages and promotes open enrollment in all programs. Students are encouraged to participate in their program of choice regardless of traditional patterns of enrollment. Students graduating from a non-traditional program will receive the EDGE (Educationally Distinct Graduate of Excellence) Award and will be presented with a medallion to be worn at commencement.

Support services are available to special population students. Special populations are persons who meet at least one of the following criteria:

- Student is preparing for nontraditional fields in which they are a minority gender
- Student is a single parent, or a single pregnant woman
- Student is an out-of-workforce individual
- Student has a disability
- Student is economically disadvantaged
- Student is homeless
- Student is a youth who is in, or has aged out of, the foster care system
- Student is a youth with a parent who is a member of the armed forces and is on active duty
- Student is an English Learner

For additional information, call 706-754-7828.

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### Workforce Innovation and Opportunity Act (WIOA)

The workforce Innovation and Opportunity Act serves dislocated workers and/or economically disadvantaged individuals who are in need of updated skills for a return to work. WOIA customers may qualify for funding to assist them in the cost of their training and education. The focus of the WIOA program is to assist unemployed individuals and underemployed workers to obtain the skills necessary to be sustainably employable in today's labor market. WIOA funds can cover tuition, fees, books, supplies, uniforms, tools, certification exams and daycare expenses while in training. Job search assistance is provided when training is completed.

### Student Email

All North Georgia Technical College students receive an email account upon acceptance to the college. It is very important that all students check this email account on a regular basis, minimally once per day, to receive school announcements and student requirements for meetings, registration, financial aid, activities and more. Student email is the primary form of notifications between the college and the student.

Instructions on how to log in to student email, BannerWeb, and Blackboard (online course platform) can be found on the website: <https://northgatech.edu/current-students/student-account-login-instructions>.

### Residence Life – Clarkesville Campus

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

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

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

### Residence Hall Application Requirements and Guidelines

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

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

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

Once all required documentation and the deposit are received, a room will be reserved based on availability. North Georgia Technical College cannot make a housing assignment until the student has been officially accepted by Admissions. A letter will be emailed to the student (using North Georgia

## STUDENT AFFAIRS

Technical College student email) confirming the reservation and notifying the student of check-in dates for the appropriate term. Upon arrival, a student must provide a receipt showing all fees paid prior to being issued keys for his/her assigned dorm room.

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

- Be currently enrolled at any North Georgia Technical College campus with an occupational major in a diploma, degree, or certificate program. High school students enrolled in Dual or Joint programs are not eligible to reside in Bryant Hall.
- Have an acceptable attendance record as determined by the North Georgia Technical College attendance procedure.
- Be in acceptable standing with North Georgia Technical College in the area of discipline. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
- Continue to make satisfactory progress toward completion of a diploma, degree, or certificate program.
- Be in good standing with the North Georgia Technical College Cashier's Office with regard to payment of all required fees.

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

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

### Residence Hall Operations

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

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

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

All residents should bring single sheets (twin long), pillowcases, blankets, spreads, pillows, towels, alarm clock, toiletries, dishes, and cleaning supplies. A television and a small refrigerator are optional. Wireless Internet access is available at the residence hall.

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

### Residence Hall Rules and Regulations

Please refer to the “Residence Life Handbook” located on the NGTC Website for the Residence Hall Rules and Regulations.

### Mail Services

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

### Student Organizations and Events

Participation in student organizations plays an important role in the North Georgia Technical College experience at all campuses. Student organizations and clubs offer individuals another opportunity within the educational process to broaden their environment. All students may participate in on-campus activities unless specified directly in a disciplinary action. Off-campus activities are limited to those students who are in good disciplinary standing with the College and who are not currently on any type of legal system probation or parole.

North Georgia Technical College recognizes the following student organizations:

#### HEROES

HEROES (Having Equity, Resources, and Opportunities Equal Success) is an organization for special population students. The purpose of the HEROES Club is to develop leadership, foster teamwork, provide peer support, and to assist students in reaching their educational goals.

#### National Technical Honor Society (NTHS)

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

#### Phi Beta Lambda (PBL)

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

#### National Collegiate Landscape Competition (NCLC)

The National Collegiate Landscape Competition is an annual three-day competition and networking event for students enrolled in horticulture programs from colleges and universities across the country. The event is sponsored by the National Association of Landscape Professionals. North Georgia Technical College has sent student competitors to this event since 2010.

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### **SkillsUSA**

SkillsUSA is a national organization for students in trade, industrial, technical, and health occupations programs. SkillsUSA clubs are found in public high schools, technical colleges, junior colleges, and universities. SkillsUSA was chartered at North Georgia Technical College in the 1991-92 academic year. Since its first year of existence, the club has won numerous awards at sub-region, region, state, and national competitions.

### **Student Photographic Society**

Students interested in photography meet together to enhance the relationship and understanding of photography practices, careers and opportunities.

### **Student Government Association (SGA)**

The North Georgia Technical College Student Government Association represents the student body. Any NGTC student enrolled in a certificate, diploma, or associate degree program at any campus is eligible for membership.

Two members, to serve as active members, and one alternate are recommended by their instructors and nominated by the department chair to represent their respective departments on each NGTC campus during fall semester of each academic year.

SGA meetings are held at each campus at least one time each semester. All college-wide agenda items will be voted on at a convened meeting. This meeting may meet via Distance Learning.

Each year the Student Government Association members elect to sponsor various events. Any student interested in holding office should contact his/her program advisor or department head.

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

Recognition of an organization results from the following procedure:

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

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- The President shall review the application documents and tender a decision to accept or deny the recommendation from the SGA. The decision of the President shall be final.

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

## Campus Life/Student Activities

### Social Activities

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

### Intramural Activities

Athletic facilities on the Clarkesville Campus include a gymnasium with indoor courts for basketball and other games. Outdoor facilities include a swimming pool, softball field, basketball goals, tennis courts, sand volleyball court, multi-purpose field, and a walking/running/biking trail (Ben Purcell Trail). A program of intramural sports is provided for all students wishing to participate. Students may join a team for flag football, softball, basketball, soccer, volleyball and disc golf making competition keen as each team seeks to capture the institution championship.

### Rec-Check

All NGTC students have access to "Rec-Check" located on the Clarkesville Campus. Rec-Check has activity equipment for checkout. Included are items such as tennis rackets and balls, tents, sleeping bags, bicycles, gaming systems, and much more.

### Student Centers

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

### Mountain Recreation Opportunities

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

### Student Rights and Responsibilities

#### Student Right to Know

Every postsecondary education institution is required by law to disclose its graduation rate annually. The 2019 graduation rate, based on the TCSG data center, is 67.1%.

## STUDENT AFFAIRS

### Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) and Applicant Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the college receives a request for access. A student should submit to the FERPA Coordinator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees or board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

For more information, contact:

Ms. Kelsey McIntire, FERPA Coordinator  
North Georgia Technical College  
P.O. Box 65  
Clarkesville, GA 30523  
Phone: (706) 754-7768  
E-mail: [kmcintire@northgatech.edu](mailto:kmcintire@northgatech.edu)

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

### Directory Information

North Georgia Technical College defines:

1. "public directory information" as follows:
  - a. Full name of student
  - b. City of residence
  - c. County of residence
  - d. Major and field(s) of study
  - e. Enrollment Status (full time, part-time, etc.)
  - f. Degrees and awards and date received
  - g. Dates of attendance
  - h. Participation in official sports and activities
  - i. Height and weight of athletic team members
2. "non-public directory information" as follows:
  - a. Address
  - b. Email address
  - c. Telephone Number

Non-public directory information is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

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

### Practice of Nondisclosure

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

### Fees for Copies

Transcripts will be issued at a fee of \$7.50 each. (See the "Tuition and Fees" section for further information.) The fee for copying any other records is the actual copying cost of 25 cents per page. The institution reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

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

### Unlawful Harassment and Discrimination of Students

The procedures of North Georgia Technical College are established for all employees and students to be able to enjoy a work and educational environment that is free from all forms of discrimination. Anyone believing they have been harassed or subjected to discrimination should report it immediately to Dr. Vinson Burdette, Title IX Coordinator, at 706-754-7711 or [vinson.burdette@northgatech.edu](mailto:vinson.burdette@northgatech.edu). The procedure is as follows:

#### **Procedure: 6.1.1p.**

### Unlawful Harassment and Discrimination of Students

#### **I. PURPOSE:**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

#### **II. RELATED AUTHORITY:**

State Board Policy 2.1.1. Statement of Equal Opportunity  
Titles VI and VII of the Civil Rights Act of 1964

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Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008

Procedure: 6.5.3p Student Grievances

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

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

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

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

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

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

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

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

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

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

**Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

**President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

**Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

**Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

**Compliance Officer:** the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

**Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

### V. ATTACHMENTS:

#### Attachment 6.2.1p.a1.

- TCSG Usage for Statement of Equal Opportunity:  
North Georgia Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability.

### VI. PROCEDURE:

#### A. Administration and Implementation

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

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### B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination and/or retaliation (“prohibited conduct”) against themselves or others.
2. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
3. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be granted.
4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college’s Vice President of student affairs, Section 504 Coordinator, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu).
6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
7. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
8. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
9. Any allegation of unlawful harassment, discrimination or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

### C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously.

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2. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment or retaliation and that a formal investigation will not be conducted pursuant to this procedure.
  - a. The complaining party may appeal the decision, in writing, to the president within 5 business days of receiving the notice. The president's decision will be final.
3. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment and/or unlawful retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.

### D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President of student affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment or retaliation.

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### E. Reviews and Dispositions

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

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

OR

[unlawfulharassment@tcsug.edu](mailto:unlawfulharassment@tcsug.edu)

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

### VII. RECORD RETENTION:

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

### Sexual Harassment and Misconduct

The procedures of North Georgia Technical College are established for all employees and students to be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment. North Georgia Technical College follows TCSG procedure regarding student conduct codes, sexual harassment, and misconduct. Anyone believing they have been harassed sexually should report it immediately to Dr. Vinson Burdette, Title IX Coordinator, at 706-754-7711 or [vinson.burdette@northgatech.edu](mailto:vinson.burdette@northgatech.edu). The procedure is as follows:

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**Procedure: 6.1.2p.****Sexual Harassment and Misconduct****I. PURPOSE:**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

**II. RELATED AUTHORITY:**

20 U.S.C. §§ 1681 et seq.

O.C.G.A. § 19-7-5

Violence Against Women Reauthorization Act of 2013 Campus Sexual Violence Elimination Act (Campus SaVE) Titles VI and VII of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

**III. APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

**IV. DEFINITIONS:**

**Advisor:** the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

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**Affirmative Consent:** affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred “against the person’s will.”

**Appeal Officer:** the Commissioner of TCSG or his designee, who will review the Parties’ appeals and issue the Notice of Outcome of Appeal.

**Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

**Complainant:** the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.

**Confidential Resource:** a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College’s Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

**Confidentiality:** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

**Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person’s access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

**Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

**Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has

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cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

**Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

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

**Expert Witness:** a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

**Force:** an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

**Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

**Hearing:** a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

**Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.

**Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

**Hearing Schedule:** a time-table specific to each matter that schedules key dates for the matter after it has been charged.

**Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

**Incapacitation:** a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

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**Informal Resolution:** a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

**Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

**Intimidation:** includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

**Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

**Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.

**Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

**Menace:** a threat, statement, or act showing intent to injure someone.

**New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

**Nonforcible Sexual Violations:** Any of the following acts:

1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

**Notice of Charge:** the formal notification issued by the Title IX Coordinator following an investigation that the matter will be charged and will proceed to a Hearing.

**Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

**Notice of Formal Complaint:** the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

**Notice of Outcome of Appeal:** a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

**Party/Parties:** the generic or collective term used to refer to Complainant(s) and Respondent(s).

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**Preponderance of the Evidence:** the standard of proof used by the Investigator and the Decision- Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

**President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

**Privacy:** means that information related to a complaint will be shared with only a limited number of TCSG employees who “need to know” in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG’s response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

**Rebuttal Evidence:** evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

**Remedies:** individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

**Respondent:** the person alleged to have engaged in Title IX Prohibited Conduct.

**Retaliation:** includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

**Sanctions:** individualized measures implemented after a Hearing that may be disciplinary in nature.

**Sexual Assault:** any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
2. Sodomy: oral or anal sexual intercourse with another person:
  - forcibly and/or against that person’s will; OR
  - not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

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3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
  - forcibly and/or against that person's will; OR
  - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
  - forcibly and/or against that person's will (non-consensually); OR
  - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Supportive Measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Title IX Prohibited Conduct:** the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

**Title IX Sexual Harassment:** conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

**TCSG Compliance Officer:** the individual designated by the Deputy Commissioner to coordinate

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TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

**TCSG Program or Activity:** locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

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

**Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

**Violence:** the use of physical force to cause harm or injury.

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

**Witness:** a person asked to give information or a statement under this Title IX Procedure.

**Written Determination Regarding Responsibility:** the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

### V. ATTACHMENTS:

#### Attachment 6.1.2p.a1.

- Sources of Counseling, Advocacy and Support:  
*Webpage:* <https://northgatech.edu/about-us/disclosures-and-notices/sexual-harassment-and-title-ix/sources-of-counseling-advocacy-and-support/>  
*Document:* <https://northgatech.edu/wp-content/uploads/2022/06/Sources-of-Counseling-Advocacy-and-Support.pdf>
- Rape Crisis Center: <http://gnesa.org/page/rape-crisis-centers-georgia>
- National Sexual Assault Hotline: 1-800-656-HOPE
- Domestic Violence: <http://gcadv.org/general-resources/domestic-violence-centers>

#### Attachment 6.1.2p.a2.

- TCSG Usage for Statement of Equal Opportunity:

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North Georgia Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability.

### VI. PROCEDURE:

#### A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.
2. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.
3. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. The training materials will be posted on the college's website or made available for members of the public to inspect.
4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

#### B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to [unlawfulharassment@tcsge.edu](mailto:unlawfulharassment@tcsge.edu).

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2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations
3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.
6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.
  - a. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.
8. Reports concerning all prohibited conduct referenced in this procedure will be processed

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confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
10. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
11. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals.
12. Discretionary Dismissal.
  - a. TCSG and/or the College may dismiss the Formal Complaint if:
    - i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
    - ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
    - iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
  - b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
  - c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX

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Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

### C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.

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- a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
- b. Any medically related evidence is best preserved by trained medical personnel.
- c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

### D. Hearings

1. Format of Hearing:
  - a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
  - b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties

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located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

2. Recording of Hearing:
  - a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.
3. Role of Advisor:
  - a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
4. Role of the Decision-Maker:
  - a. The Decision-Maker will:
    - i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
    - ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
    - iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
  - b. Conflict of Interest:
    - i. No person who has a conflict of interest may serve as the Decision Maker.
    - ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
    - iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
    - iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
    - v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
  - c. At the Hearing, the Decision-Maker will:
    - i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's

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Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.

- ii. Determine Relevance of Questions. Only relevant cross examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - iii. Provide Rape Shield Protections for Complainants. The Decision Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.
5. Hearing Process:
- a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
  - b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
  - c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
  - d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
  - e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
  - f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
  - g. Written Determination Regarding Responsibility:
    - i. The Decision-Maker shall issue a Written Determination Regarding Responsibility

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within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:

- identification of the allegations potentially constituting Title IX Prohibited Conduct;
  - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
  - findings of fact;
  - conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
  - the rationale for the result as to each allegation;
  - any disciplinary Sanctions imposed on the Respondent;
  - whether Remedies or Supportive Measures will be provided to the Complainant; and
  - information about how to file an appeal.
- ii. Sanctions:
- The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
  - The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
  - The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
- iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
- iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
- For students, to the Office of Student Affairs
  - For staff, to Human Resources
  - For faculty, to the Office of Academic Affairs
- v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
- vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case by-case basis by the Title IX Coordinator.

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vii. The Written Determination Regarding Responsibility becomes final:

- if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
- if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

### E. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.
  - a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.
  - b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
  - c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
  - a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President of student affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision Makers in the appeal of sanctions arising from an investigation.

### F. Appeals

1. Appeal of a Written Determination Regarding Responsibility
  - a. Submission of Appeal
    - i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
    - ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing

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Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.

- iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
  - iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
  - v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
- b. Grounds for appeal are limited to the following:
- i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
  - ii. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
  - iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
  - iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?
- NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.
- c. Receipt of Appeal
- i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
  - ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
  - iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
  - iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
- d. Response to Appeal
- i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
  - ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
  - iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
  - iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

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### e. Appeal Decision

- i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
- ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
- iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

### VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

## Personal Belongings

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

## Disciplinary Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

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

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### Procedure for Filing a Student Code of Conduct Complaint

Any person may file a complaint with the Vice President of student affairs or the President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should provide a written description of the incident to the Vice President of student affairs or the President's designee.

Academic Misconduct is handled through the Office of the Vice President of student affairs and the Office of the Vice President of Academic Affairs. An incident of Academic Misconduct may result in academic and disciplinary consequences.

#### A. Investigation and Decision

1. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President of student affairs or the President's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President of student affairs or the President's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
2. The student shall have five (5) business days from the date contacted by the Vice President of student affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President of student affairs or the President's designee within five (5) business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President of student affairs or the President's designee will consider the available evidence without student input and make a determination.
3. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
4. If the Vice President of student affairs or the President's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President of student affairs or the President's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

#### B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President of student affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President of student affairs or the President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

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- a) Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b) Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college, and that any further violation may result in more serious sanctions.
  - c) Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d) Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - e) Failing or Lowered Grade – In cases of Academic Misconduct, the Vice President of student affairs or the Technical College President's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
  - f) Monetary Fine – A fine may be imposed on a student to emphasize the seriousness of the violation. The student will have a minimum of 10 days to pay the fine and a Hold will be placed on their account until such a time as the fine is paid.
2. After a determination that a student has violated the Student Code of conduct, the Vice President of student affairs or the President's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President of student affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
- a) Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - b) Disciplinary Expulsion – Removal and exclusion from the technical college, North Georgia Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President of student affairs or the President's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President of student affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement

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is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President of student affairs or the technical college President's designee.

- c) Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President of student affairs or the President's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.
- d) System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

### C. Violation of Federal, State, or Local Law

- 1. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
- 2. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- 3. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

### D. Conditions of Disciplinary Suspension and Expulsion

- 1. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Vice President of student affairs or the President's designee.

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

**E. Mediation**

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

**F. Hearing/Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Vice President of student affairs or the President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade must file a written notice of appeal through the President's office for review by the Hearing Body within five (5) business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President of student affairs or the President's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President of student affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college President or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the Technical College. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The

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chairperson of the Hearing Body shall notify the President and the Vice President of student affairs in writing of the Hearing Body's decision. The President or the President's designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President of student affairs or the President's designee's sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. The President or the President's designee will notify the student and the person who filed the original complaint in writing of the Hearing Body's decision.
5. If the student appeared before the Hearing Body after the Vice President of student affairs or the President's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the President.
6. If entitled to an appeal to the President, the student shall have five (5) business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The President of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the President or his/her designee shall be final and binding.

### G. Document Retention

The Vice President of student affairs or the President's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President of student affairs or the President's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college President or his/ her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

## Reinstatement

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

*\*The North Georgia Technical College Admissions Committee consists of the North Georgia Technical College Vice President of student affairs, Financial Aid Director, Director of Career Services, Dean of student affairs, Admissions Director, and anyone appointed by the Vice President of student affairs.*

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### Definitions

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

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

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

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

**Student:** All persons taking courses at North Georgia Technical College, both full-time and part-time dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with North Georgia Technical College are considered "students."

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

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

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

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

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

### Student Grievance Procedure and Resolution Process

It is the practice of North Georgia Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances and the resolution of these grievances. The college seeks to resolve student grievances, complaints and concerns in a time responsive and fair manner.

This procedure does not address grievances related to unlawful harassment, discrimination and/or retaliation for reporting harassment/ discrimination against students. Those complaints are handled in accordance to TCSG's Unlawful Harassment and Discrimination of Students Policy and Procedure.

Special Note: The Student Grievance Procedure and Form is NOT to be used for Grade Appeals, Academic Misconduct, and Harassment or Discrimination complaints. Please refer to the college's Course Catalog and Student Handbook for details on these respective procedures.

Students with a concern or grievance should begin the process at the institution (college) level.

- To submit a student concern/grievance at the local college level, please follow North Georgia Technical College's Student Grievance Procedure and use the Student Grievance Form.

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If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system, as a whole, warrants an immediate review by the Technical College System of Georgia (TCSG) administration, contact the TCSG Student Affairs Coordinator at [studentaffairs@tcsgeorgia.org](mailto:studentaffairs@tcsgeorgia.org) or call (404) 679-1692.

- To submit a student grievance at the state level, follow the TCSG Student Concern/ Complaint Instructions and use the Program Integrity Complaint Form.
- If the issue is not resolved at the institution or state level, students may take their grievance to the Southern Association of Colleges and Schools Commission on Colleges.\*

*\*North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Questions about the accreditation of North Georgia Technical College maybe directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500 or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).*

### Student Grievance Procedure

The Student Grievance Procedure is established to resolve difficulties or problems encountered in college-related activities. A grievance is taken seriously and therefore must be of a compelling, substantive, and verifiable nature. A grievance about a decision made by a member of the faculty or staff may only be filed by students who have been directly, adversely, and/or substantially affected by the decision. Repeated filings of the same grievance, filings of a frivolous nature, or a capricious grievance made against school personnel and policies will be considered an abuse of the student grievance process and will be dismissed.

The Student Grievance Procedure applies to matters that may include classroom learning environment, course content, access to classes, student advisement, and quality of services to students. The policy also applies to matters concerning services provided by all departments within the college. The Student Grievance Form is found here. The Student Grievance form should be sent to [studentgrievance@northgatech.edu](mailto:studentgrievance@northgatech.edu).

### Definitions

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

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

**Business days:** weekdays that the college administrative offices are open.

**Vice President of Student Affairs (VPSA):** the staff member in charge of the student services division at the college.

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

**Grievant:** the student who is making the complaint

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### Procedure for Filing a Grievance

The following section details the process for resolving students' grievances. Grievances that do not follow the process described below will not be considered by the college.

For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President of student affairs' discretion.

- A. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  - 1) A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching his/her instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  - 2) If this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
- B. **Formal Grievance Procedure:** If a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
  - 1) Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President of student affairs (VPSA) or the President's designee with the following information:
    - a. Name
    - b. Date
    - c. Brief description of incident being grieved
    - d. Remedy requested
    - e. Signature
    - f. Informal remedy attempted by student and outcome
  - 2) If the grievance is against the VPSA, the student shall file the grievance with the President's Office.
  - 3) The VPSA, or the President's designee, will investigate the matter and supply a written response to the student within fifteen (15) business days.
  - 4) If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
  - 5) If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure, and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  - 6) The VPSA, or the President's designee, shall be granted an additional fifteen (15) business days to investigate the grievance upon notice to the grieving student.

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- C. **Appeal:** The student may appeal the decision rendered by the VPSA or the President's designee to the President. Only the student has the right to appeal.
- 1) A student shall file a written appeal to the President within five (5) business days of receiving the response of the investigation of the formal grievance.
  - 2) The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
  - 3) At the sole discretion of the President, grievance appeals at the institution may be held in one of the following two ways:
  - 4) The President may review the information provided by the student and administration and make the final decision; or
  - 5) The President may appoint a cross-functional committee to make the final decision.
  - 6) The decision of either the President or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal.
  - 7) Whichever process is chosen by the President the decision of the grievance appeal is final.
- D. **Retaliation:** Retaliation against a student for filing a grievance is strictly prohibited.
- E. **Student Complaints:** All student complaints are recorded in the student complaint log, which is maintained by the Office of the Vice President of student affairs. The complaint log is reviewed annually by the Vice President of student affairs in order to identify trends and address recurring problems.
- F. **Document Retention:** Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for five (5) years after the graduation of the student or the date of the student's last attendance.

### Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by

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legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

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

### Definitions

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

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

**Hearing Body:** Any person or persons authorized by the President of a technical college to provide a hearing as defined in the Student Disciplinary Procedure.

**Member of North Georgia Technical College:** Any person who is a student, faculty member, contractor, technical college official or any other person/s involved with North Georgia Technical College, involved in the community or employed by North Georgia Technical College.

**Policy:** The Policy Manual approved by the State Board for the Technical College System of Georgia.

**Student:** All persons taking courses at North Georgia Technical College, including full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with North Georgia Technical College are considered "students."

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

**System:** The Technical College System of Georgia or TCSG.

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

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

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

### Proscribed Conduct

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

#### A. ACADEMIC

##### Academic Misconduct Definitions

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

#### 1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

#### 2. Cheating

- a) Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b) Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c) Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d) Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e) Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f) Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g) Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h) Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

#### 3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

#### 4. Plagiarism

- a) Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

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- b) Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c) Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

### B. NON-ACADEMIC MISCONDUCT

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

#### 1. Behavior

- a) Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b) Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of North Georgia Technical College, its facilities, or persons engaged in the business of North Georgia Technical College. Note: certain physical abuse may also be considered unlawful harassment.
- c) Harassment: North Georgia Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. North Georgia Technical College also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- d) Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.
- e) Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

#### 2. Professionalism

- a) Personal Appearance: Refer to North Georgia Technical College Dress Code.

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### **3. Use of Technical College Property**

- a) Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of North Georgia Technical College community or a campus visitor on technical college premises or at a technical college function.
- b) Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c) Presence on technical college premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises.
- d) Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of North Georgia Technical College.
- e) Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.
- f) Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions. Refer to North Georgia Technical College Parking Rules and Regulations.

### **4. Drugs, Alcohol and Other Substances**

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a) Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- b) Controlled substances, illegal drugs and drug paraphernalia: North Georgia Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c) Food: North Georgia Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.
- d) Smoking/Tobacco: North Georgia Technical College prohibits smoking, or using other

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forms of electronic (e.g. VAPE) alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises regardless of tobacco content. Refer to the Technical College System of Georgia Tobacco Procedure.

### 5. Use of Technology

- a) Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to North Georgia Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to North Georgia Technical College's network, and disconnection of technical college computers or devices.
- b) Electronic Devices: Unless otherwise permitted by technical college officials, North Georgia Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. North Georgia Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
- c) Harassment: North Georgia Technical College prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- d) Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. North Georgia Technical College prohibits any additional violation to the Technical College System of Georgia's Acceptable Computer and Internet Use procedure.

### 6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)	O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-7-80	O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-7-81	O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-7-85	O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-121	O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-125.1	O.C.G.A.§ 16-11-137

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O.C.G.A.§ 16-11-126

O.C.G.A.§ 16-11-127

O.C.G.A.§ 43-38-10

### **7. Gambling**

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

### **8. Parking**

North Georgia Technical College prohibits violation of the College's regulations regarding the operation and parking of motor vehicles on or around North Georgia Technical College premises.

### **9. Financial Irresponsibility**

North Georgia Technical College prohibits the theft or misappropriation of any technical college, student organization or other assets.

### **10. Violation of Technical College Policy**

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

### **11. Aiding and Abetting**

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

### **12. Falsification of Documentation**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to North Georgia Technical College either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

### **13. Violation of Law**

- a) If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to North Georgia Technical College's vital interests and stated mission and purpose.
- b) Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result

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from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

- c) When a student is charged by federal, state, or local authorities with a violation of law, North Georgia Technical College will not request or agree to special consideration for that individual because of his/her status as a student. North Georgia Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **14. Abuse of the Student Judicial Process, including but not limited to**

- a) Failure to obey the notification of the Vice President of student affairs or North Georgia Technical College President's designee, Hearing Body, Appellate Board or Technical College Official.
- b) Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d) Initiating a disciplinary proceeding knowingly without cause.
- e) Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f) Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h) Failure to comply with the sanction(s) imposed under the Student Code.

### **Expressly Prohibited Are:**

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

## **Campus Dress Code**

One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Students are required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President of student affairs.

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

- Cleanliness of person and clothing is required.
- Shirts and shoes are to be worn at all times.

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

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

### **Disorderly Conduct**

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

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

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

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

### **Disorderly Assembly**

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

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

### **Drug-Free Workplace**

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

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

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

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

### Drug and Alcohol Procedure

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

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

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

### Fire Safety

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

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

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

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### Hazing

Hazing in any form is prohibited.

### Campus Loitering

Loitering is not permitted at North Georgia Technical College.

### Theft

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

### Misuse of College Name

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

### Falsification of Records

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

### Unauthorized Entry of College Facilities

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

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

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

### Academic Misconduct

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

The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.

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The penalty for “cheating” is left to the instructor’s discretion but may include receiving a zero on the assignment or failure of the course.

Plagiarism is prohibited. Plagiarism is the taking, using, quoting, and/or re-writing of another’s words, statements, or ideas without giving credit to the original author; in other words, it is literary theft. Plagiarism is also defined as the purchase of an entire work, such as an essay, from an outside source and submitting it as original work. Students who are found to have committed blatant plagiarism will receive a grade of “F” for the course; the penalty for accidental plagiarism may include a grade of zero on the assignment.

Students need to familiarize themselves with what constitutes plagiarism. Some (but not all) examples follow:

1. Quoting one or more passages from a source and failing to cite (give credit to) the original author(s)
2. Paraphrasing one or more passages from an outside source and failing to cite (give credit) the original author(s)
3. Purchasing an assignment and submitting it as the student’s own work
4. Having another person write the assignment for the student and then submitting it as the student’s original work
5. Copying and pasting outside material into a document without giving proper credit to the original author(s)
6. Keyboarding information from an outside source and submitting it as original work OR failing to give credit to the original author(s)

Plagiarism can be further categorized into blatant plagiarism and accidental plagiarism.

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

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

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

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

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

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

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

## STUDENT AFFAIRS

Academic Affairs. This committee will meet with the student within four business days from receipt of the appeal. The Dean will provide a written response to the student's appeal within two business days of the committee's decision.

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

### Acceptable Computer and Internet Use

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

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

### Intellectual Property

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

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

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

### Inspection, Search, and Seizure

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

The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated. Law enforcement officials may search facilities with or without authorization from the college by means of

## STUDENT AFFAIRS

a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

### Campus Security Act

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

## Programs of Study

Students who enter North Georgia Technical College may select from a wide variety of programs to study. Depending on program objectives and the number of semesters or courses required, a degree, diploma or certificate is awarded upon the successful completion of all required courses in the chosen program of study.

This 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

North Georgia Technical College 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

<b>General Education Core (Required Minimum: 15 Semester Credit Hours)</b>		
<b>Area I</b>	Language Arts/Communication	<b>Minimum 3 Semester Credit Hours</b>
	<b>Successful completion of ENGL 1101 (Composition and Rhetoric) is required</b>	
	Courses may be taken from the following Academic fields:	
	English Composition – <b>ENGL 1102</b>	Communications/Speech – <b>SPCH 1101</b>
	*Foreign Languages	
<b>Area II</b>	Social/Behavioral Sciences	<b>Minimum 3 Semester Credit Hours</b>
	<b>Successful completion of a Social Sciences/Behavioral Sciences is required</b>	
	Courses may be taken from the following Academic fields:	
	Economics – <b>ECON 1101, ECON 2106</b>	Psychology – <b>PSYC 1101</b>
	History – <b>HIST 1111, HIST 1112, HIST 2111, HIST 2112</b>	Sociology – <b>SOCI 1101</b>
<b>Area III</b>	*Ethnology/Ethnic Studies	Political Science – <b>POLS 1101</b>
	<b>Natural Sciences/Mathematics</b>	
	<b>Successful completion of MATH 1101, MATH 1103, MATH 1111 or MATH 1127 is required</b>	
	Courses may be taken from the following Academic fields:	
	Biology – <b>BIOL 1111, BIOL 1111L, BIOL 1112, BIOL 1112L</b>	Mathematics – <b>MATH 1101, MATH 1103, MATH 1111, MATH 1113, MATH 1127, MATH 1131, MATH 1132</b>
	Chemistry – <b>All Chemistry Courses</b>	Physics – <b>All Physics Courses</b>
<b>Area IV</b>	*Astronomy	*Geography
	*Computer Science	
	<b>Humanities/Fine Arts</b>	
	<b>Successful completion of a Humanities/Fine Arts is required</b>	
	Courses may be taken from the following Academic fields:	
	Art Appreciation – <b>ARTS 1101</b>	Music Appreciation – <b>MUSC 1101</b>
	American Literature – <b>ENGL 2130</b>	*Philosophy
	*English Literature	*Theatre Appreciation
	*Film Studies and Criticism	*World Literature
	Humanities – <b>HUMN 1101</b>	*Literature and Cultural Studies
	<i>*These courses currently are not offered at NGTC but may fulfill the requirements for appropriate area.</i>	
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.	<b>Minimum 3 Semester Credit Hours</b>
<b>Minimum Required Program-Specific Hours</b>		<b>15</b>

*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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	
Area I Language Arts/Communication	<b>Total 15 credit hours</b>
ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i>	3
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.*

<u>Occupational Courses</u>	<u>Total 49 credit hours</u>
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 1440 Document Production	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 \$2,600.

**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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills		3
ENGL 1010 Fundamentals of English I		3
MATH 1012 Foundations of Mathematics		3
<b>Occupational Courses</b>		<b>Total 31 credit hours</b>
ACCT 1100 Financial Accounting I		4
ACCT 1105 Financial Accounting II		4
ACCT 1115 Computerized Accounting		3
ACCT 1120 Spreadsheet Applications		4
ACCT 1125 Individual Tax Accounting		3
ACCT 1130 Payroll Accounting		3
BUSN 1440 Document Production		4
Accounting Elective		3
Specific Occupational-Guided Elective		3

Estimated cost of books and supplies for full program is approximately \$2,100.

## 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

<b>Program Courses</b>		<b>Credits</b>
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 \$1,150.

### **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

<b>Program Courses</b>		<b>Credits</b>
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 \$1,150.

## 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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 18 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(One of the following required)</i> MATH 1101 Mathematical Modeling MATH 1103 Quantitative Skills and Reasoning MATH 1111 College Algebra MATH 1127 Introduction to Statistics	3
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.*

<b>Occupational Courses</b>	<b>Total 34 credit hours</b>
ACCT 1100 Financial Accounting I	4
COLL 1010 College and Career Success Skills	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organization Behavior	3
MKTG 1130 Business Regulations and Compliance	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**

		<b>Total 12 credit hours</b>
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
<b>OR</b>		
	Guided Elective	(3)

**Small Business**

		<b>Total 12 credit hours</b>
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
	Guided Elective	(3)

**Marketing**

		<b>Total 12 credit hours</b>
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
	Guided Marketing Elective	(3)

**General Management**

		<b>Total 12 credit hours</b>
	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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 12 credit hours</b>
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

<b>Occupational Courses</b>		<b>Total 31 credit hours</b>
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

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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

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

### **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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

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

<b>Program Courses</b>		<b>Credits</b>
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.

### **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

<b>Program Courses</b>		<b>Credits</b>
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

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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
MKTG 1130	Business Regulations and Compliance	3

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

## SCHOOL OF BUSINESS

### **Business Technology AAS Degree (BA23)**

*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 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. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of technology.

**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**

**General Core Courses**

		<b>Credits</b>
		<b>Total 15 credit hours</b>
Area I	Language Arts/Communication	3
	ENGL 1101 Composition and Rhetoric (required)	3
Area II	Social/Behavioral Sciences	3
Area III	Natural Sciences/Mathematics <i>(One of the following required)</i>	3
	MATH 1101 Mathematical Modeling	3
	MATH 1103 Quantitative Skills and Reasoning	3
	MATH 1111 College Algebra	3
	MATH 1127 Introduction to Statistics	3
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**

		<b>Total 49 credit hours</b>
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
COLL 1010	College and Career Success Skills	3
MGMT 1100	Principles of Management	3
<i>(Select one of the following)</i>		
BUSN 1410	Spreadsheet Concepts and Applications	4
<b>OR</b>		
ACCT 1120	Spreadsheet Applications	(4)
ACCT 1100	Financial Accounting I	4
	Guided Elective	6

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

## SCHOOL OF BUSINESS

### Business Technology Diploma (BA22)

*Offered at Clarkesville, Blairsville, and Currahee Campuses*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	4 Terms
Credit Hours Required for Graduation .....	48-50

**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 with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

**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

<b>Program Courses</b>		<b>Credits</b>
<b>Basic Skills Courses</b>		<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills		3
ENGL 1010 Fundamentals of English I		3
MATH 1012 Foundations of Mathematics		3
<b>Occupational Courses</b>		<b>Total 15 credit hours</b>
BUSN 1400 Word Processing Applications		4
BUSN 1440 Document Production		4
BUSN 2190 Business Document Proofreading and Editing		3
ACCT 1100 Financial Accounting I		4

Completion of one of the following specializations required:

<b>Business Administrative Assistant (8BA2)</b>		<b>Total 24 credit hours</b>
BUSN 1190 Digital Technologies in Business		2
BUSN 1240 Office Procedures		3
BUSN 1430 Desktop Publishing and Presentation Applications		4
BUSN 2160 Electronic Mail Applications		2
BUSN 2210 Applied Office Procedures		3
<b>(Select one of the following)</b>		
BUSN 1410 Spreadsheet Concepts and Applications		4
<b>OR</b>		
ACCT 1120 Spreadsheet Applications		(4)
<b>AND</b>		
Guided Electives		6

<b>Medical Administrative Assistant (8M12)</b>		<b>Total 26 credit hours</b>
BUSN 2340 Healthcare Administrative Procedures		4
BUSN 2370 Medical Office Billing/Coding/Insurance		3
MAST 1120 Human Diseases		3
ALHS 1090 Medical Terminology for Allied Health Sciences		2
ALHS 1011 Structure and Function of the Human Body		5
Guided Electives		9

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

## SCHOOL OF BUSINESS

### **Administrative Support Assistant Certificate (AS21)**

*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 word processing, and office procedures. The course prepares students for the MOS: Microsoft Office Word certification testing.

**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

<u>Program Courses</u>		<u>Credits</u>
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
COLL 1010	College and Career Success Skills	3
	Electives	

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

### **Medical Front Office Assistant Certificate (MF21)**

*Offered at Clarkesville Campus*

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

**Purpose:** The Medical Front Office Assistant certificate program provides the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry-level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in business technology.

**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

<u>Program Courses</u>		<u>Credits</u>
BUSN 1440	Document Production	4
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 2340	Healthcare Administrative Procedures	4
COLL 1010	College and Career Success Skills	3
ENGL 1010	Fundamentals of English I	3
	Specific Occupational-Guided Electives	6

Estimate cost of books and supplies for full program is approximately \$1,000

## SCHOOL OF BUSINESS

### **Microsoft Office Applications Professional Certificate (MF41)**

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

**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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
BUSN 1400 Word Processing Applications		4
BUSN 1410 Spreadsheet Concepts and Applications		4
BUSN 1420 Database Applications		4
BUSN 1430 Desktop Publishing and Presentation Applications		4
COLL 1010 College and Career Success Skills		3
Specific Occupational Guided Electives		3

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

### **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 .....	14

**Purpose:** The Microsoft Word Application Professional certificate program 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 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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
BUSN 1400 Word Processing Applications		4
BUSN 1440 Document Production		4
COLL 1010 College and Career Success Skills		3
Occupational Guided Elective		3

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

## 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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i>	3
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.*

<u>Occupational Courses</u>	<u>Total 35 credit hours</u>
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:*

<u>Microsoft (8M13)</u>	<u>Total 16 credit hours</u>
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator	4

Estimated cost of books and supplies for full program is approximately \$3,500.

**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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
<b>Occupational Courses</b>	<b>Total 2 credit hours</b>
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:

<b>Microsoft Specialization (8M42)</b>	<b>Total 16 credit hours</b>
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator	4

Estimated cost of books and supplies for full program is approximately \$3,500.

**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

<u>Program Courses</u>	<u>Credits</u>
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 2414 MS Server Administrator	(4)

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

**SCHOOL OF BUSINESS****Computer Forensic and Investigation Specialist Certificate (CF31)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	3 Terms
Credit Hours Required for Graduation .....	27

**Purpose:** The Computer Forensics and Investigation Specialist certificate program includes occupational and specialized courses designed to provide academic and professional training to student in detecting and investigating computer related criminal activity and/or unauthorized use. The curriculum is designed to develop knowledge and skills in technical evidence identification, investigative computer systems, information security, search and seizure, and the administration of criminal sanctions.

**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

<b>Program Courses</b>			<b>Credits</b>
CIST	1001	Computer Concepts	4
CIST	1601	Information Security Fundamentals	3
CIST	1602	Security Policies and Procedures	3
CIST	2612	Computer Forensics	4
CIST	2620	Computer Security/Corporate Fraud	3
CRJU	1021	Private Security	3
CRJU	1062	Methods of Criminal Investigation	3
CIST	2411	Microsoft Client	4
<b>OR</b>			
CIST	1130	Operating Systems Concepts	(3)

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

## SCHOOL OF BUSINESS

### **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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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 \$500.

### **CompTIA A+ Certified Technician Preparation Certificate (CA71)**

*Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	2 Term
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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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.

## SCHOOL OF BUSINESS

### **iOS App Development in Swift (IAD1)**

*Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	3 Terms
Credit Hours Required for Graduation .....	11

**Purpose:** The iOS App Development in Swift certificate prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch Series. The program emphasizes the knowledge and skills required to design, develop, test and document structured and object-oriented programs Swift and Xcode.

**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

<u>Program Courses</u>		<u>Credits</u>
CIST 1306	Programming Foundations - Swift	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4

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

### **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

<u>Program Courses</u>		<u>Credits</u>
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 \$400.

**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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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 \$400.

## SCHOOL OF BUSINESS

### Web Application Development AAS Degree (IS43)

*Offered at Clarkesville Campus*

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

**Purpose:** The Web Application Development 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

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

<u>Occupational Courses</u>	<u>Total 41 credit hours</u>
COLL 1010 College and Career Success Skills	3
CIST 1001 Computer Concepts	4
CIST 1220 Structured Query Language (SQL)	4
CIST 1305 Program Design and Development	3
CIST 1510 Web Development I	3
CIST 1520 Scripting Technologies	3
CIST 1601 Information Security Fundamentals	3
CIST 2351 PHP Programming I	4
CIST 2352 PHP Programming II	4
CIST 2550 Web Development II	3
CIST 2921 IT Analysis, Design, and Project Management	4
CIST 2950 Web Systems Project	3
<b>OR</b>	
CIST 2991 CIST Internship I	(3)

**Select one of the following programs**

CIST 2341 C# Programming I	4
CIST 2342 C# Programming II	4
<b>OR</b>	
CIST 2371 Java Programming I	(4)
CIST 2372 Java Programming II	(4)

Estimated cost of books and supplies for full program is approximately \$3,500.

## SCHOOL OF BUSINESS

### **Web Application Development Diploma (IS42)**

*Offered at Clarkesville Campus*

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

**Purpose:** The Web Application Development diploma program provides students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.

**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

<u>Program Courses</u>			<u>Credits</u>
<b>Basic Skills Courses</b>			<b>Total 9 credit hours</b>
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
<b>Occupational Courses</b>			<b>Total 35 credit hours</b>
CIST	1001	Computer Concepts	4
CIST	1220	Structured Query Language (SQL)	4
CIST	1305	Program Design and Development	3
CIST	1510	Web Development I	3
CIST	1520	Scripting Technologies	3
CIST	1601	Information Security Fundamentals	3
CIST	2351	PHP Programming I	4
CIST	2352	PHP Programming II	4
CIST	2550	Web Development II	3
CIST	2921	IT Analysis, Design, and Project Management	4

**Select one of the following programs**

CIST	2341	C# Programming I	4
CIST	2342	C# Programming II	4
<b>OR</b>			
CIST	2371	Java Programming I	(4)
CIST	2372	Java Programming II	(4)

Estimated cost of books and supplies for full program is approximately \$3,500.

## SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

### 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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1111 College Algebra MATH 1103 Quantitative Skills and Reasoning MATH 1127 Introduction to Statistics	3
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.*

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

## SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

### 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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 12 credit hours</b>
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
<b>Occupational Courses</b>		<b>Total 38 credit hours</b>
AGRIB 1100	Introduction to Agribusiness	1
AGRIB 1110	Agribusiness Management	3
AGRIB 1120	Leadership in Agribusiness	3
AGRIB 1150	Agricultural Finance and Credit	3
AGRIB 2100	Agribusiness Marketing	3
AGRIB 2110	Farm Organization and Management	3
AGRIB 2130	Agricultural Policy	3
AGRIB 2140	Issues of Agriculture and Natural Resources	3
AGRIB 2200	Principles of Agronomy	3
AGRIB 2250	Survey of the Animal Industry	3
AGRIB 2300	Precision Agricultural Systems	4
AGRIB 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 SCIENCES****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

General Core Courses	Total 12 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 <i>(One of the following required)</i> MATH 1101 Mathematical Modeling MATH 1111 College Algebra	3
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

**SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES**

**Completion of the following specialization is required:**

<b>Wildlife and Fisheries Management (8WA3)</b>			<b>Total 32 credit hours</b>
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 SCIENCES

### Horticulture AAS Degree (EH13)

*Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	6 Terms
Credit Hours Required for Graduation .....	65

**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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1103 Quantitative Skills and Reasoning MATH 1111 College Algebra MATH 1127 Introduction to Statistics	3
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.*

<b>Occupational Courses</b>	<b>Total 26 credit hours</b>
BIOL 1111 Biology I	3
BIOL 1111L Biology I Lab	1
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

**SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES**

*Select 24 credit hours from the following courses*

HORT	1030	Greenhouse Management	4
HORT	1041	Landscape Construction	4
HORT	1050	Nursery Production and Management	4
HORT	1100	Intro to Sustainable Agriculture	3
HORT	1110	Small Scale Food Production	4
HORT	1120	Landscape Management	4
HORT	1140	Horticulture Business Management	3
HORT	1160	Landscape Contracting	3
HORT	1410	Soils	3
HORT	1430	Advanced Landscape Design	4
HORT	1800	Urban Landscape Issues	3

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

**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 SCIENCES****Horticulture Diploma (EH12)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	4 Terms
Credit Hours Required for Graduation .....	47

**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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
<b>Occupational Courses</b>	<b>Total 19 credit hours</b>
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

**Select 19 credit hours from the following courses**

HORT 1030	Greenhouse Management	4
HORT 1041	Landscape Construction	4
HORT 1050	Nursery Production and Management	4
HORT 1100	Intro to Sustainable Agriculture	3
HORT 1110	Small Scale Food Production	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1160	Landscape Contracting	3
HORT 1410	Soils	3
HORT 1430	Advanced Landscape Design	4
HORT 1800	Urban Landscape Issues	3

Estimated cost of books and supplies for full program is approximately \$2,250.

**SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES****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 SCIENCES****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

<b>Program Courses</b>		<b>Credits</b>
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.

**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 SCIENCES****Sustainable Urban Agriculture Technician Certificate (SUA1)***Offered at Clarkesville Campus*

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

**Purpose:** The Sustainable Urban Agriculture Technician certificate program prepares the student for a career in sustainable, small-scale food production that integrates economic profitability and environmental stewardship. Courses provide hands-on experience in the fundamentals of plant production and marketing, giving the student a complete knowledge of the sustainable farmer's market system.

**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

<b>Program Courses</b>	<b>Credits</b>
HORT 1080 Pest Management	3
HORT 1100 Introduction to Sustainable Agriculture	3
HORT 1110 Small Scale Food Production	4
HORT 1140 Horticulture Business Management	3
HORT 1410 Soils	3
Horticulture Elective	3

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

**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 SCIENCES

### 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

**General Core Courses**

		<b>Total 15 credit hours</b>
Area I	Language Arts/Communication	
	ENGL 1101 Composition and Rhetoric (required)	3
Area II	Social/Behavioral Sciences	3
Area III	Natural Sciences/Mathematics <i>(one of the following required)</i>	3
	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		3

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

**Occupational Courses**

		<b>Total 56 credit hours</b>
AGRIB	2200 Principles of Agronomy	3
AGRIB	2250 Survey of the Animal Industry	3
AGRIB	2800 Agribusiness Internship	3
AGSC	2150 Grasses and Forages in Agriculture	3
AGSC	2270 Livestock Production and Management	3
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	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
HORT	1670 Vineyard Technology	3

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

**SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES****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**

AGRIB 2200	Principles of Agronomy	3
AGRIB 2250	Survey of the Animal Industry	3
AGRIB 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 AND 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 institutions 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)*

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 3 Credit Hours</b>
COLL 1010 College and Career Success Skills	3
<b>AREA I – Language Arts/Communication</b>	<b>Total 6 Credit Hours</b>
ENGL 1101 Composition and Rhetoric (required)	3
<i>(One of the following required)</i>	
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
<b>AREA II – Social/Behavior Sciences</b>	<b>Total 12 Credit Hours</b>
<i>(Select 12 hours from the following)</i>	
ECON 1101 Principles of Economics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 U.S. History I	3
HIST 2112 U.S. History II	3
POLS 1101 American Government	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
<b>AREA III – Natural Sciences/Mathematics</b>	<b>Total 10 Credit Hours</b>
<i>(One of the following required)</i>	
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills and Reasoning	3
MATH 1111 College Algebra	3
MATH 1127 Introduction to Statistics	3
<i>(Select an additional 7 hours from the following)</i>	
MATH 1101 Mathematical Modeling	3
MATH 1103 Quantitative Skills and Reasoning	3
MATH 1111 College Algebra	3

**SCHOOL OF ARTS AND SCIENCES**

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
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***(Select 6 hours from the following)*

ARTS	1101	Art Appreciation	3
ENGL	2130	American Literature	3
HUMN	1101	Introduction to Humanities	3

**General Education Core Electives***(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	2106	Microeconomics	3
ENGL	1102	Literature and Composition	3
ENGL	2130	American Literature	3
HIST	1111	World History I	3
HIST	1112	World History II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	3
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

**SCHOOL OF ARTS AND SCIENCES****General Studies Electives***(Select 20 hours from the following)*

			<b>Total 20 Credit Hours</b>
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	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	3
HIST	1112	World History II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	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

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

## SCHOOL OF ARTS AND 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
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**(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
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
MATH 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
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3

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

**SCHOOL OF ARTS AND 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 (3) (required)	
ENGL 1102 Literature and Composition (3) (required)	
Area II Social/Behavioral Sciences	6
PSYC 1101 Introductory Psychology (3) (required)	
<i>(select an additional 3 hours from Area II)*</i>	
Area III Natural Sciences/Mathematics	6-7
<i>(one of the following required)</i>	
MATH 1101 Mathematical Modeling	(3)
MATH 1103 Quantitative Skills and Reasoning	(3)
MATH 1111 College Algebra	(3)
<i>(select an additional 3-4 hours from Area III)*</i>	
Area IV Humanities/Fine Arts	3
<i>(one of the following required)</i>	
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 AND SCIENCES

*One of the following specializations must be chosen:*

**Accounting Specialization**

*Offered at Blairsville, Clarkesville, and Currahee Campuses*

**Occupational Courses**

			<b>Total 40 credit hours</b>
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.

**Clinical Lab Specialization**

*Offered at Clarkesville Campus*

**Occupational Courses**

			<b>Total 40 credit hours</b>
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
<b>OR</b>			
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	1050	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**

			<b>Total 40 credit hours</b>
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
<b>OR</b>			
ECCE	1103	Child Growth and Development	(3)
Electives			13

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

## SCHOOL OF ARTS AND SCIENCES

### 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	1100	Nurse Aide Fundamentals	6
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)	
	<b>(select an additional 3 hours from Area II)*</b>	
Area III	Natural Sciences/Mathematics	6-7
	<b>(one of the following required)</b>	
	MATH 1101 Mathematical Modeling	(3)
	MATH 1103 Quantitative Skills and Reasoning	(3)
	MATH 1111 College Algebra	(3)
	<b>(select an additional 3-4 hours from Area III)*</b>	
Area IV	Humanities/Fine Arts	3
	<b>(one of the following required)</b>	
	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.

##### **CLINICAL 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)	
	<b>(select an additional 3 hours from Area II)*</b>	

## SCHOOL OF ARTS AND SCIENCES

Area III Natural Sciences/Mathematics <i>(one of the following required)</i>	6-7
MATH 1101 Mathematical Modeling	(3)
MATH 1111 College Algebra	(3)
MATH 1127 Introduction to Statistics	(3)
<b>(select an additional 3-4 hours from Area III)*</b>	
Area IV Humanities/Fine Arts	3
<i>(one of the following required)</i>	
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)	
<b>(select an additional 3 hours from Area II)*</b>	
Area III Natural Sciences/Mathematics	6-7
<i>(one of the following required)</i>	
MATH 1101 Mathematical Modeling	(3)
MATH 1103 Quantitative Skills and Reasoning	(3)
MATH 1111 College Algebra	(3)
<b>(select an additional 3-4 hours from Area III)*</b>	
Area IV Humanities/Fine Arts	3
<i>(one of the following required)</i>	
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)	
<b>(select an additional 3 hours from Area II)*</b>	
Area III Natural Sciences/Mathematics	6-7
<i>(one of the following required)</i>	
MATH 1101 Mathematical Modeling	(3)
MATH 1111 College Algebra	(3)
<b>(select an additional 3-4 hours from Area III)*</b>	

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Area IV Humanities/Fine Arts	3
<i>(one of the following required)</i>	
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.

**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)*

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 3 Credit Hours</b>
COLL 1010 College and Career Success Skills		3
<b>AREA I – Language Arts/Communication</b>		<b>Total 3 Credit Hours</b>
ENGL 1101 Composition and Rhetoric		3
<b>AREA II – Social/Behavior Sciences</b>		<b>Total 6 Credit Hours</b>
<i>(Select 6 hours from the following)</i>		
ECON 1101 Principles of Economics		3
HIST 1111 World History I		3
HIST 1112 World History II		3
HIST 2111 U.S. History I		3
HIST 2112 U.S. History II		3
PSYC 1101 Introductory Psychology		3
SOCI 1101 Introduction to Sociology		3
<b>AREA III – Natural Sciences/Mathematics</b>		<b>Total 3 Credit Hours</b>
<i>(Select 3 hours from the following)</i>		
MATH 1101 Mathematical Modeling		3
MATH 1103 Quantitative Skills and Reasoning		3

**SCHOOL OF ARTS AND SCIENCES**

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***(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***(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	3
HIST	1112	World History II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	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

**SCHOOL OF ARTS AND SCIENCES****Occupational Guided Electives***(Select 9 hours from the following)*

			<b>Total 9 Credit Hours</b>
ACCT	1100	Financial Accounting I	4
ACCT	2145	Personal Finance	3
AIRC	1005	Refrigeration Fundamentals	4
AIRC	1030	HVACR Electrical Fundamentals	4
BUSN	1100	Introduction to Keyboarding	3
BUSN	1300	Introduction to Business	3
CIST	1001	Computer Concepts	4
CIST	1305	Program Design and Development	3
CRJU	1010	Introduction to Criminal Justice	3
CUUL	1000	Fundamentals of Culinary Arts	4
ECCE	1101	Introduction to Early Childhood Care and Education	3
ENGT	1000	Introduction to Engineering Technology	3
ESCI	1020	Introduction to GIS	3
HORT	1000	Horticulture Science	3
HORT	1080	Pest Management	3
IDSY	1190	Fluid Power Systems	4
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 \$1,800.

**SCHOOL OF HEALTH SCIENCES****Associate of Science in Nursing Degree (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.

**Program 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)
- 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

## SCHOOL OF HEALTH SCIENCES

training including appropriate titers

- 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

**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.*

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
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
( <i>one of the following required</i> )	
MATH 1101 Mathematical Modeling	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
( <i>one of the following required</i> )	
ARTS 1101 Art Appreciation	
MUSC 1101 Music Appreciation	
ENGL 2130 American Literature	
HUMN 1101 Introduction to Humanities	
<b>Occupational Courses</b>	<b>Total 57 credit hours</b>
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology I Lab	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology II Lab	1
BIOL 2117 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

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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.

*The Associate of Science in Nursing program at North Georgia Technical College at the  
Clarkesville and Blairsville campuses located in Clarkesville, Georgia and Blairsville, Georgia 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 Initial Accreditation.  
View the public information disclosed by the ACEN regarding this program at  
[www.acenursing.com/accreditedprograms/programsearch.htm](http://www.acenursing.com/accreditedprograms/programsearch.htm)*

**SCHOOL OF HEALTH SCIENCES****Clinical 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 Clinical Laboratory Technology Associate of Applied Science degree program prepares students to perform clinical laboratory procedures under the supervision of a qualified clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduates will receive a degree in Clinical Laboratory Technology and possess the entry level competencies necessary to perform routine clinical 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, Clinical 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 Clinical 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

**Program Courses****Credits****General Core Courses****Total 16 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

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Area III Natural Sciences/Mathematics	3
<b>(one of the following required)</b>	
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
<b>(two of the following required)</b>	
CHEM 1211 Chemistry I	3
CHEM 1211L Chemistry I Lab	1
<b>OR</b>	
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.

<b>Occupational Courses</b>		<b>Total 57 credit hours</b>
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
CLBT 1010	Introduction to Clinical Laboratory Technology	2
CLBT 1030	Urinalysis/Body Fluids	2
CLBT 1040	Hematology/Coagulation	5
CLBT 1050	Serology/Immunology	3
CLBT 1060	Immunohematology	4
CLBT 1070	Clinical Chemistry	4
CLBT 1080	Microbiology	5
CLBT 2090	Clinical Urinalysis, Serology, and Pre-analytic Specimen Process Practicum	3
CLBT 2100	Clinical Immunohematology Practicum	4
CLBT 2110	Clinical Hematology/Coagulation Practicum	4
CLBT 2120	Clinical Microbiology Practicum	4
CLBT 2130	Clinical Chemistry Practicum	4
CLBT 2200	CLT Certification Review	2
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. 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.

## SCHOOL OF HEALTH SCIENCES

The ability to discriminate with touch (detect and anchor veins) to perform venipuncture is required. Requires the ability to read, comprehend, and apply complex technical material as it relates to clinical laboratory procedures and equipment. Demonstrate progressive independence without constant supervision during clinical internship.

Essential Behavioral Attitudes – Ability to engage in activities consistent with safe clinical laboratory practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. Demonstrate responsibility and accountability for action as a student in the CLT program and as a developing Clinical Laboratory professional, including demonstrating integrity, respect for self and for others, and projecting an image of professionalism. Ability to work under mental and physical stress regularly is required, including ability to concentrate in situations with distractions. Ability to think critically is essential to perform, evaluate, interpret, record, and report laboratory test results, including quality control procedures. Ability to adapt to changing environments and be able to prioritize tasks is required.

### Occupational Hazards:

Working Environment – Works inside well-lighted and ventilated laboratory and patient care areas. 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 Clinical Laboratory Technology program is accredited by  
NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720, Rosemont, IL 60018-5119  
Fax: 773-714-8886, Phone: 773-714-8880  
[www.nacls.org](http://www.nacls.org)*

**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 .....	24

**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 clinicals
- 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	1050	Clinical Practice	5

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

**SCHOOL OF HEALTH SCIENCES****Medical Assisting AAS Degree (MA23)***Offered at Clarkesville, Blairsville, and Currahee Campuses*

Entrance Dates .....	Vary
Length of Program.....	6 Terms
Credit Hours Required for Graduation .....	62

**Purpose:** The Medical Assisting Associate of Applied Science degree program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting.

**Admission Requirements:**

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

**Program Requirements:**

- The number of students accepted into the Medical Assisting Program is limited by the number of faculty and clinical facilities available
- Must complete all required learning support courses before competitive process begins
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical competencies of the program (listed below) prior to entry
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including the practicum. An overall GPA of 2.0 or better is required to be eligible to sit for the CMA national certification exam
- Must maintain CPR certification in MAST 1090 and carry professional liability insurance while enrolled in the occupational courses
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and practicum; failure to provide the physical exam and immunization record or presentation of a physical and immunization record that does not meet the clinical requirements of the program may prevent a student from participation in MAST 1090 and clinical internship
- 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

## 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
<b>(one of the following required)</b>	
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 48 credit hours

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 1010 Legal and Ethical Concerns in the Medical Office	2
MAST 1030 Pharmacology in the Medical Office	4
MAST 1060 Medical Office Procedures	4
MAST 1080 Medical Assisting Skills I	4
MAST 1090 Medical Assisting Skills II	4
MAST 1100 Medical Insurance Management	2
MAST 1110 Administrative Practice Management	3
MAST 1120 Human Diseases	3
MAST 1170 Medical Assisting Externship	4
MAST 1180 Medical Assisting Seminar	4

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, lab fee - \$25, 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,

## SCHOOL OF HEALTH SCIENCES

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.

**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 .....	53

**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
- Required to have a grade of "B" or better in ALHS 1011 and MATH 1012. Degree level courses in these areas with a grade of "C" or better may be accepted as transfer credit provided, they meet the transfer of credit rules listed in the Admissions section of the catalog
- Must maintain a GPA of 2.0 or better; a grade of "C" or better must be achieved in each course in order to progress to the next semester of the program, including 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 carry professional liability insurance while enrolled in the occupational courses
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and 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

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MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3

**Occupational Courses**

ALHS	1011	Structure and Function of the Human Body	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
MAST	1010	Legal and Ethical Concerns in the Medical Office	2
MAST	1030	Pharmacology in the Medical Office	4
MAST	1060	Medical Office Procedures	4
MAST	1080	Medical Assisting Skills I	4
MAST	1090	Medical Assisting Skills II	4
MAST	1100	Medical Insurance Management	2
MAST	1110	Administrative Practice Management	3
MAST	1120	Human Diseases	3
MAST	1170	Medical Assisting Externship	4
MAST	1180	Medical Assisting Seminar	4

**Total 42 credit hours**

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.caahp.org](http://www.caahp.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*

**SCHOOL OF HEALTH SCIENCES****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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
ALHS 1011	Structure and Function of Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
ENGL 1010	Fundamentals of English I	3
MAST 1120	Human 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.....	5 Terms
Credit Hours Required for Graduation .....	70

**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 prepares students for employment in paramedic positions in today's health services field. 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/85, EMT I/99, or 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.

**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

**Program Courses**

**Credits**

**General Core Courses**

**Total 15 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 <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1111 College Algebra MATH 1127 Introduction to Statistics	3
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.*

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<b>Occupational Courses</b>			<b>Total 55 credit hours</b>
BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology I Lab	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology II Lab	1
COLL	1010	College and Career Success Skills	3
EMSP	2110	Foundations of Paramedicine	3
EMSP	2120	Applications of Pathophysiology for Paramedics	3
EMSP	2130	Advanced Resuscitative Skills for Paramedics	3
EMSP	2140	Advanced Cardiovascular Concepts	4
EMSP	2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP	2320	Therapeutic Modalities of Medical Care	5
EMSP	2330	Therapeutic Modalities of Trauma Care	4
EMSP	2340	Therapeutic Modalities of Special Patient Populations	4
EMSP	2510	Clinical Applications for the Paramedic I	2
EMSP	2520	Clinical Applications for the Paramedic II	2
EMSP	2530	Clinical Applications for the Paramedic III	2
EMSP	2540	Clinical Applications for the Paramedic IV	1
EMSP	2550	Clinical Applications for the Paramedic V	1
EMSP	2560	Clinical Applications for the Paramedic VI	1
EMSP	2570	Clinical Applications for the Paramedic VII	1
EMSP	2710	Field Internship for the Paramedic	2
EMSP	2720	Practical Applications for Paramedic	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 - \$250-\$300, drug test - \$35, criminal background check - \$50, lab fee - \$25, physical exam - \$100-\$150, Georgia licensing fees - \$150-\$300, EMS Testing - \$85, 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

### Paramedicine Diploma (PT12)

*Offered at Clarkesville and Blairsville Campuses*

Entrance Dates .....	Fall
Length of Program.....	4 Terms
Credit Hours Required for Graduation .....	63

**Purpose:** The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The program prepares students for employment in paramedic positions in today's health services field. 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/85, EMT I/99, or 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.

**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 51 credit hours**

ALHS	1011	Structure and Function of the Human Body	5
ALHS	1090	Medical Terminology/Allied Health Sciences	2

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EMSP	2110	Foundations of Paramedicine	3
EMSP	2120	Applications of Pathophysiology for Paramedics	3
EMSP	2130	Advanced Resuscitative Skills for Paramedics	3
EMSP	2140	Advanced Cardiovascular Concepts	4
EMSP	2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP	2320	Therapeutic Modalities of Medical Care	5
EMSP	2330	Therapeutic Modalities of Trauma Care	4
EMSP	2340	Therapeutic Modalities of Special Patient Populations	4
EMSP	2510	Clinical Applications for the Paramedic I	2
EMSP	2520	Clinical Applications for the Paramedic II	2
EMSP	2530	Clinical Applications for the Paramedic III	2
EMSP	2540	Clinical Applications for the Paramedic IV	1
EMSP	2550	Clinical Applications for the Paramedic V	1
EMSP	2560	Clinical Applications for the Paramedic VI	1
EMSP	2570	Clinical Applications for the Paramedic VII	1
EMSP	2710	Field Internship for the Paramedic	2
EMSP	2720	Practical Applications for Paramedic	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 - \$250-\$300, drug test - \$35, criminal background check - \$50, physical exam - \$100-\$150, Georgia licensing fees - \$150-\$300, EMS Testing - \$85, 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.....	4 Terms
Credit Hours Required for Graduation .....	45

**Purpose:** The EMS Professions diploma prepares students to 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.

**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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 12 credit hours</b>
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

## SCHOOL OF HEALTH SCIENCES

### Occupational Courses

**Total 33 credit hours**

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

Estimated cost of books and supplies for full program is approximately \$1500. Price does not include the cost of required clinical shoes and uniforms which is approximately \$150. Other costs include: certification exam - \$250-\$300, drug test - \$35, criminal background check - \$50, Georgia licensing fees - \$100, EMS Testing - \$56.50, 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

### **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 .....	10

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

**Admission Requirements:**

- Age 18 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- 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 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

## SCHOOL OF HEALTH SCIENCES

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 - \$250-\$300, drug test - \$35, criminal background check - \$50, Georgia licensing fees - \$100, EMS Testing - \$56.50, 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.....	2 Terms
Credit Hours Required for Graduation .....	16

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

**Admission Requirements:**

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

**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 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

## SCHOOL OF HEALTH SCIENCES

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 - \$250-\$300, drug test - \$35, criminal background check - \$50, Georgia licensing fees - \$100, EMS Testing - \$56.50, 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 .....	26

**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

<u>Program Courses</u>		<u>Credits</u>
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

**SCHOOL OF HEALTH SCIENCES**

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

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 - \$250-\$300, drug test - \$35, criminal background check - \$50, Georgia licensing fees - \$100, EMS Testing - \$56.50, 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

### Pharmacy Technology AAS Degree (PT23)

*Offered at Clarkesville Campus*

Entrance Dates .....	Vary
Length of Program.....	5 Terms
Credit Hours Required for Graduation .....	65

**Purpose:** The Pharmacy Technology Associated of Applied Science degree provides students with the entry-level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Graduates will receive an associate of applied science degree in Pharmacy Technology and are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescription under the supervision of a pharmacist.

**Admission Requirements:**

- Age 16 or older 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 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
- 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 clinical activities; student's participation in the internship is dependent upon the results of these requirements
- Must be 18 years of age and registered with the Georgia Board of Pharmacy prior to clinical rotation
- 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 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 enters the program

**Additional Information:**

- In order to sit for the PTCB Examination, a student must provide full disclosure of all criminal and state board of pharmacy registration or licensure actions, be in compliance with all applicable PTCB certification policies and no violation of a PTCB certification policy or code of conduct

**Program Courses**

**Credits**

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

## SCHOOL OF HEALTH SCIENCES

Occupational	Courses	Total 50 credit hours
ALHS	1040 Introduction to Health Care	3
ALHS	1090 Medical Terminology for Allied Health Sciences	2
BIOL	2113 Anatomy and Physiology I	3
BIOL	2113L Anatomy and Physiology 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
PHAR	1000 Pharmaceutical Calculations	4
PHAR	1010 Pharmacy Technology Fundamentals	5
PHAR	1020 Principles of Dispensing Medications	4
PHAR	1030 Principles of Sterile Medication Preparation	4
PHAR	1040 Pharmacology	4
PHAR	1050 Pharmacy Technology Practicum	5
PHAR	2060 Advanced Pharmacy Technology Principles	3
PHAR	2070 Advanced Pharmacy Technology Practicum	5

Estimated cost of books and supplies for full program is approximately \$1,800. This price does not include white leather shoes, two sets of uniforms (scrubs), two lab coats, ID badge magnet, and NGTC patch, all of which students are required to purchase. Cost of these items is approximately \$260. Other costs include physical exam - \$100-\$150, drug test - \$35, criminal background check - \$50, lab fee - \$25, HBV vaccine - \$100, Georgia Board of Pharmacy registration - \$100, fingerprinting - \$34, malpractice insurance - \$11.50 per year, and National Certification Exam (PTCB) - \$129. These are approximate costs and subject to change.

**Technical Competencies:**

Working Environment – Works inside well-lighted, clean, neat, organized pharmacy environment. Work under the direction of a licensed pharmacist. In community pharmacy settings, may stock, inventory, and order drugs; collect patient information; maintain computerized patient profiles; count/pour medications into dispensing containers; compound pharmaceutical preparations; input prescription information into a pharmacy computer system; prepare insurance claims; and manage sales. In hospital pharmacy settings, may assemble daily supplies of medications for patients; repackage medications; prepare sterile and bio-hazardous products; maintain nursing station medication stocks; collect quality improvement data; deliver medications; operate dispensing and/or robotic machinery; and perform many of the same duties as in a community pharmacy.

OSHA Risk Factor – Category III – A chance of exposure to blood and other body fluids is low and is not a routine component of the program. 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. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Physical Demands – This position 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. This position requires frequent sitting, standing, and/or walking. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. Expressing or exchanging ideas by spoken word is required. The ability to work under mental and physical stress regularly is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

**SCHOOL OF HEALTH SCIENCES****Pharmacy Technology Diploma (PT22)***Offered at Clarkesville Campus*

Entrance Dates .....	Vary
Length of Program.....	4 Terms
Credit Hours Required for Graduation .....	56

**Purpose:** The Pharmacy Technology diploma program enables students to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

**Admission Requirements:**

- Age 16 or older 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 meet the technical competencies of the program (listed below) prior to entry
- Must provide a physical examination and immunization record prior to participating in the clinical internship; failure to provide a physical exam or immunization record that meets the clinical requirement of the program may prevent a student from participating in the clinical internship
- Must carry professional liability insurance while enrolled in the program
- BLS certification required
- 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 be 18 years of age and registered with the Georgia Board of Pharmacy prior to clinical rotation
- 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 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 enters the program

**Additional Information:**

- In order to sit for the PTCB Examination, a student must provide full disclosure of all criminal and state board of pharmacy registration or licensure actions, be in compliance with all applicable PTCB certification policies and no violation of a PTCB certification policy or code of conduct

**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

## SCHOOL OF HEALTH SCIENCES

<b>Occupational Courses</b>			<b>Total 44 credit hours</b>
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
PHAR	1000	Pharmaceutical Calculations	4
PHAR	1010	Pharmacy Technology Fundamentals	5
PHAR	1020	Principles of Dispensing Medications	4
PHAR	1030	Principles of Sterile Medication Preparation	4
PHAR	1040	Pharmacology	4
PHAR	1050	Pharmacy Technology Practicum	5
PHAR	2060	Advanced Pharmacy Technology Principles	3
PHAR	2070	Advanced Pharmacy Technology Practicum	5

Estimated cost of books and supplies for full program is approximately \$1,500. This price does not include white leather shoes, two sets of uniforms (scrubs), two lab coats, ID badge magnet, and NGTC patch, all of which students are required to purchase. Cost of these items is approximately \$260. Other costs include physical exam - \$100-\$150, drug test - \$35, criminal background check - \$50, HBV vaccine - \$100, Georgia Board of Pharmacy registration - \$100, fingerprinting - \$34, and malpractice insurance - \$11.50 per year, National Certification Exam (PTCB) - \$129. These are approximate costs and subject to change.

### **Technical Competencies:**

Working Environment – Works inside well-lighted, clean, neat, organized pharmacy environment. Work under the direction of a licensed pharmacist. In community pharmacy settings, may stock, inventory, and order drugs; collect patient information; maintain computerized patient profiles; count/pour medications into dispensing containers; compound pharmaceutical preparations; input prescription information into a pharmacy computer system; prepare insurance claims; and manage sales. In hospital pharmacy settings, may assemble daily supplies of medications for patients; repackage medications; prepare sterile and bio-hazardous products; maintain nursing station medication stocks; collect quality improvement data; deliver medications; operate dispensing and/or robotic machinery; and perform many of the same duties as in a community pharmacy.

OSHA Risk Factor – Category III – A chance of exposure to blood and other body fluids is low and is not a routine component of the program. 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. The course exposes the student to noxious smells, either toxic or non-toxic; to toxic fumes, gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin. HBV vaccination is recommended prior to clinical.

Physical Demands – This position 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. This position requires frequent sitting, standing, and/or walking. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The abilities to hear and smell are essential. Expressing or exchanging ideas by spoken word is required. The ability to work under mental and physical stress regularly is required. The ability to think critically is essential. Reliable transportation to the clinical site is essential.

## SCHOOL OF HEALTH SCIENCES

### Pharmacy Technology Certificate (PB71)

*Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring
Length of Program.....	3 Terms
Credit Hours Required for Graduation .....	35

**Purpose:** The Pharmacy Technology certificate program is designed to provide students with short term training to prepare them for entry-level employment in a variety of settings such as hospitals, retail pharmacies, nursing homes, medical clinics, etc. Students will receive didactic instruction and laboratory training in anatomy and physiology, fundamental concepts, and principles of receiving, storing and dispensing medication.

**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 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
- 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 be 18 years of age and registered with the Georgia Board of Pharmacy prior to clinical rotation
- 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 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 enters the program

<b>Program Courses</b>			<b>Credits</b>
ALHS	1011	Structure and Function of the Human Body	5
ALHS	1090	Medical Terminology for the Allied Health Student	2
COLL	1010	College and Career Success Skills	3
MATH	1012	Foundations of Mathematics	3
PHAR	1000	Pharmaceutical Calculations	4
PHAR	1010	Pharmacy Technology Fundamentals	5
PHAR	1020	Principles of Dispensing Medications	4
PHAR	1040	Pharmacology	4
PHAR	1050	Pharmacy Technology Practicum	5

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

**SCHOOL OF HEALTH SCIENCES****Practical Nursing Diploma (PN12)***Offered at Blairsville and Currahee Campuses*

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

**Purpose:** The Practical Nursing diploma 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 diploma and have the qualifications of an entry-level practical nurse.

**Admission Requirements:**

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

**Program Requirements:**

- Acceptance into the Practical Nursing Program is a competitive process in which students are ranked based on their GPA and HESI scores
- Schedule and take HESI exam
- Must complete all required learning support courses before the competitive process begins
- No re-admission to the program after two withdrawals or two academic failures in any occupational course
- Must meet the technical competencies (listed below) of the program prior to entry
- Required to have a grade of "B" or better in ALHS 1011, MATH 1012, and PNSG 2010. Degree level courses in these areas with a grade of "C" or better may be accepted as transfer credit provided they meet the transfer of credit rules listed in the Admissions section of the catalog
- Must maintain a GPA of 2.0 or better. A grade of "C" or better must be maintained in each course in order to continue in each clinical course and to progress to the next semester. An overall GPA of 2.0 or better is required to be eligible to sit for the NCLEX-PN licensure exam
- 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 can result in the student being dropped from the program
- Must carry professional liability insurance while enrolled in the program
- Clinical sites are located throughout the eight-county service area and will require students to travel and provide their own transportation to and from the clinical sites
- Physical and dental exams and immunization records are required before assignment to clinical affiliates for training
- 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.

## 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 48 credit hours**

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology	2
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1
PNSG 2310	Medical-Surgical Nursing Clinical I	2
PNSG 2320	Medical-Surgical Nursing Clinical II	2
PNSG 2330	Medical-Surgical Nursing Clinical III	2
PNSG 2340	Medical-Surgical Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2

Estimated cost of books and supplies for full program is approximately \$3,000. 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 - \$35, criminal background check - \$100, physical exam and immunizations- \$100-\$150, licensure expenses - \$350, AceMapp registration fee - \$50, and nursing fee - \$378.00 per semester.

#### 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 receiving 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 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

## SCHOOL OF HEALTH SCIENCES

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 .....	13

**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 practicum placement
- BLS and First Aid Certification required

<u>Program Courses</u>		<u>Credits</u>
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 1100	Nurse Aide Fundamentals	6

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

<u>Program Courses</u>		<u>Credits</u>
ALHS 1040 Introduction to Health Care		3
<b>OR</b>		
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

### **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

<b>Program Courses</b>			<b>Credits</b>
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	1100	Nurse Aide Fundamentals	6

**Phlebotomy (8PS1)**

PHLT	1030	Introduction to Venipuncture	3
PHLT	1050	Clinical Practice	5

**Pharmacy Tech (8PT1)**

PHAR	1000	Pharmaceutical Calculations	4
PHAR	1040	Pharmacology	4
PHAR	1010	Pharmacy Technology	5

Estimated cost of books and supplies for full program is approximately \$2,200. Additional expenses may be incurred dependent upon the program track.

## SCHOOL OF HEALTH SCIENCES

### 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 .....	64-68

**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

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

<b>Occupational Courses</b>	<b>Total 29 credit hours</b>
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**

Select one of the following specializations

<b>Automated Control Systems</b>			<b>Total of 17 hours</b>
IDSY	1130	Industrial Wiring	4
AUMF	1170	AC/DC Circuit Fundamentals	4
AUMF	1220	HMI's and Industrial Networking	4
AUMF	2060	Work Cell Design Laboratory	2
<b>OR</b>			
AUMF	2210	Smart Factory Networking and Sensors	(4)
<b>AND</b>			
AUMF	2500	Manufacturing Operations Intern/Practicum	3
<b>OR</b>			
AUMF	2200	Mechatronic Systems Programming and Troubleshooting	(5)
<b>Industrial Maintenance</b>			<b>Total of 17 hours</b>
IDSY	1130	Industrial Wiring	4
AUMF	1160	Industrial Metalworking	4
AUMF	1170	AC/DC Circuit Fundamentals	4
AUMF	2060	Work Cell Design Laboratory	2
AUMF	2500	Manufacturing Operations Intern/Practicum	3

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

## SCHOOL OF INDUSTRIAL TECHNOLOGY

### 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

**Select one of the following specializations**

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

**Industrial Maintenance Total of 12 hours**

IDSY 1130	Industrial Wiring	4
AUMF 1160	Industrial Metalworking	4
AUMF 1170	AC/DC Circuit Fundamentals	4

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

## SCHOOL OF INDUSTRIAL TECHNOLOGY

### 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

<u>Program Courses</u>	<u>Credits</u>
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.

### 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

<u>Program Courses</u>	<u>Credits</u>
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.

**SCHOOL OF INDUSTRIAL TECHNOLOGY****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

<u>Program Courses</u>	<u>Credits</u>
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)**

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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1111 College Algebra MATH 1103 Quantitative Skills and Reasoning	3
Area IV Humanities/Fine Arts	3
General Education Core Requirement from any area	3
<i>Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.</i>	
<b>Occupational Courses</b>	<b>Total 16 credit hours</b>
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, Summer
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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>one of the following required)</i>	3
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
<i>Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.</i>	
<b>Occupational Courses</b>	
<b>Total 55 credit hours</b>	
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1010 Refrigeration Principles and Practices	4
AIRC 1020 Refrigeration Systems Components	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4
AIRC 1060 Air Conditioning 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, Summer
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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 9 credit hours</b>

COLL 1010	College and Career Success Skills	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

<u>Occupational Courses</u>	<u>Total 44 credit hours</u>
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 (AC81)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
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

<b>Program Courses</b>		<b>Credits</b>
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, Summer
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

<b>Program Courses</b>		<b>Credits</b>
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, Summer
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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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, Summer
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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
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

**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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 9 credit hours</b>

COLL 1010	College and Career Success Skills	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

<u>Occupational Courses</u>	<u>Total 26 credit hours</u>	
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:**

<b>Electrical Construction and Maintenance (8EC2)</b>	<b>Total 8 credit hours</b>	
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR 1520	Grounding and Bonding	2

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

**SCHOOL OF INDUSTRIAL TECHNOLOGY****Commercial Wiring Certificate (CW31)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall
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.

**Residential Wiring Technician Certificate (RW21)***Offered at Clarkesville Campus*

Entrance Dates .....	Spring
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****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

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

**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

**Program Courses****Credits****General Core Courses****Total 15 credit hours**

Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
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Area II Social/Behavioral Sciences	3
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Area III Natural Sciences/Mathematics <i>(one of the following required)</i>	3
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- MATH 1103 Quantitative Skills and Reasoning  
MATH 1111 College Algebra  
MATH 1127 Introduction to Statistics

Area IV Humanities/Fine Arts	3
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General Education Elective from any area	3
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*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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills		3
ENGL 1010 Fundamentals of English I		3
MATH 1012 Foundations of Mathematics		3
<b>Occupational Courses</b>		<b>Total 47 credit hours</b>
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

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
PHOT 1102 Visual Theory I	3
PHOT 1105 Digital Imaging I	3
PHOT 1126 Portraiture I	3
PHOT 2103 Commercial I	3

Estimated cost of books and supplies for full program is approximately \$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 Terms
Credit Hours Required for Graduation .....	66

**Purpose:** The Precision Machining and Manufacturing Associate of Applied Science degree program prepares students for careers in 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

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

<b>Occupational Courses</b>	<b>Total 54 credit hours</b>
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 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
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

<u>Program Courses</u>	<u>Credits</u>
<b>Basic Skills Courses</b>	<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
<b>Occupational Courses</b>	<b>Total 40 credit hours</b>
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
<b>OR</b>	
AMCA 2150 CNC Lathe Manual Programming	(5)
MCHT 1220 Mill Operations II	4
<b>OR</b>	
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 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

**CNC Specialist Certificate (CS51)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring, Summer
Length of Program.....	2 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.

**SCHOOL OF INDUSTRIAL TECHNOLOGY****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

<u>Program Courses</u>		<u>Credits</u>
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.

**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

<u>Program Courses</u>		<u>Credits</u>
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.

**SCHOOL OF INDUSTRIAL TECHNOLOGY****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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

**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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
<b>Basic Skills Courses</b>		<b>Total 9 credit hours</b>
COLL 1010 College and Career Success Skills		3
ENGL 1010 Fundamentals of English I		3
MATH 1012 Foundations of Mathematics		3
<b>Occupational Courses</b>		<b>Total 41 credit hours</b>
COFC 1080 Construction Trades Core		4
WELD 1005 Welding and Cutting Fundamentals		3
WELD 1015 Shielded Metal Arc Welding I		4
WELD 1025 Shielded Metal Arc Welding II		3
WELD 1035 Gas Metal Arc and 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 1085 SMAW Stainless Steel Groove Welds		3
WELD 1105 Gas Metal Arc Welding – Aluminum		3
WELD 1115 Gas Tungsten Arc Welding – Aluminum		3

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

Additional fees - \$30 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

<u>Program Courses</u>		<u>Credits</u>
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 - \$30 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

<u>Program Courses</u>		<u>Credits</u>
COFC 1080 Construction Trades 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 - \$30 lab fee per occupational course.

## SCHOOL OF INDUSTRIAL TECHNOLOGY

### Pipe Welder Certificate (PW11)

*Offered at Clarkesville Campus*

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

**Purpose:** The Pipe Welder certificate program provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe 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
- Must have graduated from the Welding Technology diploma program; or successful completion of welding skills assessment to include basic arc, advanced arc, basic TIG, and advanced TIG or construction/pre-pipe welding; or able to pass a welding test – GTAW (TIG) root and hot pass and SMAW (Arc) fill and cap test on 3/8" plate in the vertical position open butt with no backing strip

**Program Requirements:**

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

<b>Program Courses</b>		<b>Credits</b>
COFC 1080	Construction Trades Core	4
WELD 1055	Shielded Metal Arc Welding Pipe Welds	3
WELD 1075	Gas Tungsten Arc Welding Pipe Welding	4
WELD 1570	Advanced Nuclear Pipe Welding	4

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

Additional fees - \$30 lab fee per occupational course.

### 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

<b>Program Courses</b>		<b>Credits</b>
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 - \$30 lab fee per occupational course.

**SCHOOL OF PERSONAL SERVICES****Cosmetology Diploma (CO12)***Offered at Clarkesville and Blairsville Campuses*

Entrance Dates .....	Fall, Spring
Length of Program.....	4 Terms
Credit Hours Required for Graduation (1500 hours required by Licensing Board) .....	53

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

**Admission Requirements:**

- Age 16 or older 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 complete basic skills courses before entering the occupational courses which begin in the fall and spring
- Must purchase malpractice insurance for program occupational courses; fee is non-refundable once the student has attended at least one day of class
- 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 48 months and student will be required to retake Cosmetology courses
- Program requires online, classroom, lab, and practicum instruction
- After graduation, student has the option to continue their education in the Applied Technical Management Degree program

**SCHOOL OF PERSONAL SERVICES****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**

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 \$1,600. 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 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

**Program Courses**

<b><u>Credits</u></b>	<b><u>Credits</u></b>
<b>Total 36 credit hours</b>	<b>Total 36 credit hours</b>

**Occupational Courses**

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.

**SCHOOL OF PERSONAL SERVICES****Shampoo Technician Certificate (ST11)***Offered at Clarkesville and Blairsville Campuses*

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

**Purpose:** The Shampoo Technician 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

<u>Program Courses</u>		<u>Credits</u>
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 \$940.

## 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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1103 Quantitative Skills and Reasoning MATH 1111 College Algebra MATH 1127 Introduction to Statistics	3
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.*

**SCHOOL OF PERSONAL SERVICES****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
<b>OR</b>			
CRJU	2100*	Criminal Justice Internship/Externship	(3)
<b>Occupational Electives</b>			<b>15</b>

*\*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	3
<b>OR</b>		
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

<b>Program Courses</b>		<b>Credits</b>
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.

### **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

<b>Program Courses</b>		<b>Credits</b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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 .....	65

**Purpose:** The Culinary Arts Associates of Applied Science degree program prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. 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

<u>Program Courses</u>	<u>Credits</u>
<b>General Core Courses</b>	<b>Total 15 credit hours</b>
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1103 Quantitative Skills and Reasoning MATH 1111 College Algebra MATH 1127 Introduction to Statistics	3
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.*

<b>Occupational Courses</b>	<b>Total 50 credit hours</b>
COLL 1010 College and Career Success Skills	3
CUUL 1000 Fundamentals of Culinary Arts	4
CUUL 1110 Culinary Safety and Sanitation	2
CUUL 1120 Principles of Cooking	6
<b>OR</b>	
CUUL 1122 Foundations of Cooking Principles	(3)
<b>AND</b>	

**SCHOOL OF PERSONAL SERVICES**

CUUL	1124	Foundations of Cooking Techniques	(3)
CUUL	1129	Fundamentals of Restaurant Operations	4
CUUL	1220	Baking Principles	5
CUUL	1320	Garde Manger	4
CUUL	1370	Culinary Nutrition and Menu Development	3
CUUL	2160	Contemporary Cuisine	4

*(select one of the following)*

CUUL	2130	Culinary Practicum	6
CUUL	2140	Advanced Baking and International Cuisine	(6)

*(select one of the following)*

CUUL	2190	Principles of Culinary Leadership	3
MGMT	1115	Leadership	(3)

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

## 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 .....	50

**Purpose:** The Culinary Arts diploma program prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. 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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
<b>OR</b>		
CUUL 1122	Foundations of Cooking Principles	(3)
<b>AND</b>		
CUUL 1124	Foundations of Cooking Techniques	(3)
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1370	Culinary Nutrition and Menu Development	3
CUUL 2160	Contemporary Cuisine	4
<b><i>(select one of the following)</i></b>		
CUUL 2130	Culinary Practicum	6
CUUL 2140	Advanced Baking and International Cuisine	(6)
<b><i>(select one of the following)</i></b>		
CUUL 2190	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  
6816 Southpoint Pkwy Ste 400  
Jacksonville, FL 32216  
www.acfcchefs.org*

**SCHOOL OF PERSONAL SERVICES****Baking and Pastry Specialist Certificate (BA51)***Offered at Currahee Campus*

Entrance Dates .....	Fall, Spring
Length of Program.....	3 Terms
Credit Hours Required for Graduation .....	25

**Purpose:** The Baking and Pastry Specialist certificate program 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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
CUUL 1110 Culinary Safety and Sanitation		2
CUUL 1120 Principles of Cooking		6
<b>OR</b>		
CUUL 1122 Foundations of Cooking Principles	(3)	
<b>AND</b>		
CUUL 1124 Foundations of Cooking Techniques	(3)	
CUUL 1220 Baking Principles	5	
CUUL 1370 Culinary Nutrition and Menu Development	3	
CUUL 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.....	3 Terms
Credit Hours Required for Graduation .....	25

**Purpose:** The Catering Specialist certificate 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

<u>Program Courses</u>		<u>Credits</u>
CUUL 1110	Culinary, Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
<b>OR</b>		
CUUL 1122	Foundations of Cooking Principles	(3)
<b>AND</b>		
CUUL 1124	Foundations of Cooking Techniques	(3)
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 2160	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.....	2 Term
Credit Hours Required for Graduation .....	18

**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

<b>Program Courses</b>		<b>Credits</b>
COLL 1010	College and Career Success Skills	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
<b>OR</b>		
CUUL 1122	Foundations of Cooking Principles	(3)
<b>AND</b>		
CUUL 1124	Foundations of Cooking Techniques	(3)
CUUL 1370	Culinary Nutrition and 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 .....	16

**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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
<b>OR</b>		
CUUL 1122	Foundations of Cooking Principles	(3)
<b>AND</b>		
CUUL 1124	Foundations of Cooking Techniques	(3)
CUUL 1129	Fundamentals of Restaurant Operations	4

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

**Prep Cook Certificate (PC51)***Offered at the Currahee Campus*

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

**Purpose:** The Prep Cook certificate program provides students 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

<u>Program Courses</u>		<u>Credits</u>
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
<b>OR</b>		
CUUL 1122	Foundations of Cooking Principles	(3)
<b>AND</b>		
CUUL 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

<u>Program Courses</u>	<u>Credits</u>
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	3
PSYC 1101 Introductory Psychology (required)	
Area III Natural Sciences/Mathematics	3
<i>(one of the following required)</i>	
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.*

## SCHOOL OF PERSONAL SERVICES

**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)**

			<b>Total 6 hours</b>
ECCE	2310	Paraprofessional Methods and Materials	(3)
ECCE	2312	Paraprofessional Role and Practices	(3)

**Family Child Care (8FC3)**

			<b>Total 6 hours</b>
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

<u>Program Courses</u>	<u>Credits</u>
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<b>Basic Skills Courses</b>			<b>Total 12 credit hours</b>
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

<b>Occupational Courses</b>			<b>Total 42 credit hours</b>
ECCE 1101	Introduction to ECCE		3
ECCE 1103	Child Growth and Development		3
ECCE 1105	Health, Safety and Nutrition		3
ECCE 1112	Curriculum and Assessment		3
ECCE 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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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 TRANSPORTATION

### Automotive Collision Repair Diploma (ACR2)

*Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring
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

<u>Program Courses</u>			<u>Credits</u>
<b>Basic Skills Courses</b>			<b>Total 9 credit hours</b>
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
<b>Occupational Courses</b>			<b>Total 17 credit hours</b>
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**

<b>Refinishing (8RS2)</b>	<b>Total 12 credit hours</b>		
ACRP	2001	Introduction to Auto Painting and Refinishing	5
ACRP	2002	Painting and Refinishing Techniques	5
ACRP	2009	Refinishing Internship	2
<b>Major Collision Repair (8MC2)</b>	<b>Total 12 credit hours</b>		
ACRP	2010	Major Collision Repair	5
ACRP	2015	Major Collision Replacements	5
ACRP	2019	Major Collision Repair Internship	2
<b>Mechanical/Electrical Helper (8MH)</b>	<b>Total 9 credit hours</b>		
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)*

**SCHOOL OF TRANSPORTATION****Automotive Collision Mechanical/Electrical Helper Certificate (AH71)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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.

**SCHOOL OF TRANSPORTATION****Automotive Collision Repair Assistant II Certificate (AZ51)***Offered at Clarkesville Campus*

Entrance Dates .....	Fall, Spring
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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 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

<u>Program Courses</u>	<u>Credits</u>
General Core Courses	Total 15 credit hours
Area I Language Arts/Communication ENGL 1101 Composition and Rhetoric (required)	3
Area II Social/Behavioral Sciences <i>(one of the following required)</i> ECON 1101 Principles of Economics HIST 1111 World History I PSYC 1101 Introductory Psychology SOCI 1101 Introduction to Sociology	3
Area III Natural Sciences/Mathematics <i>(one of the following required)</i> MATH 1101 Mathematical Modeling MATH 1103 Quantitative Skills and Reasoning MATH 1111 College Algebra	3
Area IV Humanities/Fine Arts <i>(one of the following required)</i> ARTS 1101 Arts Appreciation ENGL 2130 American Literature MUSC 1101 Music Appreciation	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.*

**SCHOOL OF TRANSPORTATION****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

<u>Program Courses</u>		<u>Credits</u>
<b>Basic Skills Courses</b>		<b>Total 9 credit hours</b>
COLL 1010	College and Career Success Skills	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
<b>Occupational Courses</b>		<b>Total 44 credit hours</b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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.

### 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 shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

**Admission Requirements:**

- Age 16 or older 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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<u>Program Courses</u>		<u>Credits</u>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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

<b><u>Program Courses</u></b>		<b><u>Credits</u></b>
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.....	8 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 7 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).

**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 Certificate (EL11)

*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 .....	12

**Purpose:** The Electrical Lineworker certificate program provides students with the necessary knowledge and skills to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills. Utility companies have various physical and weight requirements and company-administered tests prior to hiring.

**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 seven 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)

**Program Courses**

**Credits**

ELCR 1800	Electrical Lineworker Organization Principles	3
ELCR 1820	Electrical Lineworker Workplace Skills	2
ELCR 1840	Electrical Lineworker Automation Skills	2
ELCR 1860	Electrical Lineworker Occupational Skills	5

Estimated cost of books and supplies for full program is approximately \$500. Drug Screen \$35.

## Approved Semester Electives

<b>Accounting Degree (AC13)</b>			
<b>Course #</b>	<b>Elective</b>	<b>Prerequisites</b>	<b>Credit Hours</b>
<b>Accounting Electives</b>			
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2110	Accounting Simulation	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2120	Business Tax Accounting	ACCT 1125	3
ACCT 2130	Integrated Accounting Management System	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
<b>Occupational-Guided Electives</b>			
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2110	Accounting Simulation	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2120	Business Tax Accounting	ACCT 1125	3
ACCT 2130	Integrated Accounting Management System	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
ECON 2106	Microeconomics		3
MATH 1113	Pre-Calculus	MATH 1111	3
MATH 1127	Introduction to Statistics		3
MGMT 1100	Principles of Management		3

**APPROVED SEMESTER ELECTIVES**

MGMT 1105	Organizational Behavior		3
MGMT 1115	Leadership		3
MGMT 1120	Introduction to Business		3
MGMT 1125	Business Ethics		3
MGMT 2135	Management Communication Techniques		3
MGMT 2215	Team Project		3
SOCI 1101	Introduction to Sociology		3

**Accounting Diploma (AC12)**

Course #	Elective	Prerequisites	Credit Hours
<b>Accounting Electives</b>			
ACCT 2000	Managerial Accounting	ACCT 1105	3
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2110	Accounting Simulation	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2120	Business Tax Accounting	ACCT 1125	3
ACCT 2130	Integrated Accounting Management System	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3
ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
<b>Occupational-Guided Electives</b>			
ACCT 2000	Managerial Accounting	ACCT 1105	3
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2110	Accounting Simulation	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2120	Business Tax Accounting	ACCT 1125	3
ACCT 2130	Integrated Accounting Management System	ACCT 1105, ACCT 1115, ACCT 1120	3
ACCT 2135	Intro to Governmental & Nonprofit Accounting	ACCT 1105	3

**APPROVED SEMESTER ELECTIVES**

ACCT 2140	Legal Environment of Business		3
ACCT 2145	Personal Finance		3
ACCT 2150	Principles of Auditing	ACCT 1105	3
ACCT 2155	Principles of Fraud Examination		3
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1115	Leadership		3
MGMT 1120	Introduction to Business		3
MGMT 1125	Business Ethics		3
MGMT 2135	Management Communication Techniques		3
MGMT 2215	Team Project		3

**Agribusiness Degree (AG13) and Diploma (AG12)**

Course #	Elective	Prerequisites	Credit Hours
AGRIB 1100	Introduction to Agribusiness		1
AGRIB 1110	Agribusiness Management		3
AGRIB 1120	Leadership in Agribusiness		3
AGRIB 1150	Agricultural Finance and Credit		3
AGRIB 2100	Agribusiness Marketing		3
AGRIB 2110	Farm Organization and Management		3
AGRIB 2130	Agricultural Policy		3
AGRIB 2140	Issues of Agriculture and Natural Resources		3
AGRIB 2200	Principles of Agronomy		3
AGRIB 2250	Survey of the Animal Industry		3
AGRIB 2300	Precision Agricultural Systems		4
AGSC 2150	Grasses and Forages in Agriculture	AGRIB 2250	3
AGSC 2270	Livestock Production and Management	AGRIB 2250	3
ESCI 1020	Introduction to GIS		3

**APPROVED SEMESTER ELECTIVES**

ESCI 1080	Survey of Environmental Ethics		3
ESCI 1130	Introduction to Fish and Wildlife Management		3
ESCI 2030	Forest, Stream, and Wetland Ecology		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 2120	Quantitative Field Sampling and Analysis		4
ESCI 2130	Aquaculture		3
ESCI 2160	Environmental Toxicology		3
HORT 1000	Horticulture Science		3
HORT 1010	Woody Plant Identification		3
HORT 1020	Herbaceous Plant Identification		3
HORT 1030	Greenhouse Management		4
HORT 1041	Landscape Construction		4
HORT 1050	Nursery Production and Management		4
HORT 1060	Landscape Design		4
HORT 1080	Pest Management		3
HORT 1100	Introduction to Sustainable Agriculture		3
HORT 1110	Small Scale Food Production		4
HORT 1120	Landscape Management		4
HORT 1140	Horticulture Business Management		3
HORT 1160	Landscaping Contracting		3
HORT 1410	Soils		3
HORT 1800	Urban Landscape Issues		3

**Air Conditioning Technology Degree (ACT3) and Diploma (ACT2)**

Course #	Elective	Prerequisites	Credit Hours
AIRC 2070	Commercial Refrigeration Design		4

**APPROVED SEMESTER ELECTIVES**

AIRC 2080	Commercial Refrigeration Application		4
AIRC 2090	Troubleshooting and Servicing		4
AIRC 2500	HVACR Internship-Practicum		4

**Business Management Degree (MD13)**

Course #	Elective	Prerequisites	Credit Hours
MGMT 2120	Labor Management Relations		3
MGMT 2130	Employee Training and Development	MGMT 1105	3
MGMT 2135	Management Communication Techniques		3
MGMT 2140	Retail Management		3
MGMT 2145	Business Plan Development		3
MGMT 2220	Management Occupation-Based Instructions	MGMT 1100, ENGL 1101	3
MKTG 1110	Principles of Marketing		3
MKTG 2290	Marketing Internship/Practicum I		3
MKTG 2500	Exploring Social Media		3

**Business Technology Diploma (BA22)**

Course #	Elective	Prerequisites	Credit Hours
ACCT 1105	Financial Accounting II	ACCT 1100	4
BUSN 1100	Introduction to Keyboarding		3
BUSN 1240	Office Procedures		3
BUSN 1300	Introduction to Business		3
BUSN 1420	Database Applications		4
BUSN 2240	Bus Admin Assistant Internship I		4
BUSN 2250	Bus Admin Assistant Internship II		6
BUSN 2380	Med Admin Assistant Internship I		4
BUSN 2390	Med Admin Assistant Internship II		6
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1120	Introduction to Business		2
MGMT 2115	Human Resources Management		3

**APPROVED SEMESTER ELECTIVES**

MGMT 2130	Employee Training and Development		3
MGMT 2210	Project Management		3
MKTG 1100	Principles of Marketing		3
MKTG 1130	Business Regulations and Compliance		3
MKTG 1190	Integrated Marketing Communications		3
MKTG 2500	Exploring Social Media		3

**Business Technology Degree (BA23)**

Course #	Elective	Prerequisites	Credit Hours
ACCT 1105	Financial Accounting II	ACCT 1100	4
BUSN 1100	Introduction to Keyboarding		3
BUSN 1300	Introduction to Business		3
BUSN 2240	Bus Admin Assistant Internship I		4
BUSN 2250	Bus Admin Assistant Internship II		6
BUSN 2380	Med Admin Assistant Internship I		4
BUSN 2390	Med Admin Assistant Internship II		6
MGMT 1105	Organizational Behavior		3
MGMT 1115	Leadership		3
MGMT 1120	Introduction to Business		2
MGMT 1125	Business Ethics		3
MGMT 2115	Human Resources Management		3
MGMT 2130	Employee Training and Development		3
MGMT 2210	Project Management		3
MKTG 1100	Principles of Marketing		3
MKTG 1130	Business Regulations and Compliance		3
MKTG 1190	Integrated Marketing Communications		3
MKTG 2500	Exploring Social Media	MKTG 1100	3

**Criminal Justice Technology Diploma (CJT2)**

Course #	Elective	Prerequisites	Credit Hours
ACCT 2155	Principles of Fraud Examination		3

**APPROVED SEMESTER ELECTIVES**

BUSN 1100	Introduction to Keyboarding		3
CIST 1601	Information Security Fundamentals		3
CRJU 1021	Private Security		3
CRJU 1062	Methods of Criminal Investigation		3
CRJU 1063	Crime Scene Processing	CRJU 1010	3
CRJU 1075	Report Writing		3
CRJU 2060	Criminology		3
MGMT 1100	Principles of Management		3
MGMT 1115	Leadership		3

**Criminal Justice Technology Degree (CJT3)**

Course #	Elective	Prerequisites	Credit Hours
ACCT 2155	Principles of Fraud Examination		3
BUSN 1100	Introduction to Keyboarding		3
CIST 1601	Information Security Fundamentals		3
CRJU 1021	Private Security		3
CRJU 1062	Methods of Criminal Investigation		3
CRJU 1063	Crime Scene Processing	CRJU 1010	3
CRJU 1075	Report Writing		3
CRJU 2060	Criminology		3
MGMT 1100	Principles of Management		3
MGMT 1115	Leadership		3
SOCI 1101	Introduction to Sociology		3
SPCH 1101	Public Speaking		3

**Culinary Arts Degree (CA43)**

Course #	Elective	Prerequisites	Credit Hours
ACCT 1100	Financial Accounting		4
ACCT 2140	Legal Environment of Business		3
CUUL 2250	Advanced Baking Principles	CUUL 1220	6
CUUL 2180	Irish Cuisine and Culture		3

**APPROVED SEMESTER ELECTIVES**

MGMT 1100	Principles of Management		3
MGMT 1120	Introduction to Business		3

**Environmental Technology Degree (ET23)**

Course #	Elective	Prerequisites	Credit Hours
AGRIB 1100	Introduction to Agribusiness		1
AGRIB 2110	Farm Organization and Management		3
AGRIB 2140	Issues of Agriculture and Natural Resources		3
AGRIB 2200	Principles of Agronomy		3
AGRIB 2300	Precision Agriculture Systems		4
AGSC 2150	Grasses and Forages in Agriculture	AGRIB 2250	3
CHEM 1212	Chemistry II	CHEM 1211, CHEM 1211L	3
CRJU 1010	Introduction to Criminal Justice		3
ESCI 1020	Introduction to GIS		3
ESCI 1080	Survey of Environmental Ethics		3
ESCI 1130	Introduction to Fish and Wildlife Management		3
ESCI 2030	Forest, Stream, and Wetland Ecology		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 2120	Quantitative Field Sampling and Analysis		4
ESCI 2130	Aquaculture		3
ESCI 2160	Environmental Toxicology		3
ESCI 2170	Environmental Technology Internship		3
HORT 1010	Woody Plant Identification		3
HORT 1020	Herbaceous Plant Identification		3
HORT 1030	Greenhouse Management		4
HORT 1041	Landscape Construction		4

**APPROVED SEMESTER ELECTIVES**

HORT 1050	Nursery Production and Management		4
HORT 1060	Landscape Design		4
HORT 1080	Pest Management		3
HORT 1120	Landscape Management		4
HORT 1140	Horticulture Business Management		3
HORT 1160	Landscaping Contracting		3
HORT 1410	Soils		3
HORT 1430	Advanced Landscape Design		4
HORT 1800	Urban Landscape Issues		3
WELD 1005	Welding and Cutting Fundamentals	COFC 1080	3

**Microsoft Office Applications (MF41)**

Course #	Elective	Prerequisites	Credit Hours
BUSN 1190	Digital Technologies in Business		2
BUSN 1240	Office Procedures		3
BUSN 1440	Document Production	BUSN 1100	4
BUSN 2160	Electronic Mail Applications		2

**Microsoft Word Application Professional (MWA1)**

Course #	Elective	Prerequisites	Credit Hours
BUSN 1100	Intro to Keyboarding		3
BUSN 1190	Digital Technologies in Business		2
BUSN 1240	Office Procedures		3
BUSN 1440	Document Production	BUSN 1100	4
BUSN 2160	Electronic Mail Applications		2

**Modern Agriculture Diploma (GA12)****Guided Electives**

Course #	Elective	Prerequisites	Credit Hours
AGRIB 1100	Introduction to Agribusiness		1
AGRIB 1110	Agribusiness Management		3
AGRIB 1120	Leadership in Agribusiness		3

**APPROVED SEMESTER ELECTIVES**

AGRIB 1150	Agricultural Finance and Credit		3
AGRIB 2100	Agribusiness Marketing		3
AGRIB 2110	Farm Organization and Management		3
AGRIB 2130	Agricultural Policy		3
AGRIB 2140	Issues of Agriculture and Natural Resources		3
AGRIB 2200	Principles of Agronomy		3
AGRIB 2250	Survey of the Animal Industry		3
AGRIB 2300	Precision Agricultural Systems		4
AGSC 2150	Grasses and Forages in Agriculture	AGRIB 2250	3
AGSC 2270	Livestock Production and Management	AGRIB 2250	3
ESCI 1020	Introduction to GIS		3
ESCI 1080	Survey of Environmental Ethics		3
ESCI 1130	Introduction to Fish and Wildlife Management		3
ESCI 2030	Forest, Stream, and Wetland Ecology		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 2120	Quantitative Field Sampling and Analysis		4
ESCI 2130	Aquaculture		3
ESCI 2160	Environmental Toxicology		3
HORT 1000	Horticulture Science		3
HORT 1010	Woody Plant Identification		3
HORT 1020	Herbaceous Plant Identification		3
HORT 1030	Greenhouse Management		4
HORT 1041	Landscape Construction		4
HORT 1050	Nursery Production and Management		4
HORT 1060	Landscape Design		4

**APPROVED SEMESTER ELECTIVES**

HORT 1080	Pest Management		3
HORT 1100	Intro to Sustainable Agriculture		3
HORT 1110	Small Scale Food Production		4
HORT 1120	Landscape Management		4
HORT 1140	Horticulture Business Management		3
HORT 1160	Landscaping Contracting		3
HORT 1410	Soils		3
HORT 1430	Advanced Landscape Design		4
HORT 1670	Vineyard Technology		3
HORT 1800	Urban Landscape Issues		3

**Interdisciplinary Studies Degree (AF53)****Accounting Specialization**

Course #	Elective	Prerequisites	Credit Hours
ACCT 2100	Accounting Internship I		4
ACCT 2105	Accounting Internship II		8
ACCT 2110	Accounting Simulation	ACCT 1105, ACCT 1115, ACCT 1120	3
ARTS 1101	Art Appreciation		3
BIOL 1111	Biology I		3
BIOL 1111L	Biology Lab I		1
BIOL 1112	Biology II	BIOL 1111, BIOL 1111L	3
BIOL 1112L	Biology Lab II	BIOL 1111, BIOL 1111L	1
ECON 1101	Principles of Economics		3
ENGL 2130	American Literature	ENGL 1101	3
MGMT 1100	Principles of Management		3
MGMT 1115	Leadership		3
MGMT 1120	Introduction to Business		3
MUSC 1101	Music Appreciation		3

**Clinical Lab Specialization**

ARTS 1101	Art Appreciation		3
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**APPROVED SEMESTER ELECTIVES**

ENGL 1105	Workplace and Technical Communications	ENGL 1101	3
ENGL 2130	American Literature	ENGL 1101	3
HIST 1111	World History I		3
HIST 2111	U.S. History I		3
MUSC 1101	Music Appreciation		3
PSYC 2103	Human Development	PSYC 1101	3
<b>Early Childhood Specialization</b>			
ACCT 1100	Financial Accounting I		4
ACCT 1105	Financial Accounting II	ACCT 1100	4
ARTS 1101	Art Appreciation		3
BIOL 1111	Biology I		3
BIOL 1111L	Biology Lab I		1
ECCE 1121	Early Childhood Care and Education Practicum	ECCE 1105	3
ECCE 2115	Language and Literacy	ECCE 1103	3
ECCE 2116	Math and Science	ECCE 1103	3
ECCE 2203	Guidance and Classroom Management	ECCE 1103	3
ECCE 2245	Early Childhood Care and Education Internship I	ECCE 1101, ECCE 1103, ECCE1105	6
ECCE 2322	Personnel Management		3
ENGL 1102	Literature and Composition	ENGL 1101	3
HIST 2111	U.S. History I		3
HIST 2112	U.S. History II		3
MGMT 1100	Principles of Management		3
MUSC 1101	Music Appreciation		3
PSYC 2103	Human Development	PSYC 1101	3
SOCI 1101	Introduction to Sociology		3
SPCH 1101	Public Speaking		3
<b>Nursing Specialization</b>			
ALHS 1060	Diet and Nutrition for Allied Health Sciences		2
ALHS 1090	Medical Terminology for Allied Health Sciences		2

**APPROVED SEMESTER ELECTIVES**

ARTS 1101	Art Appreciation		3
ENGL 1105	Workplace and Technical Communications	ENGL 1101	3
ENGL 2130	American Literature	ENGL 1101	3
HIST 1111	World History I		3
HIST 2111	US History II		3
MUSC 1101	Music Appreciation		3

**Medical Front Office Assistant TCC (MF21)**

Course #	Elective	Prerequisites	Credit Hours
ALHS 1011	Structure and Function of the Human Body		5
BUSN 1100	Intro to Keyboarding		3
BUSN 1410	Spreadsheet Concepts and Applications		4
BUSN 1420	Database Applications		4

**Networking Specialist Diploma (NS14) and Degree (NS13)**

Course #	Elective	Prerequisites	Credit Hours
CIST 1220	Structured Query Language (SQL)		4
CIST 1305	Program Design and Development		3
CIST 1510	Web Development I		3
CIST 1520	Scripting Technologies	CIST 1510	3
CIST 1602	Security Policies and Procedures		3
CIST 2341	C# Programming I	CIST 1305	4
CIST 2342	C# Programming II	CIST 2341	4
CIST 2351	PHP Programming I	CIST 1305, CIST 1510	4
CIST 2352	PHP Programming II	CIST 2351	4
CIST 2371	Java Programming I	CIST 1305	4
CIST 2372	Java Programming II	CIST 2371	4
CIST 2550	Web Development II	CIST 1220, CIST 1510, CIST 1520,	3
CIST 2612	Computer Forensics	CIST 1122, CIST 1601	4
CIST 2620	Computer Security/Corporate Fraud		3
CIST 2921	IT Analysis, Design, and Project Management		4

**APPROVED SEMESTER ELECTIVES**

CIST 2950	Web Systems Project		3
CIST 2991	CIST Internship I		3
CRJU 1021	Private Security		3
CRJU 1062	Methods of Criminal Investigation		3
MGMT 1100	Principles of Management		3
MGMT 1105	Organizational Behavior		3
MGMT 1125	Business Ethics		3

**Network Technician (NT21)**

Course #	Elective	Prerequisites	Credit Hours
CIST 1130	Operating Systems Concepts		3
CIST 2411	Microsoft Client		4

**Precision Machining and Manufacturing Diploma (MTT2) and Degree (MT13)**

Course #	Elective	Prerequisites	Credit Hours
AMCA 2170	CNC Practical Applications	AMCA 2110, 2130, 2150	4
AMCA 2190	CAD/CAM Programming	AMCA 2110	4
AMCA 2205	Die Design I		5
AMCA 2210	Die Construction I		4
AMCA 2230	Die Design II		7
AMCA 2240	Die Construction II		3
MCHT 1219	Lathe Operations II		4
MCHT 1220	Mill Operations II		4
MCHT 1520	Industrial Machine Applications		3

**Sustainable Urban Agriculture Technician (SUA1)**

Course #	Elective	Prerequisites	Credit Hours
HORT 1000	Horticulture Science		3
HORT 1010	Woody Plant Identification		3
HORT 1020	Herbaceous Plant Identification		3
HORT 1030	Greenhouse Management		4
HORT 1041	Landscape Construction		4

**APPROVED SEMESTER ELECTIVES**

HORT 1050	Nursery Production and Management		4
HORT 1060	Landscape Design		4
HORT 1080	Pest Management		3
HORT 1100	Intro to Sustainable Agriculture		3
HORT 1110	Small Scale Food Production		4
HORT 1120	Landscape Management		4
HORT 1140	Horticulture Business Management		3
HORT 1160	Landscaping Contracting		3
HORT 1410	Soils		3
HORT 1430	Advanced Landscape Design		4
HORT 1800	Urban Landscape Issues		3

## Course Descriptions

Opposite each course title are printed three code numbers, such as 4-2-5. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the semester hours of credit awarded for the successful completion of the course. The hours are based on a fifteen-week semester.

Learning support courses are numbered 0090 through 0999. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses.

Some courses have prerequisites or co-requisites listed. A prerequisite must be taken prior to entering a course. A co-requisite must be taken prior to, or concurrently with, the course.

### **ACCT 1100 – FINANCIAL ACCOUNTING I (3-2-4)**

**Prerequisite: Program Admission or Advisor Approval**

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control, and receivables. Laboratory work demonstrates theory presented in class.

### **ACCT 1105 – FINANCIAL ACCOUNTING II (3-2-4)**

**Prerequisite: ACCT 1100, Instructor Approval for Provisional Students**

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include fixed and intangible assets, current and long-term liabilities (notes payable), payroll, accounting for a partnership, accounting for a corporation, statement of cash flows, and financial statement analysis. Laboratory work demonstrates theory presented in class.

### **ACCT 1115 – COMPUTERIZED ACCOUNTING (1-4-3)**

**Prerequisite: ACCT 1100**

Emphasizes operation of computerized accounting systems from manual input forms. Topics include company creation (service and merchandising), chart of accounts, customers' transactions, vendors' transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

### **ACCT 1120 – SPREADSHEET APPLICATIONS (2-4-4)**

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

### **ACCT 1125 – INDIVIDUAL TAX ACCOUNTING (2-2-3)**

Provides instruction for the preparation of individual federal income tax returns. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

### **ACCT 1130 – PAYROLL ACCOUNTING (2-2-3)**

**Prerequisite: ACCT 1100**

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

## COURSE DESCRIPTIONS

**ACCT 2000 – MANAGERIAL ACCOUNTING (2-2-3)****Prerequisite: ACCT 1105**

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include managerial accounting concepts, manufacturing accounting using a job order cost system, manufacturing accounting using a process cost system, cost behavior and cost-volume-profit, budgeting and standard cost accounting, flexible budgets, standard costs and variances, and capital investment analysis and budgeting. Laboratory work demonstrates theory presented in class.

**ACCT 2100 – ACCOUNTING INTERNSHIP I (0-12-4)****Prerequisite: All Non-elective Courses Required for Program Completion**

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars, and/or other projects as required by the instructor.

**ACCT 2105 – ACCOUNTING INTERNSHIP II (0-24-8)****Prerequisite: All Non-elective Courses Required for Program Completion**

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars, and/or other projects as required by the instructor.

**ACCT 2110 – ACCOUNTING SIMULATION (1-4-3)****Prerequisites: ACCT 1105, ACCT 1115, ACCT 1120**

Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115 -Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects which will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customer transactions, vendor transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

**ACCT 2120 – BUSINESS TAX ACCOUNTING (2-2-3)****Prerequisite: ACCT 1125**

Provides instruction for preparation of both state and federal partnership, corporation, and other business tax returns. Topics include organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

**ACCT 2130 – INTEGRATED ACCOUNTING MANAGEMENT SYSTEMS (2-2-3)****Prerequisites: ACCT 1105, ACCT 1115, ACCT 1120**

Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

## COURSE DESCRIPTIONS

**ACCT 2135 – INTRODUCTION TO GOVERNMENTAL AND NONPROFIT ACCOUNTING (3-0-3)****Prerequisite:** ACCT 1105

Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

**ACCT 2140 – LEGAL ENVIRONMENT OF BUSINESS (3-0-3)****Prerequisite:** Program Admission

Introduces law and its relationship to business. Topics include legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

**ACCT 2145 – PERSONAL FINANCE (3-0-3)**

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

**ACCT 2150 – PRINCIPLES OF AUDITING (3-0-3)****Prerequisite:** ACCT 1105

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

**ACCT 2155 – PRINCIPLES OF FRAUD EXAMINATION (3-0-3)****Prerequisite:** Program Admission

Provides instruction of the basic principles and theories of occupational fraud. Topics include fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

**ACRP 1000 – INTRODUCTION TO AUTO COLLISION REPAIR (4-1-4)**

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

**ACRP 1005 – AUTOMOBILE COMPONENT REPAIR AND REPLACEMENT (2-2-4)**

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

**ACRP 1010 – FOUNDATIONS OF COLLISION REPAIR (2-3-5)**

This course introduces the materials, tools, and operations required to repair minor collision damage; and it provides instruction in non-metallic auto body repair techniques.

**ACRP 1015 – FUNDAMENTALS OF AUTOMOTIVE WELDING (2-2-4)****Prerequisite:** Program Admission

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

## COURSE DESCRIPTIONS

**ACRP 1017 – MECHANICAL AND ELECTRICAL SYSTEMS I (2-2-4)****Prerequisite:** Program Admission**Co-requisite:** ACRP 1000

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 1019 – MECHANICAL AND ELECTRICAL SYSTEMS II (2-2-5)****Prerequisite:** Program Admission**Co-requisite:** ACRP 1000

This course introduces the various electrical, heating and AC, engine coding, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 2001 – INTRODUCTION TO AUTO PAINTING AND REFINISHING (3-2-5)****Co-requisites:** ACRP 1000, ACRP 1010

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

**ACRP 2002 – PAINTING AND REFINISHING TECHNIQUES (3-2-5)****Prerequisite:** Program Admission**Co-requisites:** ACRP 1000, ACRP 2001

The course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

**ACRP 2009 – REFINISHING INTERNSHIP (0-2-2)****Prerequisite:** ACRP 1000**Co-requisites:** ACRP 2001, ACRP 2002

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

**ACRP 2010 – MAJOR COLLISION REPAIR (2-1-3)****Prerequisite:** ACRP 1000**Co-requisite:** ACRP 1005

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.

**ACRP 2015 – MAJOR COLLISION REPLACEMENTS (3-2-5)****Prerequisite:** ACRP 1000

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

**ACRP 2019 - MAJOR COLLISION REPAIR INTERNSHIP (0-2-2)****Prerequisite:** ACRP 1000**Co-requisite:** ACRP 2010, ACRP 2015

Provides occupation-based learning opportunities for students pursuing the Major Collision repair specialization.

## COURSE DESCRIPTIONS

Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

### **AGRIB 1100 – INTRODUCTION TO AGRIBUSINESS (1-0-1)**

This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness.

### **AGRIB 1110 – AGRIBUSINESS MANAGEMENT (3-0-3)**

Basic managerial concepts procedures and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.

### **AGRIB 1120 – LEADERSHIP IN AGRIBUSINESS (3-0-3)**

This course serves as an opportunity for students to have a greater understanding of leadership as it pertains to agriculture. We will explore leadership models, roles of leaders and followers, concepts of effective leadership and ethical issues with special focus on leadership in teams, organizations, communities and society.

### **AGRIB 1150 – AGRICULTURAL FINANCE AND CREDIT (3-0-3)**

Financial concepts used in agribusiness, farming, and financial institutions. Including analysis based on financial statements, risk, and investment opportunities. Needs, sources and problems associated with credit are examined as well.

### **AGRIB 2100 – AGRIBUSINESS MARKETING (3-0-3)**

Agribusiness marketing will provide an understanding of the various marketing functions, agencies, and institutions that assemble, process, and distribute agricultural commodities and products.

### **AGRIB 2110 – FARM ORGANIZATION AND MANAGEMENT (3-0-3)**

A study of farm programs and management for the purpose of determining methods to increase farm revenue. Emphasis will be placed on decision-making and efficient use of resources.

### **AGRIB 2130 – AGRICULTURAL POLICY (3-0-3)**

Local, state, national and international government policies affect agribusiness and rural economies. Policy alternatives aimed at solving problems for the food and agricultural industry are identified and evaluated.

### **AGRIB 2140 – ISSUES OF AGRICULTURE AND NATURAL RESOURCES (3-0-3)**

Includes many practical aspects and techniques of soil and water conservation. Students learn the nature of water and the need for conservation practices.

### **AGRIB 2200 – PRINCIPLES OF AGRONOMY (3-0-3)**

A course developed to increase a student's basic understanding of modern field crop production. Field crops of the Southeast are stressed. Organic production is also covered. Course covers planting to harvesting of crops.

### **AGRIB 2250 – SURVEY OF THE ANIMAL INDUSTRY (3-0-3)**

A course in the basic principles of animal selection, nutrition, growth and reproduction. Livestock and poultry economic importance is also stressed.

## COURSE DESCRIPTIONS

**AGRIB 2300 – PRECISION AGRICULTURAL SYSTEMS (4-0-4)**

Explores precision agriculture tools, including Global Positioning Systems (GPS), Geographic Information Systems (GIS) and Variable Rate Technology (VRT). Through hands-on experiences, you will understand the basic components and operation of these tools in precision agriculture systems, and how they impact today's agriculture industry.

**AGRIBUSINESS INTERN**

The Agribusiness Internship provides the student with the opportunity to gain agribusiness management experience under appropriate supervision in an actual job setting. It is the student's responsibility to secure a position as an intern at an agricultural business approved by the instructor. Upon completion, the student should possess the basic knowledge and skills necessary for an entry-level position in the agribusiness industry.

**AGSC 2150 – GRASSES AND FORAGES IN AGRICULTURE (2-2-3)**

### **Prerequisite: AGRB 2250**

Students will understand the breeding, feeding, and management of livestock.

**AGSC 2270 – LIVESTOCK PRODUCTION AND MANAGEMENT (2-2-3)**

### **Prerequisite: AGRB 2250**

Students will understand the breeding, feeding, and management of livestock.

AIRC 1005 – REFRIGERATION FUNDAMENTALS (3-3-4)

### **Co-requisite: AIRC LAB**

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include: an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 – REFRIGERATION PRINCIPLES AND PRACTICES (3-3-4)

**Co-requisite: AIRC LAB**

This course introduces the student to basic refrigeration system principles and practices and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, reclamation, evacuation, charging, and safety.

AIRC 1020 – REFRIGERATION SYSTEMS COMPONENTS (3-3-4)

**Co-requisite: AIRC LAB**

This course provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, EPA 608 Certification and safety.

AIRC 1030 – HVACR ELECTRICAL FUNDAMENTALS (3-3-4)

### **Co-requisite: AIRC LAB**

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 – HVACR ELECTRICAL MOTORS (3-3-4)

### **Co-requisite: AIRC LAB**

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedure, types of electric motors, electric motor service, and safety.

## COURSE DESCRIPTIONS

**AIRC 1050 – HVACR ELECTRICAL COMPONENTS AND CONTROLS (3-3-4)****Co-requisite: AIRC LAB**

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid-state controls, and safety.

**AIRC 1060 – AIR CONDITIONING SYSTEMS APPLICATION AND INSTALLATION (3-3-4)****Co-requisite: AIRC LAB**

Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

**AIRC 1070 – GAS HEAT (3-3-4)****Co-requisite: AIRC LAB**

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**AIRC 1080 – HEAT PUMPS AND RELATED SYSTEMS (3-3-4)****Co-requisite: AIRC LAB**

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

**AIRC 1090 – TROUBLESHOOTING AIR CONDITIONING SYSTEMS (3-3-4)****Co-requisite: AIRC LAB**

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, airflow, the refrigeration cycle, electrical servicing procedures, and safety.

**AIRC 2070 – COMMERCIAL REFRIGERATION DESIGN (3-3-4)****Prerequisite: Program Instructor Approval****Co-requisite: AIRC LAB**

Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

**AIRC 2080 – COMMERCIAL REFRIGERATION APPLICATION (3-3-4)****Prerequisite: Program Instructor Approval****Co-requisite: AIRC LAB**

Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include equipment application, installation procedures, cycle controls, energy management, and safety.

**AIRC 2090 – TROUBLESHOOTING AND SERVICING COMMERCIAL REFRIGERATION (3-3-4)****Prerequisite: Program Instructor Approval****Co-requisite: AIRC LAB**

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include system clearing, troubleshooting procedures, replacement of components, and safety.

## COURSE DESCRIPTIONS

**AIRC 2500 – HVACR INTERNSHIP-PRACTICUM (1-8-4)****Prerequisite: Program Instructor Approval**

This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternatively, an equivalent number of hours on real-world projects at the college.

**ALHS 1011 – STRUCTURE AND FUNCTION OF THE HUMAN BODY (5-0-5)****Prerequisite: Regular Admission**

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

**ALHS 1040 – INTRODUCTION TO HEALTH CARE (2-3-3)**

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support/CPR, basic emergency care/first aid and triage, vital signs, and infection control/blood and air-borne pathogens. BLS and First Aid Certification required.

**ALHS 1060 – DIET AND NUTRITION FOR ALLIED HEALTH SCIENCES (2-0-2)****Prerequisite: Program Admission**

A study of the nutritional needs of the individual. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

**ALHS 1090 – MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES (2-0-2)**

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

**AMCA 2110 – CNC FUNDAMENTALS (2-4-4)**

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include safety, computer numerical control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, and introduction to CAD/CAM.

**AMCA 2130 – CNC MILL MANUAL PROGRAMMING (3-4-5)****Pre/Co-requisite: AMCA 2110**

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include safety, calculation for programming, program codes and structure, program run, and editing of programs.

**AMCA 2150 – CNC LATHE MANUAL PROGRAMMING (3-4-5)****Pre/Co-requisite: AMCA 2110**

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include safety, calculations for programming, program codes and structure, program run, and editing of programs.

**AMCA 2170 – CNC PRACTICAL APPLICATIONS (1-6-4)****Prerequisites: AMCA 2110, AMCA 2130, AMCA 2150**

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include safety, fixture design and manufacturing, and CNC part manufacturing.

## COURSE DESCRIPTIONS

**AMCA 2190 – CAD/CAM PROGRAMMING (2-4-4)**

**Pre/Co-requisite:** AMCA 2110

Emphasizes the development of skills in computer-aided design (CAD) and computer-aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

**AMCA 2205 – DIE DESIGN I (2-8-5)**

This course provides instruction in design, construction, selection, and safe use of dies required for mass production. Topics include die components, types of dies, types of presses, tool and die drafting, and related math.

**AMCA 2210 – DIE CONSTRUCTION I (2-4-4)**

This course provides practical application for theory and competency areas addressed in AMCA 2205, Die Design I. Students will be assigned the manufacture of punches and dies utilizing a variety of advanced machines. Topics include punches, dies, mounting die components, assembly and setup procedures, and safety.

**AMCA 2230 – DIE DESIGN II (2-13-7)**

This course provides a continuation of AMCA 2205, Die Design I. More advanced theory and projects will be presented. Topics include related formulas, calculation of bends, draw die calculations, fasteners, spring selection, and tool and die design.

**AMCA 2240 – DIE CONSTRUCTION II (1-5-3)**

Provides practical application of theory and competencies in AMCA 2230. Topics include application of related formulas, calculations and manufacture of bends, draw die manufacture, manufacture of fasteners, spring selection, and safety.

**ARTS 1101 – ART APPRECIATION (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

**AUMF 1120 – PROGRAMMABLE CONTROLLERS (2-8-5)**

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

**AUMF 1140 – ELECTRICAL MOTOR CONTROLS (2-5-4)**

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, operation, application and ladder diagrams, AC and DC servo drives, and DC stepper drives. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

**AUMF 1150 – INTRODUCTION TO ROBOTICS (2-3-3)**

**Prerequisite:** IDSY 1120 or AUMF 1120

Explores basic robotic concepts. Studies robots in typical application environments. Topics include robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

## COURSE DESCRIPTIONS

**AUMF 1160 – INDUSTRIAL METALWORKING (2-5-4)**

This course provides the instruction for the fundamentals of metalworking in an industrial environment. Theory and working application concepts will be discussed. Topics include safety, hand and power tool fundamentals, oxyfuel cutting operation, plasma cutting operation, GMAW welding, SMAW welding, milling principles, lathe principles.

**AUMF 1170 – AC/DC CIRCUIT FUNDAMENTALS (2-5-4)**

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid-state devices. Topics include electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

**AUMF 1190 – FLUID POWER AND PIPING SYSTEMS (-1-5-3)**

This course provides instruction for the fundamentals of how to safely operate hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts will be discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

**AUMF 1220 – HMI'S AND INDUSTRIAL NETWORKING (2-5-4)****Prerequisites: AUMF 1120 or IDSY 1120 or IDSY 1220**

This course provides hands-on development of programming skills for industrial Human Machine Interface (HMI) components used in automated industrial systems. Emphasis is placed on applying skills developed in previous courses for programmable logic controls (PLCs) to an industrial setting. This course includes advanced skills and techniques students can apply to HMI applications as well as communication and networking in an industrial environment. Emphasis is placed on relevant industrial networks within the geographical service area.

**AUMF 2060 – WORK CELL DESIGN LABORATORY (1-2-2)****Prerequisite: Program Admission**

Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

**AUMF 2200 – MECHATRONIC SYSTEMS PROGRAMMING AND TROUBLESHOOTING (1-4-5)**

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**AUMF 2210 – SMART FACTORY NETWORKING AND SENSORS (1-3-4)**

This course introduces the operational theory, systems terminology, systems for Ethernet, wireless communication, and network security training. Each of the eight stations features a smart sensor or component such as: pneumatic/vacuum, ultrasonic, photo eye, stack light, electrical current, and analog pressure smart sensors.

**AUMF 2500 – MANUFACTURING OPERATIONS INTERNSHIP/PRACTICUM (0-9-3)**

This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternatively, an equivalent number of hours on real-world projects at the college.

## COURSE DESCRIPTIONS

**AUTT 1010 – AUTOMOTIVE TECHNOLOGY INTRODUCTION (1-2-2)****Co-requisite: AUTT 1020**

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization; management; and workflow systems.

**AUTT 1020 – AUTOMOTIVE ELECTRICAL SYSTEMS (2-14-7)****Co-requisite: AUTT 1010**

Introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

**AUTT 1021 - AUTOMOTIVE ELECTRICAL SYSTEMS I (1-8-4)****Co-requisite: AUTT 1010**

This course introduces automotive electrical systems emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

**AUTT 1022 - AUTOMOTIVE ELECTRICAL SYSTEMS II (1-6-3)****Co-requisite: AUTT 1021**

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

**AUTT 1030 – AUTOMOTIVE BRAKE SYSTEMS (2-5-4)****Pre/Co-requisites: AUTT 1010, AUTT 1020**

Introduces brake systems theory and its application to automotive braking systems and anti-lock brake system (ABS). Topics include hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; related systems (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; and electronic brake control systems.

**AUTT 1040 – AUTOMOTIVE ENGINE PERFORMANCE (2-13-7)****Pre/Co-requisite: AUTT 1020**

Introduces basic engine performance systems which support and control four-stroke gasoline engine operations and reduce emissions. Topics include general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, and emission control systems diagnosis and repair.

**AUTT 1050 – AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS (1-7-4)****Pre/Co-requisite: AUTT 1010**

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment, and repair; and wheel and tire diagnosis and repair.

**AUTT 1060 – AUTOMOTIVE CLIMATE CONTROL SYSTEMS (3-4-5)****Prerequisite: AUTT 1020**

Introduces the theory and operation of automotive heating, ventilation, and air conditioning (HVAC) systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; and refrigerant recovery, recycling, and handling.

## COURSE DESCRIPTIONS

**AUTT 2010 – AUTOMOTIVE ENGINE REPAIR (2-10-6)****Pre/Co-requisite:** AUTT 1010

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2-cycle and 4-cycle internal combustion engines. Topics include general engine diagnosis, removal, and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

**AUTT 2020 – AUTOMOTIVE MANUAL DRIVE TRAIN AND AXLES (2-5-4)****Pre/Co-requisite:** AUTT 1010

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line operation, diagnosis, service, and related electronic controls. Topics include general drive train diagnosis; clutch diagnosis and repair; manual transmission/transaxles diagnosis and repair; drive shaft and half shaft, universal and constant velocity (CV) joint diagnosis and repair; drive axle diagnosis and repair; and four-wheel drive/all-wheel drive component diagnosis and repair.

**AUTT 2030 – AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANSAXLES (2-7-5)****Prerequisite:** AUTT 1020

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include general automatic transmission and transaxle diagnosis in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

**AUTT 2110 – AUTO LIGHT DUTY DIESEL ENGINES (2-9-6)****Prerequisite:** AUTT 2010

This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

**BIOL 1111 – BIOLOGY I (3-0-3) (degree level)****Prerequisite:** Regular Admission**Co-requisite:** BIOL 1111L

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1111L – BIOLOGY LAB I (0-3-1) (degree level)****Prerequisite:** Regular Admission**Co-requisite:** BIOL 1111

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1112 – BIOLOGY II (3-0-3) (degree level)****Prerequisites:** BIOL 1111, BIOL 1111L**Co-requisite:** BIOL 1112L

Provides an introduction to basic animal and plant diversity, structure and function, including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

## COURSE DESCRIPTIONS

**BIOL 1112L – BIOLOGY LAB II (0-3-1) (degree level)****Prerequisites:** BIOL 1111, BIOL 1111L**Co-requisite:** BIOL 1112

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 2113 – ANATOMY AND PHYSIOLOGY I (3-0-3) (degree level)****Prerequisite:** Regular Admission**Co-requisite:** BIOL 2113L

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems. Emphasis placed on the identification of anatomical structures.

**BIOL 2113L – ANATOMY AND PHYSIOLOGY LAB I (0-3-1) (degree level)****Prerequisite:** Regular Admission**Co-requisite:** BIOL 2113

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. Emphasis placed on the identification of anatomical structures.

**BIOL 2114 – ANATOMY AND PHYSIOLOGY II (3-0-3) (degree level)****Prerequisites:** BIOL 2113, BIOL 2113L**Co-requisite:** BIOL 2114L

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2114L – ANATOMY AND PHYSIOLOGY LAB II (0-3-1) (degree level)****Prerequisites:** BIOL 2113, BIOL 2113L**Co-requisite:** BIOL 2114

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 – INTRODUCTORY MICROBIOLOGY (3-0-3) (degree level)****Prerequisites:** BIOL 2113 and BIOL 2113L; or BIOL 1111 and BIOL 1111L**Co-requisite:** BIOL 2117L

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BIOL 2117L – INTRODUCTORY MICROBIOLOGY LAB (0-3-1) (degree level)****Prerequisites:** BIOL 2113 and BIOL 2113L; or BIOL 1111 and BIOL 1111L**Co-requisite:** BIOL 2117

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

## COURSE DESCRIPTIONS

**BUSN 1100 – INTRODUCTION TO KEYBOARDING (1-4-3)**

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

**BUSN 1190 – DIGITAL TECHNOLOGIES IN BUSINESS (1-2-2)**

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

**BUSN 1240 – OFFICE PROCEDURES (2-2-3)**

Emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

**BUSN 1300 – INTRODUCTION TO BUSINESS (3-0-3)****Prerequisite: Program Admission**

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

**BUSN 1400 – WORD PROCESSING APPLICATIONS (2-4-4)**

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, and sharing and securing content.

**BUSN 1410 – SPREADSHEET CONCEPTS AND APPLICATIONS (2-4-4)**

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

**BUSN 1420 – DATABASE APPLICATIONS (2-4-4)**

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

**BUSN 1430 – DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS (2-4-4)**

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises, and projects. Topics include desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

**BUSN 1440 – DOCUMENT PRODUCTION (1-6-4)****Prerequisite: BUSN 1100 or the ability to key 25 gross words a minute**

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

## COURSE DESCRIPTIONS

**BUSN 2160 – ELECTRONIC MAIL APPLICATIONS (1-2-2)**

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include internal and external communication, message management, calendar management, navigation, contact and task management, and security and privacy.

**BUSN 2190 – BUSINESS DOCUMENT PROOFREADING AND EDITING (2-2-3)****Prerequisite: ENGL 1010 or ENGL 1101**

Emphasizes proper proofreading and editing for business documents. Topics include applying proofreading techniques and proofreaders' marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2210 – APPLIED OFFICE PROCEDURES (1-4-3)****Prerequisites: BUSN 1240; BUSN 1400; BUSN 1410 or ACCT 1120; BUSN 1440****Co-requisites: BUSN 2190, ACCT 1100**

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

**BUSN 2240 – BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-12-4)****Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses**

Provides student work experience in a professional environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2250 – BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-18-6)****Prerequisite: Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses**

Provides student work experience in a professional environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2340 – HEALTHCARE ADMINISTRATIVE PROCEDURES (2-4-4)****Prerequisites: BUSN 2300 or ALHS 1090; BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440**

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics, and the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

**BUSN 2370 – MEDICAL OFFICE BILLING/CODING/INSURANCE (2-2-3)****Prerequisites: BUSN 2300 or ALHS 1090; BUSN 2310 or ALHS 1010 or ALHS 1011**

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures

## COURSE DESCRIPTIONS

for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

### **BUSN 2380 – MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-12-4)**

**Prerequisite:** Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses

Provides student work experience in a medical office environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

### **BUSN 2390 – MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-18-6)**

**Prerequisite:** Must be in last semester of program; with advisor approval, may take concurrently with the last semester courses

Provides student work experience in a medical office environment. Topics include application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

### **CHEM 1151 – SURVEY OF INORGANIC CHEMISTRY (3-0-3) (degree level)**

**Co-requisites:** CHEM 1151L, MATH 1101 or MATH 1103 or MATH 1111

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

### **CHEM 1151L – SURVEY OF INORGANIC CHEMISTRY LAB (0-3-1) (degree level)**

**Co-requisites:** CHEM 1151, MATH 1101 or MATH 1103 or MATH 1111

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

### **CHEM 1152 – SURVEY OF ORGANIC CHEMISTRY AND BIOCHEMISTRY (3-0-3) (degree level)**

**Prerequisites:** CHEM 1151, CHEM 1151L

**Co-requisite:** CHEM 1152L

Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides, the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

### **CHEM 1152L – SURVEY OF ORGANIC CHEMISTRY AND BIOCHEMISTRY LAB (0-3-1) (degree level)**

**Prerequisites:** CHEM 1151, CHEM 1151L

**Co-requisite:** CHEM 1152

Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

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**CHEM 1211 – CHEMISTRY I (3-0-3) (degree level)****Prerequisite:** MATH 1101 or MATH 1103 or MATH 1111**Co-requisite:** CHEM 1211L

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

**CHEM 1211L – CHEMISTRY LAB 1 (0-3-1) (degree level)****Prerequisite:** MATH 1101 or MATH 1103 or MATH 1111**Co-requisite:** CHEM 1211

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CHEM 1212 – CHEMISTRY II (3-0-3) (degree level)****Prerequisites:** CHEM 1211, CHEM 1211L**Co-requisite:** CHEM 1212L

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CHEM 1212L – CHEMISTRY LAB II (0-3-1) (degree level)****Prerequisites:** CHEM 1211, CHEM 1211L**Co-requisite:** CHEM 1212

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CIST 1001 – COMPUTER CONCEPTS (2-4-4)**

Provides an overview of information systems, computers, and technology. Topics include: information systems and technology terminology, computer history, data representation, data storage concepts, fundamentals of information processing, fundamentals of information security, information technology ethics, fundamentals of hardware operation, fundamentals of networking, fundamentals of the internet, fundamentals of software design concepts, fundamentals of software (system and application), system development methodology, computer number systems conversion (binary and hexadecimal), and mobile computing.

**CIST 1122 – HARDWARE INSTALLATION AND MAINTENANCE (2-5-4)****Prerequisite:** Program Admission

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1130 – OPERATING SYSTEMS CONCEPTS (1-4-3)**

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

## COURSE DESCRIPTIONS

**CIST 1220 – STRUCTURED QUERY LANGUAGE (SQL) (2-5-4)**

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include database vocabulary, relational database design, data retrieval using SQL, data modification using SQL, developing and using SQL procedures.

**CIST 1305 – PROGRAM DESIGN AND DEVELOPMENT (2-2-3)**

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

**CIST 1306 – PROGRAMMING FOUNDATIONS (2-1-3)**

Learn key computing concepts, building a solid foundation in programming with Swift. Learn about the impact of computing and apps on society, economies, and cultures while exploring iOS app development, including the app design process: brainstorming, planning, prototyping, and evaluating an app design of their own.

**CIST 1401 – COMPUTER NETWORKING FUNDAMENTALS (2-4-4)****Prerequisite: Program Admission**

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include basic knowledge of networking technology, network media and topologies, network devices, network management, network tools, and network security.

**CIST 1510 – WEB DEVELOPMENT I (2-2-3)**

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

**CIST 1520 – SCRIPTING TECHNOLOGIES (2-2-3)****Prerequisite: CIST 1510**

Students learn how to use the features and structure of a client-side scripting language, explore the features on server side scripting, and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

**CIST 1601 – INFORMATION SECURITY FUNDAMENTALS (2-2-3)**

This course provides a broad overview of information security. It covers terminology, history, security systems development, and implementation. Students will also cover the legal, ethical, and professional issues in information security.

**CIST 1602 – SECURITY POLICIES AND PROCEDURES (3-0-3)**

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers, physical security, personnel security, operating systems, network, software, communication, and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

## COURSE DESCRIPTIONS

**CIST 2301 -APPLICATION DEVELOPMENT IN SWIFT I (2-2-4)**

Build fundamental iOS app development skills with Swift. Master the core concepts and practices that professional programmers use daily and build a basic fluency in Xcode source and UI editors. Create iOS apps that adhere to standard practices, including the use of stock UI elements, layout techniques, and common navigation interfaces. Explore app design by brainstorming, planning, prototyping, and evaluation of an application

**CIST 2302 – APPLICATION DEVELOPMENT IN SWIFT II (2-2-4)**

Expand on the knowledge and skills developed in Swift Fundamentals by extending work in iOS app development, creating more complex and capable apps. Work with data from a server and explore new iOS APIs that allow for much richer app experiences including displaying large collections of data in multiple formats. Build an app in Xcode from the ground up with step-by-step.

**CIST 2341 – C# PROGRAMMING I (2-5-4)****Prerequisite: CIST 1305**

This course is designed to teach the basic concepts and methods of object-oriented design and C#.NET programming. Use practical problems to illustrate C#.NET application building techniques and concepts. Develop an understanding of C#.NET vocabulary. Create an understanding of where C#.NET fits in the application development landscape. Create an understanding of the C#.NET Development Environment, Visual Studio and how to develop, debug, and run C#.NET applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Objects, and C#.NET Graphics.

**CIST 2342 – C# PROGRAMMING II (2-5-4)****Prerequisite: CIST 2341**

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object-oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# window programming are explored.

**CIST 2351 – PHP PROGRAMMING I (2-5-4)****Prerequisites: CIST 1305, CIST 1510**

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

**CIST 2352 – PHP PROGRAMMING II (2-5-4)****Prerequisite: CIST 2351**

Reinforces and extends the concepts learned in PHP Programming I. Topics include database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

**CIST 2371 – JAVA PROGRAMMING I (2-5-4)****Prerequisite: CIST 1305**

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

## COURSE DESCRIPTIONS

**CIST 2372 – JAVA PROGRAMMING II (2-5-4)****Prerequisite: CIST 2371**

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object-oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as database access, file access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

**CIST 2411 – MICROSOFT CLIENT (2-4-4)****Prerequisite: Program Admission**

Provides the ability to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

**CIST 2412 – MICROSOFT SERVER INSTALLATION AND MAINTENANCE (2-4-4)****Prerequisite: Program Admission**

Provides students with knowledge and skills necessary to install, configure, manage, support, and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

**CIST 2413 – MICROSOFT SERVER NETWORKING (2-4-4)****Prerequisite: Program Admission**

Provides students with knowledge and skills necessary to install, configure, manage, support, and administer a Microsoft Directory Services.

**CIST 2414 – WINDOWS SERVER IDENTITY SERVICES (2-4-4)****Prerequisite: Program Admission**

Provides students with knowledge and skills necessary to install, configure, manage, support, and administer a Microsoft network infrastructure.

**CIST 2550 – WEB DEVELOPMENT II (2-2-3)****Prerequisites: CIST 1220, CIST 1510, CIST 1520**

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

**CIST 2612 – COMPUTER FORENSICS (2-4-4)****Prerequisites: CIST 1122, CIST 1601**

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

**CIST 2620 – COMPUTER SECURITY/CORPORATE FRAUD (3-0-3)**

Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

## COURSE DESCRIPTIONS

### **CIST 2921 – IT ANALYSIS, DESIGN, AND PROJECT MANAGEMENT (2-5-4)**

IT Analysis, Design, and Project Management provides a review and application of systems life cycle development methodologies and project management. Topics include systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

### **CIST 2950 – WEB SYSTEMS PROJECT (1-4-3)**

**Prerequisite:** Program Instructor Approval

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

### **CIST 2991 – CIST INTERNSHIP I (0-9-3)**

Provides the instructor and student a 3-credit-hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST 2992 (4 credit hours) and/or CIST 2993 (5 credit hours).

### **CLBT 1010 – INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY (1-3-2)**

**Prerequisite: Program Admission**

Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math; quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

### **CLBT 1030 – URINALYSIS/BODY FLUIDS (1-3-2)**

**Pre/Co-requisites: BIOL 2113, BIOL 2113L, CLBT 1010**

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include fundamental theory of urinalysis, basic urinalysis tests, correlation of urinalysis to disease states, related lab math, body fluid tests, special urinalysis and related testing, and safety and quality control.

### **CLBT 1040 – HEMATOLOGY/COAGULATION (3-6-5)**

**Pre/Co-requisites: BIOL 2113, BIOL 2113L, CLBT 1010**

Introduces the fundamental formation, function, and degradation of blood cells. Topics include reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dichasia, safety and quality control, and process improvement.

### **CLBT 1050 – SEROLOGY/IMMUNOLOGY (2-3-3)**

**Pre/Co-requisite: CLBT 1010**

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the laboratory. Topics include immune system, antigen and antibody reactions, immunological diseases, concept in molecular diagnostics, common serological and molecular techniques, safety and quality control, and quality improvement.

### **CLBT 1060 – IMMUNOHEMATOLOGY (2-6-4)**

**Prerequisite: CLBT 1050**

Provides an in-depth study of immunohematology principles and practices as applicable to clinical/medical laboratory technology. Topics include genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

## COURSE DESCRIPTIONS

**CLBT 1070 – CLINICAL CHEMISTRY (2-6-4)**

**Prerequisites:** BIOL 2114, BIOL 2114L, CLBT 1010

**Pre/Co-requisites:** CHEM 1211 and CHEM 1211L or CHEM 1151 and CHEM 1151L

Develops concepts and techniques of clinical chemistry applicable to clinical/medical laboratory technology. Topics include carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

**CLBT 1080 – MICROBIOLOGY (2-8-5)**

**Prerequisite:** CLBT 1010

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

**CLBT 2090 – CLINICAL URINALYSIS, SEROLOGY, AND PRE-ANALYTIC SPECIMEN PROCESS PRACTICUM (0-9-3)**

**Prerequisites:** CLBT 1010, CLBT 1030, CLBT 1050

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical/medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLBT 2100 – CLINICAL IMMUNOHEMATOLOGY PRACTICUM (0-12-4)**

**Prerequisite:** CLBT 1060

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a clinical/medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include specimen processing, slide and tube immunological techniques, criteria for special techniques, component and therapy practices, and management of disease states, transfusion complications, safety, documentation/quality control, and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLBT 2110 – CLINICAL HEMATOLOGY/COAGULATION PRACTICUM (0-12-4)**

**Prerequisite:** CLBT 1040

Provides students with an opportunity for in-depth application and reinforcement of hematology/ coagulation principles and techniques in a clinical/medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include complete blood count and differentials, other related blood tests, coagulation and fibrinolysis tests, correlation of test results to disease states and critical values, instrumentation, safety, documentation/ quality control, and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**CLBT 2120 – CLINICAL MICROBIOLOGY PRACTICUM (0-12-4)**

**Prerequisite:** CLBT 1080

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a clinical/medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include specimen inoculations, stains, culture work-ups, bacterial identification, anti-microbial

## COURSE DESCRIPTIONS

sensitivity, media preparation, safety, documentation/quality control, and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

### **CLBT 2130 – CLINICAL CHEMISTRY PRACTICUM (0-12-4)**

**Prerequisite:** CLBT 1070

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a clinical/medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include therapeutic drugs and toxicology, automated and manual chemistry, immunochemistry, special chemistry, safety, correlation of test results to disease states and critical values, instrumentation, documentation/ quality control, and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

### **CLBT 2200 – CLT CERTIFICATION REVIEW (0-4-2)**

**Prerequisites:** CLBT 1010, CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the clinical/medical laboratory technician level. Topics include review of professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

### **COFC 1080 – CONSTRUCTION TRADES CORE (3-3-4)**

This course introduces the student to the basic fundamentals of the construction trades. Topics include basic safety, construction math, hand and power tools, construction drawings, rigging, materials handling, and job-site communication and work ethic skills

### **COLL 1010 – COLLEGE AND CAREER SUCCESS SKILLS (2-3-3)**

**Prerequisite:** This course must be taken during the students first or second term of enrollment. North Georgia Technical College will grant credit if the student meets one of the following criteria: earned an AAS or higher degree, received "C" or better in a college success course of at least 3 credit hours, military credit of at least 3 credit hours, completion of 30 or more successful (grade of "C" or above) credit hours from a regionally accredited post-secondary institution other than NGTC, or completion of 30 or more successful (grade of "C" or above) credit hours from North Georgia Technical College prior to Fall 2015 (201612).

This course is designed to assist the learner to acquire skills necessary to achieve academic, personal, and professional success and to improve student retention. Areas of importance include getting off to a good start, learning and personality styles, time and personal financial management, stress management and wellness, studying and test taking skills, communication skills, career planning and goal setting, computer applications/technology skills and employability/professional skills.

### **COSM 1000 – INTRODUCTION TO COSMETOLOGY THEORY (4-0-4)**

**Prerequisite:** Program Admission

Introduces both fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include state rules and regulations, state regulatory agency, image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

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### **COSM 1010 – CHEMICAL TEXTURE SERVICES (1-5-3)**

**Prerequisite:** COSM 1000, COSM 1020

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers and application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

### **COSM 1020 – HAIR CARE AND TREATMENT (1-4-3)**

**Co-requisite:** COSM 1000

Introduces the theory, procedures, and products used in the care and treatment of the scalp and hair; disease and disorders and their treatments; and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

### **COSM 1030 – HAIRCUTTING (1-6-3)**

**Prerequisites:** COSM 1000, COSM 1020

Introduces the theory and skills necessary to apply haircutting techniques; advanced haircutting techniques; proper safety and decontamination precautions; hair design elements; cutting implements; head, hair and body analysis; and client consultation.

### **COSM 1040 – STYLING (1-5-3)**

**Prerequisites:** COSM 1000, COSM 1020

Introduces the fundamental theory and skills required to create shaping, pin curls, finger waves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include braiding/intertwining hair, styling principles, pin curls, roller placement, finger waves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

### **COSM 1050 – HAIR COLOR (1-5-3)**

**Prerequisites:** COSM 1000, COSM 1020

Introduces the theory and application of temporary, semi-permanent, semi-permanent deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include principles of color theory, hair structure, color, and tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, hair color challenges, corrective solutions, and special effects.

### **COSM 1060 – FUNDAMENTALS OF SKIN CARE (1-6-3)**

**Prerequisite:** COSM 1000

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

### **COSM 1070 – NAIL CARE AND ADVANCED TECHNIQUES (1-6-3)**

**Prerequisite:** COSM 1000

Provides training in manicuring, pedicuring, and advanced nail techniques. Topics include implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

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### **COSM 1080 – PHYSICAL HAIR SERVICES PRACTICUM (1-6-3)**

**Prerequisites:** COSM 1000, COSM 1020

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/ decontamination; and Hazardous Duty Standards Act compliance.

### **COSM 1090 – HAIR SERVICES PRACTICUM I (1-6-3)**

**Prerequisites:** COSM 1000, COSM 1020

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color, foiling, lightening; scalp and hair treatments; haircutting; clipper design, precision cutting; styling; dispensary; reception; safety precautions/ decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

### **COSM 1100 – HAIR SERVICES PRACTICUM II (1-6-3)**

**Prerequisites:** COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include texture services; permanent waving and relaxers; hair color and lightening; scalp, and hair treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

### **COSM 1110 – HAIR SERVICES PRACTICUM III (1-6-3)**

**Prerequisites:** COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers; hair color and lightening; scalp and hair treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

### **COSM 1115 – HAIR SERVICES PRACTICUM IV (0-6-2)**

**Prerequisites:** COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/ decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

### **COSM 1120 – SALON MANAGEMENT (3-0-3)**

**Co-requisites:** COSM 1000

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include law requirements regarding employment, taxpayer education/federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

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**COSM 1125 – SKIN AND NAIL CARE PRACTICUM (0-6-2)****Prerequisites: COSM 1000, COSM 1060, COSM 1070**

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)****Prerequisite: Program Admission**

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

**CRJU 1021 – PRIVATE SECURITY (3-0-3)****Prerequisite: Program Admission**

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

**CRJU 1030 – CORRECTIONS (3-0-3)****Prerequisite: Program Admission**

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

**CRJU 1040 – PRINCIPLES OF LAW ENFORCEMENT (3-0-3)****Prerequisite: Program Admission**

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

**CRJU 1043 – PROBATION AND PAROLE STANDARDS (3-0-3)****Prerequisite: Program Admission**

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

**CRJU 1062 – METHODS OF CRIMINAL INVESTIGATION (3-0-3)****Prerequisite: Program Admission**

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

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**CRJU 1063 – CRIME SCENE PROCESSING (1-4-3)****Prerequisite: CRJU 1010**

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include crime scene management, evidence characteristics, identification, documentation, and collection as well as techniques for developing and lifting latent fingerprints.

**CRJU 1068 – CRIMINAL LAW FOR CRIMINAL JUSTICE (3-0-3)****Prerequisite: Program Admission**

This course introduces criminal law in the United States but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

**CRJU 1075 – REPORT WRITING (3-0-3)****Prerequisite: Program Admission**

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes, reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

**CRJU 1400 – ETHICS AND CULTURAL PERSPECTIVES FOR CRIMINAL JUSTICE (3-0-3)****Prerequisite: Program Admission**

This course provides an exploration of ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision-making opportunities are studied including law enforcement ethics, correctional ethics, legal profession ethics, and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

**CRJU 2020 – CONSTITUTIONAL LAW FOR CRIMINAL JUSTICE (3-0-3)****Prerequisite: CRJU 1010**

This course emphasizes those provisions of the Bill of Rights that pertain to criminal justice. Topics include characteristics and powers of the three branches of government, principles governing the operation of the U.S. Constitution, the Bill of Rights, and the Fourteenth Amendment.

**CRJU 2050 – CRIMINAL PROCEDURE (3-0-3)****Prerequisite: CRJU 1010**

Introduces the procedural law of the criminal justice system that governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure, the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal level.

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**CRJU 2060 – CRIMINOLOGY (3-0-3)****Prerequisite: Program Admission**

Introduces the nature, extent, and factors related to criminal behavior and the etiology of criminal offenses and offenders. Topics include sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

**CRJU 2070 – JUVENILE JUSTICE (3-0-3)****Prerequisite: CRJU 1010**

Analyzes the nature, extent, and causes of juvenile delinquency and examines processes in the field of juvenile justice. Topics include survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

**CRJU 2090 – CRIMINAL JUSTICE PRACTICUM (0-9-3)****Prerequisite: Completion of all Required CRJU Courses with grade of C or higher**

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include criminal justice theory applications.

**CRJU 2100 – CRIMINAL JUSTICE INTERNSHIP/EXTERNSHIP (0-9-3)****Prerequisite: Completion of all Required CRJU Courses with grade of C or higher**

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include criminal justice theory applications.

**CTDL 1010 – FUNDAMENTALS OF COMMERCIAL DRIVING (3-0-3)**

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

**CTDL 1021 – COMBINATION VEHICLE BASIC OPERATION AND RANGE WORK (1-4-3)****Co-requisite: CTDL 1010**

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

**CTDL 1031 – COMBINATION VEHICLE ADVANCED OPERATIONS (1-4-3)****Co-requisite: CTDL 1021**

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind the wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads, an instructor must be present in the vehicle while the student is driving.

**CUUL 1000 – FUNDAMENTALS OF CULINARY ARTS (3-2-4)**

Provides an overview of the professionalism in culinary arts, culinary career opportunities, chef history, pride, and esprit de corps. Introduces principles and practices necessary to include food, supply, and equipment selection; procurement; receiving; storage; and distribution. Topics include cuisine, food service organizations, career

## COURSE DESCRIPTIONS

opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

### **CUUL 1110 – CULINARY SAFETY AND SANITATION (1-3-2)**

#### **Co-requisite: Provisional Admission**

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, O.S.H.A., M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

### **CUUL 1120 – PRINCIPLES OF COOKING (2-10-6)**

#### **Pre/Co-requisite: CUUL 1110**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

### **CUUL 1122 – FOUNDATIONS OF COOKING PRINCIPLES (1-5-3)**

Introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

### **CUUL 1124 – FOUNDATIONS OF COOKING TECHNIQUES (1-5-3)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational institute apprenticeship training objectives. Topics include weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations student experimentations and parallels class work. Course Capstone is based on The American Culinary Federations Certifications: Certified Culinarian written and practical exams.

### **CUUL 1129 – FUNDAMENTALS OF RESTAURANT OPERATIONS (2-5-4)**

#### **Prerequisite: CUUL 1120**

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

### **CUUL 1220 – BAKING PRINCIPLES (2-7-5)**

#### **Prerequisite: CUUL 1120**

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles; science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods; baking sanitation and hygiene; baking supplies; and equipment. Laboratory demonstrations and student experimentation parallel class work.

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**CUUL 1320 – GARDE MANGER (1-8-4)****Prerequisite: CUUL 1120**

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

**CUUL 1370 – CULINARY NUTRITION AND MENU DEVELOPMENT (1-5-3)****Prerequisite: CUUL 1120**

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

**CUUL 2130 – CULINARY PRACTICUM (1-15-6)****Prerequisites: CUUL 1220, CUUL 1320**

This course familiarizes the student with the principles and methods of sound decision-making in the hospitality industry and provides the student with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise catering/food service business, supervisory training and management training, on-off premise catering/food service business, supervisory training and, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

**CUUL 2140 – ADVANCED BAKING AND INTERNATIONAL CUISINE (2-10-6)****Prerequisites: CUUL 1220, CUUL 1320**

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery, and nutrition. Laboratory practice parallels class work. Provide in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

**CUUL 2160 – CONTEMPORARY CUISINE (1-8-4)****Prerequisites: CUUL 1220, CUUL 1320**

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

**CUUL 2180 – IRISH CUISINE AND CULTURE (1-5-3)****Prerequisites: CUUL 1110, CUUL 1120**

Emphasis is on terms, concepts, and methods necessary to Irish Cuisine and its culture. Topics include historical overview of the development of Irish gastronomy/cuisine, the role of contemporary figures of Irish gastronomy/cuisine, introduction to the use of indigenous ingredients and Irish local Artisan food produces, regional cooking principles and history, and methods of Irish regional food preparation. Students will write a reflective essay based on their International culinary experiences. Laboratory demonstrations and student experimentation parallel class.

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**CUUL 2190 – PRINCIPLES OF CULINARY LEADERSHIP (3-0-3)**

Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global marketplace, corporate restructuring, and the changing nature of work and the workforce. Topics include Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

**CUUL 2250 – ADVANCED BAKING PRINCIPLES (2-10-6)****Prerequisite: CUUL 1220**

Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

**ECCE 1101 – INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION (3-0-3)**

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

**ECCE 1103 – CHILD GROWTH AND DEVELOPMENT (3-0-3)**

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12; developmental guidance applications; observing and recording techniques; ages and stages of development; and introduction to children with special needs.

**ECCE 1105 – HEALTH, SAFETY AND NUTRITION (2-2-3)**

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include Health issues, safety issues, child abuse and neglect, and nutritional needs of children. This course requires CPR and First Aid certification.

**ECCE 1112 – CURRICULUM AND ASSESSMENT (2-2-3)****Pre/Co-requisite: ECCE 1103**

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting, and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

**ECCE 1113 – CREATIVE ACTIVITIES FOR CHILDREN (2-2-3)**

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression; media, methods, and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement, and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

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### **ECCE 1121 – EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM (1-6-3)**

#### **Co-requisite: ECCE 1105**

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

### **ECCE 2115 – LANGUAGE AND LITERACY (2-2-3)**

#### **Pre/Co-requisite: ECCE 1103**

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

### **ECCE 2116 – MATH AND SCIENCE (2-2-3)**

#### **Pre/Co-requisite: ECCE 1103**

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media, and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media, and methods.

### **ECCE 2201 – EXCEPTIONALITIES (3-0-3)**

#### **Pre-requisite: ECCE 1103**

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

### **ECCE 2202 – SOCIAL ISSUES AND FAMILY INVOLVEMENT (3-0-3)**

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

### **ECCE 2203 – GUIDANCE AND CLASSROOM MANAGEMENT (3-0-3)**

#### **Co-requisite: ECCE 1103**

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interceptive techniques; understanding challenging behaviors; and implementing guidance plans.

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**ECCE 2245 – EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP I (0-18-6)****Pre-requisites:** ECCE 1101, ECCE 1103**Co-requisite:** ECCE 1105

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**ECCE 2310 – PARAPROFESSIONAL METHODS AND MATERIALS (3-0-3)****Co-requisites:** ECCE 1103

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

**ECCE 2312 – PARAPROFESSIONAL ROLES AND PRACTICES (3-0-3)****Co-requisites:** ECCE 1103

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professionalism and employment and paraprofessional roles and responsibilities.

**ECCE 2320 - PROGRAM ADMINISTRATION AND FACILITY MANAGEMENT (3-0-3)**

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topic include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

**ECCE 2322 – PERSONNEL MANAGEMENT (3-0-3)**

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

**ECCE 2340 – FAMILY CHILD CARE PROGRAM MANAGEMENT (3-0-3)****Prerequisites:** ECCE 1103

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

**ECCE 2342 – FAMILY CHILD CARE BUSINESS MANAGEMENT (3-0-3)**

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

**ECET 1101 – CIRCUIT ANALYSIS I (3-3-4)**

Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

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### **ECET 1102 – CIRCUIT ANALYSIS I (3-0-3)**

#### **Co-requisite – ECET 1102L**

This course emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters.

### **ECET 1102L – CIRCUIT ANALYSIS I LAB (0-1-1)**

#### **Co-requisite – ECET 1102**

This course contains selected lab exercises that parallel ECET 1102. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE. Laboratory work emphasizes knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance and transient analysis.

### **ECET 1110 – DIGITAL SYSTEMS I (3-3-4)**

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

### **ECET 1111 – DIGITAL SYSTEMS I (3-0-3)**

#### **Co-requisite – ECET 1111L**

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic, and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

### **ECET 1111L – DIGITAL SYSTEMS I LAB (0-1-1)**

#### **Co-requisite – ECET 1111**

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic, and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

### **ECET 2101 – CIRCUIT ANALYSIS II (3-3-4)**

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

### **ECET 2102 – CIRCUIT ANALYSIS II (3-0-3)**

#### **Co-requisite – ECET 2102L**

Continues study of AC circuit analysis which emphasizes complex networks. Topics include analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

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**ECET 2102L – CIRCUIT ANALYSIS II LAB (0-1-1)****Co-requisite – ECET 2102**

Continues study of AC circuit analysis which emphasizes complex networks. Topics include analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

**ECET 2110 – DIGITAL SYSTEMS II (3-1-4)****Pre-requisite: ECET 1110**

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include uses of PLD (programmable logic devices) platforms, and microprocessor/ microcontroller platforms to reinforce and edify theoretical concepts.

**ECET 2111 – DIGITAL SYSTEMS II (3-0-3)****Pre-requisite – ECET 1110****Co-requisite – ECET 2111L**

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include uses of PLD (programmable logic devices) platforms, and microprocessor/ microcontroller platforms to reinforce and edify theoretical concepts.

**ECET 2111L – DIGITAL SYSTEMS II LAB (0-1-1)**

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include uses of PLD (programmable logic devices) platforms, and microprocessor/ microcontroller platforms to reinforce and edify theoretical concepts.

**ECET 2120 – ELECTRONIC CIRCUITS I (3-3-4)**

Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon-controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

**ECET 2121 – ELECTRONIC CIRCUITS I (3-0-3)****Co-requisite – ECET 2121L**

Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon-controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

## COURSE DESCRIPTIONS

**ECET 2121L – ELECTRONIC CIRCUITS I LAB (0-1-1)****Co-requisite – ECET 2121**

Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon-controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

**ECON 1101 – PRINCIPLES OF ECONOMICS (3-0-3) (degree level)****Prerequisite: Regular Admission**

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

**ELCR 1800 – ELECTRICAL LINEMAN ORGANIZATION PRINCIPLES (3-0-3)****Prerequisite: Program Admission**

This course provides a comprehensive summary of lineman requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.

**ELCR 1820 – ELECTRICAL LINEMAN WORKPLACE SKILLS (2-0-2)****Prerequisite: Program Admission**

This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem-solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.

**ELCR 1840 – ELECTRICAL LINEMAN AUTOMATION SKILLS (2-0-2)****Prerequisite: Program Admission**

This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineman hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.

**ELCR 1860 – ELECTRICAL LINEMAN OCCUPATIONAL SKILLS (2-9-5)****Prerequisite: Program Admission**

This course provides an introduction to the basic skills necessary for an electrical lineman. Topics include: an understanding of ratios and proportions, blueprint reading, lineman simulations, and observation-based instruction.

**ELTR 1020 – ALTERNATING CURRENT FUNDAMENTALS (2-2-3)**

Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**ELTR 1060 – ELECTRICAL PRINTS, SCHEMATICS, AND SYMBOLS (1-2-2)**

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading, and scales and measurement.

**ELTR 1080 – COMMERCIAL WIRING I (3-2-4)**

This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

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**ELTR 1090 – COMMERCIAL WIRING II (1-4-3)**

This course is a continuation of the study in commercial wiring practices and procedures. Topics include transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

**ELTR 1180 – ELECTRICAL CONTROLS (2-4-4)**

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, operation, application, and ladder diagrams. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, application and operation of controllers and controls, and variable speed controls.

**ELTR 1205 – RESIDENTIAL WIRING I (2-2-3)**

Introduces residential wiring practices and procedures. Topics include print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

**ELTR 1210 – RESIDENTIAL WIRING II (2-2-3)**

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

**ELTR 1520 – GROUNDING AND BONDING (1-2-2)**

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

**ELTR 1525 – PHOTOVOLTAIC SYSTEMS (3-4-5)**

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

**EMSP 1110 – INTRODUCTION TO THE EMT PROFESSION (2-2-3)**

**Prerequisite:** Program Admission

**Co-requisites:** EMSP 1120, EMSP 1150

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include anatomy and physiology, medical terminology, pathophysiology, CPR for HCP, EMS systems, research, workforce safety and wellness, documentation, EMS system communication, therapeutic communication, medical/ legal and ethics, public health, principles of safely operating a ground ambulance, incident management, multiple casualty incidents, air medical, vehicle extrication, hazmat, MCI due to terrorism/disaster, and life span development.

**EMSP 1120 – EMT ASSESSMENT/AIRWAY MANAGEMENT AND PHARMACOLOGY (2-2-3)**

**Prerequisite:** Program Admission

**Co-requisites:** EMSP 1110, EMSP 1150

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to

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guide emergency management. Topics include scene size-up, primary assessment, history taking, secondary assessment, monitoring devices, reassessment, airway management, respiration, artificial ventilation, principles of pharmacology, medication administration, and emergency medications.

### **EMSP 1130 – MEDICAL EMERGENCIES FOR THE EMT (2-2-3)**

**Prerequisites:** EMSP 1110, EMSP 1120, EMSP 1150

**Co-requisites:** EMSP 1140, EMSP 1160

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include medical overview; neurology; abdominal and gastrointestinal disorders; immunology; infectious disease; endocrine disorders; psychiatric; cardiovascular; toxicology; respiratory; hematology; genitourinary/renal; non-traumatic musculoskeletal disorders; diseases of the eyes, ears, nose, and throat; and medical assessment.

### **EMSP 1140 – SPECIAL PATIENT POPULATIONS (2-2-3)**

**Prerequisites:** EMSP 1110, EMSP 1120, EMSP 1150

**Co-requisites:** EMSP 1130, EMSP 1160

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include obstetrics, gynecology, neonatal care, pediatrics, geriatrics, patients with special challenges, and special patient populations - assessments.

### **EMSP 1150 – SHOCK AND TRAUMA FOR THE EMT (2-2-3)**

**Prerequisite:** Program Admission

**Co-requisites:** EMSP 1110, EMSP 1120

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including abdominal and genitourinary trauma; orthopedic trauma; soft tissue trauma; head, facial, neck, and spine trauma; and nervous system trauma. Special considerations in trauma-related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include shock and resuscitation; trauma overview; bleeding; chest trauma; abdominal and genitourinary trauma; orthopedic trauma; soft tissue trauma; head, facial, neck, and spine trauma; nervous system trauma; special considerations in trauma; environmental emergencies; and multi-system trauma.

### **EMSP 1160 – CLINICAL AND PRACTICAL APPLICATIONS FOR THE EMT (0-3-1)**

**Prerequisites:** EMSP 1110, EMSP 1120, EMSP 1150

**Co-requisites:** EMSP 1130, EMSP 1140

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of an EMT. Topics include clinical and assessment-based management.

### **EMSP 1510 – ADVANCED CONCEPTS FOR THE AEMT (2-2-3)**

**Prerequisite:** Completion of EMT Certificate or the equivalent OR hold a current GA State EMT, EMT-I license

**Co-requisites:** EMSP 1520, EMSP 1530, EMSP 1540

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include EMS systems documentation, EMS system communication, therapeutic communication, principles of pharmacology, medication administration, emergency medications, airway management, respiration, artificial ventilation, primary assessment, and secondary assessment.

## COURSE DESCRIPTIONS

### **EMSP 1520 – ADVANCED PATIENT CARE FOR THE AEMT (2-2-3)**

**Prerequisite:** Completion of EMT Certificate or the equivalent OR hold a current GA State EMT, EMT-I license

**Co-requisites:** EMSP 1510, EMSP 1530, EMSP 1540

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition, it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include geriatrics; patients with special challenges; medical overview; neurology; immunology; infectious disease; endocrine disorders; cardiovascular; toxicology; respiratory; hematology; genitourinary/renal; shock and resuscitation; chest trauma; abdominal and genitourinary trauma; orthopedic trauma; head, facial, neck, and spine trauma; nervous system trauma; and integration of medical/trauma assessments.

### **EMSP 1530 – CLINICAL APPLICATIONS FOR THE AEMT (0-2-1)**

**Prerequisite:** Completion of EMT Certificate or the equivalent OR hold a current GA State EMT, EMT-I license

**Co-requisites:** EMSP 1510, EMSP 1520, EMSP 1540

This course provides supervised clinical experience in various clinical settings.

### **EMSP 1540 – CLINICAL AND PRACTICAL APPLICATIONS FOR THE AEMT (0-6-3)**

**Prerequisite:** Completion of EMT Certificate or the equivalent OR hold a current GA State EMT, EMT-I license

**Co-requisites:** EMSP 1510, EMSP 1520, EMSP 1530

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of an AEMT. Topics include clinical and assessment-based management.

### **EMSP 2110 – FOUNDATIONS OF PARAMEDICINE (2-2-3)**

**Prerequisite:** Completion of EMT Certificate or the equivalent OR hold a current GA State EMT, EMT-I license, AEMT, or Cardiac Tech license

**Co-requisites:** EMSP 2120, EMSP 2130, EMSP 2510, EMSP 2520

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the pre-hospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

### **EMSP 2120 – APPLICATIONS OF PATHOPHYSIOLOGY FOR PARAMEDICS (3-0-3)**

**Co-requisites:** EMSP 2110, EMSP 2130, EMSP 2510, EMSP 2520

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include Pathophysiology.

### **EMSP 2130 – ADVANCED RESUSCITATIVE SKILLS FOR PARAMEDICS (2-2-3)**

**Co-requisites:** EMSP 2110, EMSP 2120, EMSP 2510, EMSP 2520

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management, Respiration; and Artificial Ventilation.

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**EMSP 2140 – ADVANCED CARDIOVASCULAR CONCEPTS (3-2-4)****Co-requisites: EMSP 2310, EMSP 2320, EMSP 2530, EMSP 2540**

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

**EMSP 2310 – THERAPEUTIC MODALITIES OF CARDIOVASCULAR CARE (2-2-3)****Co-requisites: EMSP 2140, EMSP 2320, EMSP 2530, EMSP 2540**

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/ disposition plan for a patient experiencing a cardiovascular emergency. Topics include Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

**EMSP 2320 – THERAPEUTIC MODALITIES OF MEDICAL CARE (4-2-5)****Co-requisites: EMSP 2530, EMSP 2540, EMSP 2140, EMSP 2310**

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/ disposition plan for a patient experiencing a medical emergency. Topics include Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose and Throat; and Assessment of Medical Emergencies.

**EMSP 2330 – THERAPEUTIC MODALITIES OF TRAUMA CARE (3-2-4)****Co-requisites: EMSP 2340, EMSP 2550, EMSP 2560, EMSP 2570, EMSP 2710, EMSP 2720**

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/ disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT< etc.). Topics include Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

**EMSP 2340 – THERAPEUTIC MODALITIES FOR SPECIAL PATIENT POPULATIONS (3-2-4)****Co-requisites: EMSP 2330, EMSP 2550, EMSP 2560, EMSP 2570, EMSP 2710, EMSP 2720**

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/ disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

**EMSP 2510 – CLINICAL APPLICATIONS FOR THE PARAMEDIC I (0-6-2)****Co-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2520**

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

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**EMSP 2520 – CLINICAL APPLICATIONS FOR THE PARAMEDIC II (0-6-2)**

**Co-requisites:** EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2510

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2530 – CLINICAL APPLICATIONS FOR THE PARAMEDIC III (0-6-2)**

**Co-requisites:** EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2540

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2540 – CLINICAL APPLICATIONS FOR THE PARAMEDIC IV (0-3-1)**

**Co-requisites:** EMSP 2140, EMSP 2310, EMSP 2320, EMSP 2530

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2550 – CLINICAL APPLICATIONS FOR THE PARAMEDIC V (0-3-1)**

**Co-requisites:** EMSP 2330, EMSP 2340, EMSP 2560, EMSP 2570, EMSP 2710, EMSP 2720

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2560 – CLINICAL APPLICATIONS FOR THE PARAMEDIC VI (0-3-1)**

**Co-requisites:** EMSP 2330, EMSP 2340, EMSP 2550, EMSP 2570, EMSP 2710, EMSP 2720

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2570 – CLINICAL APPLICATIONS FOR THE PARAMEDIC VII (0-3-1)**

**Co-requisites:** EMSP 2330, EMSP 2340, EMSP 2550, EMSP 2560, EMSP 2710, EMSP 2720

This course provides the paramedicine student with supervised clinical experience in various clinical settings. This is a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

**EMSP 2710 – FIELD INTERNSHIP FOR THE PARAMEDIC (0-6-2)**

**Co-requisites:** EMSP 2330, EMSP 2340, EMSP 2550, EMSP 2560, EMSP 2570, EMSP 2720

Provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include Field Internship.

**EMSP 2720 – PRACTICAL APPLICATIONS FOR THE PARAMEDIC (2-2-3)**

**Co-requisites:** EMSP 2330, EMSP 2340, EMSP 2550, EMSP 2560, EMSP 2570, EMSP 2710

Allows opportunities to demonstrate critical thinking skills and assessment-based management techniques through competency-based evaluations relevant to the practice of a Paramedic. Topics include Assessment Based Management for Paramedics.

## COURSE DESCRIPTIONS

**ENGL 0988 – INTERMEDIATE READING AND WRITING (2-3-3) (institutional credit only)**

This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course fulfills the requirements for the highest level of learning support reading and/or English and prepares students for ENGL 1101.

**ENGL 1010 – FUNDAMENTALS OF ENGLISH I (3-0-3) (Basic Skills – non-degree level)**

**Prerequisites:** ENGL 0090 or Appropriate Writing (English) Placement Test Score; and READ 0090 or Appropriate Reading Placement Test Score

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

**ENGL 1101 – COMPOSITION AND RHETORIC (3-0-3) (degree level)**

**Prerequisites:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

**ENGL 1102 – LITERATURE AND COMPOSITION (3-0-3) (degree level)**

**Prerequisite:** ENGL 1101 with C or better

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

**ENGL 1105 – WORKPLACE AND TECHNICAL COMMUNICATION (3-0-3) (degree level)**

**Prerequisite:** ENGL 1101 with C or better

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

**ENGL 2130 – AMERICAN LITERATURE (3-0-3) (degree level)**

**Prerequisite:** ENGL 1101 with C or better

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

**ESCI 1020 – INTRODUCTION TO GIS (3-0-3)**

Introduction to the theory and applications of geospatial information technology. Topics include remote sensing, GPS data collection, GIS data types, editing GIS data, and spatial data analysis with emphasis on applications to natural resources.

**ESCI 1080 – SURVEY OF ENVIRONMENTAL ETHICS (3-0-3)**

This course examines the ethical dilemmas faced by human cultures throughout history in their use of land and natural resources. Topics include: the environmental ethics of game and wildlife management, natural resource

## COURSE DESCRIPTIONS

use, water management, biological diversity, fisheries, ocean protection, and agriculture production. Discussions will focus on different perspectives of the environment and ways to resolve ethical disputes over land management and resource use, as well as professional societies and their impacts on environmental ethics.

### **ESCI 1130 – INTRODUCTION TO FISH AND WILDLIFE MANAGEMENT (3-0-3)**

A discussion of the principles governing conservation and management of fish and wildlife resources and the interrelation of wildlife management and other forest uses. Topics include: the history of fish and wildlife management; professional opportunities and responsibilities; fundamental ecological concepts of sound management; basic management concepts, procedures, and techniques; fundamentals of habitat management; people, public policy, and public relations.

### **ESCI 2030 – FOREST, STREAM, AND WETLAND ECOLOGY (2-3-3)**

This course evaluates forests, streams, rivers, and wetlands from an ecosystem perspective, including stream development, biological communities, ecological processes, and methods of assessment as applied to evaluation of common environmental problems.

### **ESCI 2060 – ADVANCED WILDLIFE MANAGEMENT (2-5-4)**

An in-depth analysis of management principles and processes for wildlife and wildlife habitats. Evaluates wildlife physiology and its relationship to wildlife management. Topics include forested ecosystems; stand level management; habitat management for major game species of the southeast; habitat management for non-game and endangered species; management at the landscape level; plant species identification; and reproductive, genetic, and nutritional physiology.

### **ESCI 2070 – WILDLIFE DAMAGE (2-5-4)**

This course teaches the theory and practice of assessing and controlling damage done by wild and feral vertebrate animals. Topics include wildlife damage identification and assessment; the practical and biological basis for pest control; use of traps, toxicants, repellents, and exclusions; human-wildlife conflicts; and wildlife diseases.

### **ESCI 2080 – WILDLIFE TECHNIQUES (1-7-4)**

This course teaches techniques in wildlife management and research. Topics include experimental design and planning; species, sex, and age identification; indices of physiological and nutritional condition; population estimation, age structure, and sex ratio; capturing and handling wild animals; and radio telemetry.

### **ESCI 2105 – FISHERIES MANAGEMENT (2-5-4)**

This course teaches the science and management of fishery resources. Topics include basic principles for managing fish populations; economic, political, and social forces that influence management; methods of research and management; and farm pond, stream, and still water management.

### **ESCI 2110 – FISHERIES TECHNIQUES (2-5-4)**

This course teaches techniques for fisheries research and management. Topics include fish physiology; population dynamics and assessment; habitat restoration, enhancement, and modification; identification, life history, and environmental requirements of major commercial and sport fishes; and sampling techniques and equipment.

### **ESCI 2120 – QUANTITATIVE FIELD SAMPLING AND ANALYSIS (2-5-4)**

This course instructs students in the process of data collection in the field. The focus is on field techniques in lentic and lotic aquatic habitat assessment, as well as wildlife habitat assessment techniques and methods. Students will also be familiarized with basic forest measurements, experimental design, and data analysis and statistics.

## COURSE DESCRIPTIONS

**ESCI 2130 – AQUACULTURE (1-5-3)**

This course is an introduction to and an investigation of aquaculture and aquaculture systems. Topics include types of aquaculture systems, species, water quality, feeding and nutrition, physiological aspects (reproduction and disease), harvesting, and hauling.

**ESCI 2160 – ENVIRONMENTAL TOXICOLOGY (3-0-3)**

This course focuses on the effects of environmental contaminants at the individual, population, and ecosystem level. Topics include toxicity test methods, environmental fate of contaminants, and the physiological and ecological effects of selected heavy metals, chlorinated organics, and pesticides.

**ESCI 2170 – ENVIRONMENTAL TECHNOLOGY INTERNSHIP (0-9-3)****Prerequisite: Program Instructor Approval**

The purpose of this internship is to reinforce skills learned in the program of study and allow students to practice in a workplace setting. Topics include work ethics, quality, productivity, appropriate work habits, and other applications of knowledge and skills.

**FORS 1030 – DENDROLOGY (1-6-3)**

Provides the basis for a fundamental understanding of the taxonomy and identification of trees and shrubs. Topics include tree and shrub classification, tree and shrub identification, tree and shrub structure identification, and leaf structure identification.

**HIST 1111 – WORLD HISTORY I (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include: the Prehistoric Era, the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

**HIST 1112 – WORLD HISTORY II (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

**HIST 2111 – U.S. HISTORY I (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic, and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

**HIST 2112 – U.S. HISTORY II (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include: the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

## COURSE DESCRIPTIONS

**HORT 1000 – HORTICULTURE SCIENCE (2-2-3)**

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview, plant morphology, plant physiology, environmental factors affecting horticulture practices, soil physical and chemical properties, fertilizer elements and analysis, and basic propagation techniques.

**HORT 1010 – WOODY PLANT IDENTIFICATION (1-4-3)****Prerequisite: Program Admission**

Provides the basis for a fundamental understanding of the taxonomy, identification, and cultural requirements of woody plants. Topics include introduction to woody plants, classification of woody plants, and woody plant identification and cultural requirements.

**HORT 1020 – HERBACEOUS PLANT IDENTIFICATION (2-2-3)****Prerequisite: Program Admission**

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and cultural requirements, and seasonal color management.

**HORT 1030 – GREENHOUSE MANAGEMENT (3-4-4)**

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories, and institutional greenhouses. Emphasis is placed on greenhouse construction, operation and management, regulating and controlling the environment, applying cultural practices as they affect plant physiological processes and influence plant growth and development, and management of a greenhouse business.

**HORT 1041 – LANDSCAPE CONSTRUCTION (2-4-4)**

This course develops fundamental skills in landscape construction with an emphasis on landscape, grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing and managerial functions.

**HORT 1050 – NURSERY PRODUCTION AND MANAGEMENT (3-4-4)**

Develops skills necessary to propagate and produce both container and field-grown nursery stock. Topics include industry overview, facility design, propagation techniques and environment, field-grown and container production, and managerial functions for nursery production.

**HORT 1060 – LANDSCAPE DESIGN (3-4-4)**

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

**HORT 1080 – PEST MANAGEMENT (2-2-3)**

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes, and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control, pesticide application safety, and legal requirements for state licensure.

**HORT 1100 – INTRODUCTION TO SUSTAINABLE AGRICULTURE (3-0-3)**

Introduces the fundamentals of small-scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

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### **HORT 1110 – SMALL SCALE FOOD PRODUCTION (3-2-4)**

Continues hands-on experience in food-crop production to be sold direct to the consumer, at the farmers markets, or Community Sponsored Agriculture (CSA). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

### **HORT 1120 – LANDSCAPE MANAGEMENT (3-4-4)**

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

### **HORT 1140 – HORTICULTURE BUSINESS MANAGEMENT (2-2-3)**

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning, financial management, marketing strategies, human resource management, and operations and administration.

### **HORT 1150 – ENVIRONMENTAL HORTICULTURE INTERNSHIP (0-9-3)**

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

### **HORT 1160 – LANDSCAPING CONTRACTING (2-2-3)**

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating, and managerial skills for the landscape business environment. Topics include overview of landscape industry, landscape business principles and practices, landscape bidding and estimating, and managerial skills for the landscape business environment.

### **HORT 1410 – SOILS (2-4-3)**

#### **Prerequisite: Program Admission**

This course introduces students to the basic fundamentals of soil science including soil formation and classification; physical, chemical, and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

### **HORT 1430 – ADVANCED LANDSCAPE DESIGN (3-4-4)**

This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection, and the development of a garden planting plan.

### **HORT 1670 – VINEYARD TECHNOLOGY (1-5-3)**

This course focuses on the development of healthy vines which will bear high-quality fruit in a cost-effective manner. Topics covered includes site selection and preparation; varietal, clonal, and rootstock selection and planting; trellis systems; and vine training during the first year of growth. Upon completion, students should be able to make independent decisions with regard to the establishment of a new vineyard.

### **HORT 1800 – URBAN LANDSCAPE ISSUES (2-2-3)**

This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts, the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective, and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control, and others.

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**HUMN 1101 – INTRODUCTION TO HUMANITIES (3-0-3)****Pre-requisite – ENGL 1101**

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

**IDFC 1007 – INDUSTRIAL SAFETY PROCEDURES (1-2-2)**

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**IDFC 1011 – DIRECT CURRENT I (2-2-3)**

Introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDFC 1012 – ALTERNATING CURRENT I (2-2-3)**

Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**IDSY 1020 – PRINT READING AND PROBLEM SOLVING (2-3-3)**

This course introduces practical problem-solving techniques as practiced in an industrial setting. Topics include analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

**IDSY 1101 – DC CIRCUIT ANALYSIS (2-2-3)**

This course introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDSY 1105 – AC CIRCUIT ANALYSIS (2-2-3)**

This course introduces alternating current (AC) concepts, theory, and application of varying sine waves voltages and current, and the physical characteristics and applications of solid-state devices. Topics include electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 – INDUSTRIAL MOTOR CONTROL I (2-5-4)**

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC, and preventative maintenance and troubleshooting.

**IDSY 1120 – BASIC INDUSTRIAL PLC'S (1-7-4)**

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1130 – INDUSTRIAL WIRING (2-5-4)**

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include grounding; raceways; three-phase systems; transformers (three-phase and single-phase; wire sizing, overcurrent protection; NEC requirements; industrial lighting systems; and switches, receptacles, and cord connectors.

## COURSE DESCRIPTIONS

**IDSY 1170 – INDUSTRIAL MECHANICS (1-7-4)**

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

**IDSY 1190 – FLUID POWER SYSTEMS (2-5-4)**

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components; pneumatic system principles and components; and the installation, maintenance, and troubleshooting of pump and piping systems.

**IDSY 1195 – PUMPS AND PIPING SYSTEMS (1-4-3)**

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

**IDSY 1220 – INTERMEDIATE INDUSTRIAL PLCs (1-7-4)**

This course provides for hands on development of operation skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

**IDSY 1240 – MAINTENANCE FOR RELIABILITY (3-3-4)**

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/ predictive maintenance of industrial equipment.

**LOGI 1000 - BUSINESS LOGISTICS (3-0-3)**

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to transport, inventory, and location strategies, customer service goals, and organization and control.

**MAST 1010 – LEGAL AND ETHICAL CONCERN IN THE MEDICAL OFFICE (2-0-2)****Prerequisite: Program Admission**

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include introduction to medical assisting, introduction to medical law, physician/patient/assistant relationship, medical office in litigation, as well as ethics, bioethical issues, and HIPAA.

**MAST 1030 – PHARMACOLOGY IN THE MEDICAL OFFICE (4-0-4)****Prerequisites: MATH 1012, ALHS 1011, ALHS 1090**

Introduces medication therapy with emphasis on safety; classification of medications, their actions, and side effects; medication and food interactions; and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include introductory pharmacology, dosage calculation, sources and forms of medications, medication classification, and medication effects on the body systems.

## COURSE DESCRIPTIONS

**MAST 1060 – MEDICAL OFFICE PROCEDURES (3-2-4)****Prerequisite: Program Admission**

Emphasizes essential skills required for the medical practice. Topics include office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 – MEDICAL ASSISTING SKILLS I (1-8-4)****Prerequisites: ALHS 1011, ALHS 1090**

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines, prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures, vital signs/mensuration, medical office surgical procedures, and electrocardiography.

**MAST 1090 – MEDICAL ASSISTING SKILLS II (1-8-4)****Prerequisites: ALHS 1011, ALHS 1090, MAST 1030, MAST 1080**

Further student knowledge of the more complex activities in a physician's office. Topics include collection/examination of specimens and CLIA regulations/risk management, urinalysis, venipuncture, hematology and chemistry evaluations, advanced reagent testing (Strep Test, HcG, etc.), administration of medications, medical office emergency procedures and emergency preparedness, respiratory evaluations, principles of IV administration, rehabilitative therapy procedures, principles of radiology safety, and maintenance of medication and immunization records.

**MAST 1100 – MEDICAL INSURANCE MANAGEMENT (1-3-2)****Prerequisites: ALHS 1011 or BIOL 2113 and BIOL 2113L and BIOL 2114 and BIOL 2114L, ALHS 1090, COLL 1010, ENGL 1010**

Emphasizes essential skills required for the medical practice. Topics include managed care, reimbursement, and coding.

**MAST 1110 – ADMINISTRATIVE PRACTICE MANAGEMENT (1-5-3)****Prerequisites: ALHS 1011 or BIOL 2113 and BIOL 2113L and BIOL 2114 and BIOL 2114L, ALHS 1090, COLL 1010, ENGL 1010**

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include medical transcription/electronic health records, application of computer skills, integration of medical terminology, accounting procedures, and application of software.

**MAST 1120 – HUMAN DISEASES (2-2-3)****Prerequisites: ALHS 1011, ALHS 1090, ENGL 1010**

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

**MAST 1170 – MEDICAL ASSISTING EXTERNSHIP (0-14-4)****Prerequisite: Completion of all required courses except MAST 1180**

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include application of classroom knowledge and skills and functioning in the work environment.

## COURSE DESCRIPTIONS

**MAST 1180 – MEDICAL ASSISTING SEMINAR (4-0-4)**

**Prerequisite:** Completion of all required courses except MAST 1170

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation, and review of program competencies for employment and certification.

**MAST 1510 – MEDICAL BILLING AND CODING I (1-2-2)**

**Prerequisites:** ALHS 1011, ALHS 1090, ENGL 1010

**Pre/Co-requisites:** MAST 1120, MAST 1520

Provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

**MAST 1520 – MEDICAL BILLING AND CODING II (1-4-3)**

**Co-requisite:** MAST 1510

Continues development of skills and knowledge presented in MAST 1510, Medical Billing and Coding I, and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include medical records coding techniques, coding linkage and compliance, third-party reimbursement issues, and ethics in coding including fraud and abuse.

**MAST 1530 – MEDICAL PROCEDURAL CODING (1-2-2)**

**Prerequisites:** ALHS 1011, ALHS 1090, ENGL 1010

**Pre/Co-requisite:** MAST 1120

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

**MATH 0090 – LEARNING SUPPORT MATHEMATICS (3-0-3) (institutional credit only)**

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include: number theory, whole numbers, fractions, decimals, percentages, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.

**MATH 1012 – FOUNDATIONS OF MATHEMATICS (3-0-3) (Basic Skills – non-degree level)**

**Prerequisite:** Appropriate Math Placement Test Score or MATH 0090

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percentages, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

**MATH 1013 – ALGEBRAIC CONCEPTS (3-0-3) (Basic Skills – non-degree level)**

**Prerequisite:** Appropriate Math Placement Test Score, Appropriate Algebra Placement Test Score or MATH 0090

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

**MATH 1101- MATHEMATICAL MODELING (3-0-3) (degree level)**

**Prerequisite:** Appropriate Algebra Placement Test Score

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

## COURSE DESCRIPTIONS

**MATH 1103 – QUANTITATIVE SKILLS AND REASONING (3-0-3) (degree level)****Prerequisite: Appropriate Algebra Placement Test Score**

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

**MATH 1111 – COLLEGE ALGEBRA (3-0-3) (degree level)****Prerequisite: Appropriate Degree Level Algebra Placement Test Score**

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; series, and probability or analytic geometry.

**MATH 1113 – PRECALCULUS (3-0-3) (degree level)****Prerequisite: MATH 1111 with C or better OR Appropriate Degree Level Placement Test Score**

Prepares students for calculus. Topics include: an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth, and decay.

**MATH 1127 – INTRODUCTION TO STATISTICS (3-0-3) (degree level)****Prerequisite: Appropriate Degree Level Algebra Placement Test Score**

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.

**MATH 1131 – CALCULUS I (4-0-4) (degree level)****Prerequisite: MATH 1113 with C or better OR appropriate math placement test score**

Topics include: the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

**MATH 1132 – CALCULUS II (4-0-4) (degree level)****Prerequisite: MATH 1131 with C or better**

This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

**MCHT 1011 – INTRODUCTION TO MACHINE TOOL (2-4-4)**

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

**MCHT 1012 – PRINT READING FOR MACHINE TOOL (3-0-3)**

Introduces the fundamental concepts necessary to develop blueprint-reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning, tolerance and assembly drawings.

## COURSE DESCRIPTIONS

**MCHT 1013 – MACHINE TOOL MATH (2-3-3)**

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

**MCHT 1020 – HEAT TREATMENT AND SURFACE GRINDING (2-4-4)****Prerequisite: Program Admission**

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

**MCHT 1119 – LATHE OPERATIONS I (2-4-4)**

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, and lathe setup and operations.

**MCHT 1120 – MILL OPERATIONS I (2-4-4)**

Provides instruction in the setup and use of the milling machine. Topics include safety, milling machines, milling machine setup, and milling machine operations.

**MCHT 1219 – LATHE OPERATIONS II (2-4-4)****Pre-requisite – MCHT 1119**

Provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety.

**MCHT 1220 – MILL OPERATIONS II (2-4-4)**

Provides further instruction for students to develop skills in the use of milling machines. Topics include safety, advanced milling calculation, and advanced milling machine setup and operations.

**MCHT 1520 – INDUSTRIAL MACHINE APPLICATIONS (0-6-3)****Pre-requisite – MCHT 1011**

Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include job planning, preparation for machining operations, and machining operations.

**MGMT 1100 – PRINCIPLES OF MANAGEMENT (3-0-3)**

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include understanding the manager's job and work environment; building an effective organizational culture; leading, directing, and the application of authority; planning, decision-making, and problem-solving; human resource management; administrative management; organizing; and controlling.

**MGMT 1105 – ORGANIZATIONAL BEHAVIOR (3-0-3)**

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem-solving and decision-making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

## COURSE DESCRIPTIONS

### **MGMT 1110 – EMPLOYMENT RULES AND REGULATIONS (3-0-3)**

Develops a working knowledge of the laws of employment necessary for managers. Topics include Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

### **MGMT 1115 – LEADERSHIP (3-0-3)**

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, and the role of leadership in effecting change.

### **MGMT 1120 – INTRODUCTION TO BUSINESS (3-0-3)**

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

### **MGMT 1125 – BUSINESS ETHICS (3-0-3)**

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers, and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking, and decision-making skills. Topics include an overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

### **MGMT 1135 – MANAGERIAL ACCOUNTING AND FINANCE (3-0-3)**

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short- and long-term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

### **MGMT 2115 – HUMAN RESOURCE MANAGEMENT (3-0-3)**

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real-world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

## COURSE DESCRIPTIONS

### **MGMT 2120 – LABOR MANAGEMENT RELATIONS (3-0-3)**

Provides a student with an overview of the relationship of rank-and-file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

### **MGMT 2125 – PERFORMANCE MANAGEMENT (3-0-3)**

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

### **MGMT 2130 – EMPLOYEE TRAINING AND DEVELOPMENT (3-0-3)**

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

### **MGMT 2135 – MANAGEMENT COMMUNICATION TECHNIQUES (3-0-3)**

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include organizational/strategic communication, interpersonal communication, presentation techniques, presentation technology and applications, team/group communication, intercultural communication, external stakeholder communication, and using spreadsheet applications for business problem solving.

### **MGMT 2140 – RETAIL MANAGEMENT (3-0-3)**

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

### **MGMT 2145 – BUSINESS PLAN DEVELOPMENT (3-0-3)**

Provides student with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include business/community compatibility, introduction to cash flow and break-even analysis, development of product/service idea, determination of market feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

## COURSE DESCRIPTIONS

**MGMT 2150 – SMALL BUSINESS MANAGEMENT (3-0-3)**

This course introduces the essentials of starting, managing, and growing a small business. Topics include the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

**MGMT 2205 – SERVICE SECTOR MANAGEMENT (3-0-3)**

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include principles of service industry supervision, team building, customer service TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

**MGMT 2210 – PROJECT MANAGEMENT (3-0-3)**

Provides a basic understanding of project management functions and processes. Topics include team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

**MGMT 2215 – TEAM PROJECT (3-0-3)**

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices that have been studied during the management program. Topics include current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

**MGMT 2220 – MANAGEMENT OCCUPATION-BASED INSTRUCTIONS (0-9-3)****Co-requisite: ENGL 1010, MGMT 1100**

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

**MKTG 1100 – PRINCIPLES OF MARKETING (3-0-3)**

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, and knowledge of marketing principles, marketing strategy, and marketing career paths.

**MKTG 1130 - BUSINESS REGULATIONS AND COMPLIANCE (3-0-3)**

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

## COURSE DESCRIPTIONS

### **MKTG 1190 - INTEGRATED MARKETING COMMUNICATIONS (3-0-3)**

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

### **MKTG 2290 – MARKETING INTERNSHIP/PRACTICUM (0-9-3)**

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

### **MKTG 2500 – EXPLORING SOCIAL MEDIA (3-0-3)**

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

### **MUSC 1101 – MUSIC APPRECIATION (3-0-3) (degree level)**

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

### **NAST 1100 – NURSE AIDE FUNDAMENTALS (4-5-6)**

**Prerequisites:** ALHS 1040, ALHS 1060, ALHS 1090

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents'/patients' condition, nutrition, and vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents' condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long-term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Topics include roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents' rights; basic patient care skills; personal care skills; and restorative care.

### **NAST 2100 – NURSE AIDE ACCELERATED (5-2-7)**

**Co-requisite:** ALHS 1090

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents'/patients' condition, nutrition, and vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents' condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long-term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Topics include roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents' rights; basic patient care skills; personal care skills; and restorative care.

## COURSE DESCRIPTIONS

**PHAR 1000 – PHARMACEUTICAL CALCULATIONS (4-0-4)**

**Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012**

**Prerequisites (degree): ALHS 1090, ENGL 1101, MATH 1111**

**Co-requisites: PHAR 1010, PHAR 1040**

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

**PHAR 1010 – PHARMACY TECHNOLOGY FUNDAMENTALS (4-2-5)**

**Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012**

**Prerequisites (degree): ALHS 1090, ENGL 1101, MATH 1111**

**Co-requisites: PHAR 1000, PHAR 1040**

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include safety, orientation to the pharmacy technology field, fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

**PHAR 1020 – PRINCIPLES OF DISPENSING MEDICATIONS (3-3-4)**

**Prerequisites: PHAR 1000, PHAR 1010**

**Co-requisites: PHAR 1030**

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

**PHAR 1030 – PRINCIPLES OF STERILE MEDICATION PREPARATION (3-3-4)**

**Prerequisites: PHAR 1000, PHAR 1010**

**Co-requisites: PHAR 1020**

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

**PHAR 1040 – PHARMACOLOGY (4-0-4)**

**Prerequisites (diploma): ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012**

**Prerequisites (degree): ALHS 1090, BIOL 2113, BIOL 2113L, ENGL 1101, MATH 1111**

**Co-requisites: PHAR 1000, PHAR 1010**

The course introduces the students to principles and knowledge about all classifications of medication. Topics include disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

**PHAR 1050 – PHARMACY TECHNOLOGY PRACTICUM (0-15-5)**

**Prerequisites: PHAR 1000, PHAR 1010**

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

## COURSE DESCRIPTIONS

**PHAR 2060 – ADVANCED PHARMACY TECHNOLOGY PRINCIPLES (2-2-3)**

**Prerequisites:** COLL 1010, PHAR 1030, PHAR 1050

**Co-requisite:** PHAR 2070

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review, and pharmacology review.

**PHAR 2070 – ADVANCED PHARMACY TECHNOLOGY PRACTICUM (0-15-5)**

**Prerequisites:** COLL 1010, PHAR 1030, PHAR 1050

**Co-requisite:** PHAR 2060

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include dispensing responsibilities, physician orders, controlled substances, hyper-alimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

**PHLT 1030 – INTRODUCTION TO VENIPUNCTURE (2-2-3)**

**Co-requisite:** ALHS 1040

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

**PHLT 1050 - CLINICAL PRACTICE (0-15-5)**

**Prerequisite:** PHLT 1030

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PHOT 1102 – VISUAL THEORY I (1-5-3)**

Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical creative skills. Topics include photographic processes, technical skills, creative skills, black and white theory, equipment, and zone system.

**PHOT 1103 – CAMERA TECHNIQUES I (1-5-3)**

Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include camera operation, exposure control, metering, lens manipulation, and large format operation.

**PHOT 1104 – PHOTOGRAPHIC WORKSHOP I (1-6-3)**

Provides instruction in procedures used to produce photographs. Skill development through laboratory practice and problem solving will be the emphasis of the course. Emphasis will be placed on skill development and completion of structured assignments. Topics include technical skill development, creative skill development, lighting, and equipment.

**PHOT 1105 – DIGITAL IMAGING I (1-5-3)**

Introduces the photographic processes that use digital technology. The course explores the fundamentals of photography with the emphasis on the development of strong photographic skills as they relate to the principles of DSLR cameras, lenses and perspective. Topics include photo digital technology history, digital processes in today's photography market, personal computer basics, introductory image manipulation software, and manipulation of digital photos into print formats.

## COURSE DESCRIPTIONS

**PHOT 1122 – VISUAL THEORY II (1-5-3)****Prerequisite:** PHOT 1102

Continues study of the theory and information necessary for the photographic processes. Topics include color recognition, color management, technical skills, creative skills, and equipment.

**PHOT 1123 – CAMERA TECHNIQUES II (1-5-3)****Prerequisite:** PHOT 1103

Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include digital SLR and multiple camera systems, camera operation, exposure control, and metering.

**PHOT 1124 – PHOTOGRAPHIC WORKSHOP II (0-5-2)****Prerequisite:** PHOT 1104

Provides technical and creative experiences for the development of photographic skills. Completion of structured assignments is the emphasis of the course. Topics include studio skill development and laboratory skill development.

**PHOT 1125 – MULTIMEDIA I (2-2-3)**

Provides instruction in the operational practices and procedures of electronic video equipment. Emphasizes relationship between linear and digital processes, the operation and maintenance of equipment, and management of people. Introduces techniques and methods of video production and presentation. Emphasizes production of an edited video presentation. Topics include automated equipment, workflow, formulating objectives, outlines, scripts, storyboards, titles, sound, programming, audience analysis, production planning, production, presentation, video preproduction, video production, and video presentation.

**PHOT 1126 – PORTRAITURE I (1-5-3)**

Introduces techniques of lighting and posing as applied to professional portraiture. Emphasizes the use of controlled studio lighting and available light portraits. Topics include available light, studio lighting, posing techniques, portraiture lighting, and portraiture styles and techniques.

**PHOT 2101 – PORTFOLIO I (0-5-2)**

The emphasis of the course is on understanding the portfolio and how to produce it. Topics include evaluation and planning, photographic image production, and presentation.

**PHOT 2103 – COMMERCIAL I (1-5-3)**

Introduces the concepts and techniques applied in commercial and advertising photography. Emphasizes skill development through laboratory activities. Provides instruction in advanced commercial photography. Emphasizes skill development in the use of various commercial lighting and composition techniques. Topics include commercial lighting, camera techniques, exposure and metering, safety techniques, advertising principles, advanced commercial composition and lighting, and studio and location set rigging.

**PHOT 2105 – DIGITAL IMAGING II (0-6-3)****Prerequisite:** PHOT 1105

Introduces the student to advanced operations and techniques in the production of digitally imaged photographs. Through the use of the Adobe Photoshop program, students will learn a precise use of tools and filters in the manipulation and enhancement of their photographs. Plan, layout, and create multi-layered images. Become familiar with service bureau operations and visit a service bureau.

**PHOT 2106 – PHOTOJOURNALISM (1-5-3)**

Introduces the written and photographic techniques of news, feature, and sports photojournalism for newspaper and magazine reproduction. Provides instruction on the history and development of photography. Topics include news coverage, feature photography, sports photography, equipment and techniques, documentary and essay work, ethics and laws of photojournalism, and use of multimedia.

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**PHOT 2121 – PORTFOLIO II (1-3-2)**

**Prerequisites:** PHOT 2101, PHOT 2123

The emphasis of the course is on editing the portfolio of individual students directed toward a specific job and area of study. Stresses portfolio book, presentation, and visual images to secure photographic jobs in today's market. Topics include evaluation and planning, photographic image production, presentation, and portfolio show.

**PHOT 2122 – PRACTICUM/INTERNSHIP (0-9-3)**

**Prerequisites:** PHOT 2106, PHOT 2123

Provides an industry setting or simulated industry setting to allow students time for skill development and industry orientation. Topics include employability skills and photographic skills.

**PHOT 2123 – COMMERCIAL II (1-5-3)**

**Prerequisite:** PHOT 2103

Introduces advanced concepts and techniques applied in commercial and advanced photography. Emphasizes skill development in both interior and exterior photography and advanced advertising photography. Topics include available lighting, artificial lighting, mixed lighting, use of filters, metering techniques, camera and lens selection, and location photography safety techniques.

**PHOT 2125 – MULTIMEDIA II (0-5-2)**

**Prerequisite:** PHOT 1125

Provides instruction on methods related to video pre-production, production, and post-production. Topics include camera techniques, storyboarding, script development, professional practices for video production, video editing, and file optimization.

**PHOT 2126 – PORTRAITURE II (1-5-3)**

**Prerequisite:** PHOT 1126

Provides instruction in advanced studio portrait lighting. Emphasizes the photographer/subject relationship and the use of controlled studio lighting and available light portraits. Topics include studio lighting, advanced portraiture lighting, and advanced portraiture styles and techniques.

**PHOT 2131 – PHOTOGRAPHIC BUSINESS MANAGEMENT (2-0-2)**

Provides instruction in the operational practices and procedures of a photography business. Topics include pricing procedures, business records, advertising/marketing/market-analysis, copyright regulations, business ethics, and self-promotion.

**PHYS 1110 – CONCEPTUAL PHYSICS (3-0-3) (degree level)**

**Prerequisites:** ENGL 1101; and MATH 1101 or MATH 1103 or MATH 1111

**Co-requisite:** PHYS 1110L

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1110L – CONCEPTUAL PHYSICS LAB (0-3-1) (degree level)**

**Prerequisites:** ENGL 1101; and MATH 1101 or MATH 1103 or MATH 1111

**Co-requisite:** PHYS 1110

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light and optics, mechanical waves, electricity and magnetism, and modern physics.

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**PHYS 1111 – INTRODUCTORY PHYSICS I (3-0-3) (degree level)****Prerequisites:** ENGL 1101; MATH 1111 or MATH 1113**Co-requisite:** PHYS 1111L

The first course of two algebra and trigonometry-based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

**PHYS 1111L – INTRODUCTORY PHYSICS LAB I (0-3-1) (degree level)****Prerequisites:** ENGL 1101; MATH 1111 or MATH 1113**Co-requisite:** PHYS 1111

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

**PHYS 1112 – INTRODUCTORY PHYSICS II (3-0-3) (degree level)****Prerequisites:** PHYS 1111, PHYS 1111L**Co-requisite:** PHYS 1112L

The second of two algebra and trigonometry-based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

**PHYS 1112L – INTRODUCTORY PHYSICS LAB II (0-3-1) (degree level)****Prerequisites:** PHYS 1111, PHYS 1111L**Co-requisite:** PHYS 1112

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

**PNSG 2010 – INTRODUCTION TO PHARMACOLOGY AND CLINICAL CALCULATIONS (1-3-2)****Prerequisite:** Program Admission

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

**PNSG 2030 – NURSING FUNDAMENTALS (3-8-6)****Prerequisite:** Program Admission

An introduction to the nursing process. Topics include nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

**PNSG 2035 – NURSING FUNDAMENTALS CLINICAL (0-6-2)****Prerequisite:** Program Admission

An introduction to nursing practice in the clinical setting. Topics include history taking, physical assessment, nursing process, critical thinking, and activities of daily living, documentation, client education, and standard precautions.

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### PNSG 2210 – MEDICAL-SURGICAL NURSING I (3-2-4)

**Prerequisite:** PNSG 2030

**Co-requisite:** PNSG 2035

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

### PNSG 2220 – MEDICAL-SURGICAL NURSING II (3-2-4)

**Prerequisites:** PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310

**Co-requisites:** PNSG 2320, PNSG 2230

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

### PNSG 2230 – MEDICAL-SURGICAL NURSING III (3-2-4)

**Prerequisites:** PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310

**Co-requisites:** PNSG 2220, PNSG 2320

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

### PNSG 2240 – MEDICAL-SURGICAL NURSING IV (3-2-4)

**Prerequisites:** PNSG 2220, PNSG 2230, PNSG 2320

**Co-requisites:** PNSG 2330, PNSG 2340

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders, and deviations from the normal state of health; client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

### PNSG 2250 – MATERNITY NURSING (3-0-3)

**Prerequisites:** PNSG 2220, PNSG 2320, PNSG 2230, PNSG 2240, PNSG 2330, PNSG 2340

**Co-requisites:** PNSG 2410, PNSG 2255, PNSG 2415

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include health management and maintenance and prevention of illness; care of the individual as a whole; pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

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### PNSG 2255 – MATERNITY NURSING CLINICAL (0-3-1)

**Prerequisites:** PNSG 2220, PNSG 2320, PNSG 2230, PNSG 2240, PNSG 2330, PNSG 2340

**Co-requisites:** PNSG 2250, PNSG 2410, PNSG 2415

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include health management and maintenance and prevention of illness; care of the individual as a whole; pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

### PNSG 2310 – MEDICAL-SURGICAL NURSING CLINICAL I (0-6-2)

**Prerequisite:** PNSG 2030

**Co-requisites:** PNSG 2210, PNSG 2035

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

### PNSG 2320 – MEDICAL-SURGICAL NURSING CLINICAL II (0-6-2)

**Prerequisites:** PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310

**Co-requisites:** PNSG 2220, PNSG 2230

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

### PNSG 2330 – MEDICAL-SURGICAL NURSING CLINICAL III (0-6-2)

**Prerequisites:** PNSG 2220, PNSG 2230, PNSG 2320

**Co-requisites:** PNSG 2240, PNSG 2340

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric experiences. Topics include health management and maintenance; prevention

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of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

### **PNSG 2340 – MEDICAL-SURGICAL NURSING CLINICAL IV (0-6-2)**

**Prerequisites:** PNSG 2220, PNSG 2230, PNSG 2320

**Co-requisites:** PNSG 2240, PNSG 2330

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses, students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 geriatric experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

### **PNSG 2410 – NURSING LEADERSHIP (1-0-1)**

**Prerequisites:** PNSG 2220, PNSG 2320, PNSG 2230, PNSG 2240, PNSG 2330, PNSG 2340

**Co-requisites:** PNSG 2250, PNSG 2255, PNSG 2415

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of the nursing process, supervisory skills, client education methods, group dynamics, and conflict resolution.

### **PNSG 2415 – NURSING LEADERSHIP CLINICAL (0-6-2)**

**Prerequisites:** PNSG 2220, PNSG 2320, PNSG 2230, PNSG 2240, PNSG 2330, PNSG 2340

**Co-requisites:** PNSG 2250, PNSG 2255, PNSG 2410

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

### **POLS 1101 – AMERICAN GOVERNMENT (3-0-3)**

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia State Government. Topics include foundations of government, political behavior, and governing institutions.

### **PSYC 1010 – BASIC PSYCHOLOGY (3-0-3) (Basic Skills – non-degree level)**

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include: an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

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**PSYC 1101 – INTRODUCTORY PSYCHOLOGY (3-0-3) (degree level)****Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores**

Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

**PSYC 2103 – HUMAN DEVELOPMENT (3-0-3) (degree level)****Prerequisite: PSYC 1101**

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

**RNSG 2602 – FOUNDATIONAL CONCEPTS OF NURSING (3-8-6)****Prerequisite: Program Admission**

This course introduces the basic concepts and principles fundamental to nursing practice which include the role of the registered nurse and the nursing process. The nursing student will be introduced to the basic concepts of physiological integrity, psychological integrity, and caring for self. Safe and effective environment will be introduced as the foundation of knowledge used throughout the nursing curriculum. The basic skills training in simulated settings will introduce the use of the skills in a variety of clinical settings. The roles of the nurse as a provider of care, manager of care, and member within the discipline serve as the organizing framework for expected student behaviors.

**RNSG 2604 – PHARMACOLOGY FOR NURSING (2-4-4)****Prerequisite: RNSG 2602****Co-requisite: RNSG 2610**

This course focuses on the information required to safely administer drugs and monitor the effects of drug therapy. Emphasis will be on dosage calculations and principles of pharmacology including drug actions, interactions and nursing implications for broad classifications of medications. Students will be expected to apply the nursing process and critical thinking in the administration of prescribed medications, taking a medication history, and in teaching patients about medications in a simulated setting.

**RNSG 2606 – CONCEPTS OF MENTAL HEALTH (2-3-3)****Prerequisites: RNSG 2602, RNSG 2604, RNSG 2610****Co-requisite: RNSG 2620**

This course presents sound nursing theory, therapeutic modalities, and clinical applications across the treatment continuum of the mental health client. It provides a foundation for understanding contemporary psychiatric mental health problems and prepares the nursing student for planning and providing safe, compassionate, evidenced-based nursing care to clients with mental and neurobehavioral disorders. Emphasis is placed on health promotion, restoration, and maintenance of the client in outpatient and inpatient mental health facilities, as well as adult day care settings. Concepts of mental health nursing will be applied through the nursing process in the care and collaboration of care of the adult client with acute and/or chronic mental health problems. Teaching and learning principles will be incorporated to all aspects of care, including the biophysical, psychosocial, spiritual, and cultural aspects. Supervised clinical simulations, inpatient/outpatient hospital rotations, and adult day care interactions will provide the student opportunities to meet course competency outcomes.

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**RNSG 2610 – CONCEPTS OF NURSING I (3-8-6)****Prerequisite:** RNSG 2602**Co-requisite:** RNSG 2604

This course introduces the nursing student to nursing concepts and skills related to the care of multicultural individuals with simple acute health problems. Students will reinforce nursing theory and skills taught in the foundational course focusing on the care of individuals/families with common physiological, psychological, and psychosocial alterations in health. The course further prepares the nursing student to provide safe compassionate, effective, evidence-based nursing care for adult clients in a variety of health care and simulated settings. Concepts of medical and surgical nursing will be applied through the nursing process to the care of the adult client experiencing simple acute to more complex chronic health problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. Pharmacological concepts are strengthened throughout the course.

**RNSG 2612 – CONCEPTS OF PEDIATRIC NURSING (3-3-4)****Prerequisites:** RNSG 2604, RNSG 2610**Co-requisite:** RNSG 2614

This course focuses on the safe, compassionate, evidenced-based care of children from birth through adolescence. The promotion of wellness, restoration, and maintenance to the changing needs related to this population is emphasized. The nursing process will be utilized, incorporating critical thinking skills in the management of care and education for these clients and their families. Pharmacologic principles as they relate to the obstetrical pediatric patient will be utilized. Essential nursing science, biophysical, psychosocial, spiritual and culturally sensitive principles will be incorporated. Supervised clinical rotations in inpatient and outpatient facilities, as well as obstetric pediatric simulations will provide the student with opportunities to meet course competency outcomes.

**RNSG 2614 – CONCEPTS OF OBSTETRICAL NURSING (3-3-4)****Prerequisites:** RNSG 2604, RNSG 2610**Co-requisite:** RNSG 2612

This course focuses on the safe, compassionate, evidenced-based care of women during their reproductive years. The promotion of wellness, restoration, and maintenance to the changing needs related to this population is emphasized. The nursing process will be utilized, incorporating critical thinking skills in the management of care and education for these clients and their families. Pharmacologic principles as they relate to the obstetrical client will be utilized. Essential nursing science, biophysical, psychosocial, spiritual, and culturally sensitive principles will be incorporated. Supervised clinical rotations inpatient and outpatient facilities, as well as obstetric will provide the student with opportunities to meet course competency outcomes.

**RNSG 2620 – CONCEPTS OF NURSING II (3-9-6)****Prerequisites:** RNSG 2602, RNSG 2604, RNSG 2610**Co-requisite:** RNSG 2606

This course is a continuation of Concepts of Nursing I, introducing the nursing student to nursing concepts and skills related to the care of multicultural individuals. Students will reinforce nursing theory and skills taught in previous courses focusing on the care of individuals/families with more complex physiological, psychological, and psychosocial alterations in health including emergent and/or life-threatening conditions in a variety of health care and simulated settings. Pharmacological concepts are strengthened throughout the course.

**RNSG 2630 – TRANSITION TO NURSING PRACTICE (4-6-6)****Prerequisites:** RNSG 2606, RNSG 2620

This course builds on previous courses, integrating program concepts to provide care for groups of individuals/families exhibiting complex and multisystem disorders in healthcare and community settings. Concepts of advanced medical-surgical nursing will be applied to the care of the client with complex problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. This course is also designed to prepare the student for transition to the roles of the professional nurse. The focus is on leadership in nursing care delivery, management techniques and strategies in the care for groups of clients, employment procurement and opportunities, and health care policy issues.

## COURSE DESCRIPTIONS

**SOCI 1101 – INTRODUCTION TO SOCIOLOGY (3-0-3) (degree level)**

**Prerequisite:** Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

**SPCH 1101 – PUBLIC SPEAKING (3-0-3) (degree level)**

**Prerequisite:** Regular Admission or ENGL 0090

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

**WELD 1005 – WELDING AND CUTTING FUNDAMENTALS (1-6-3)**

**Co-requisite:** COFC 1080

This course introduces the student to basic welding and cutting techniques. Topics include welding safety, oxyfuel cutting, plasma arc cutting, air carbon arc cutting and gouging, base metal preparation, and weld quality requirements.

**WELD 1015 – SHIELDED METAL ARC WELDING I (1-8-4)**

**Co-requisite:** COFC 1080, WELD 1005

This course is the first of two courses dedicated to shielded metal arc welding procedures. Topics include SMAW equipment and setup, electrodes, and beads and fillet welds.

**WELD 1025 – SHIELDED METAL ARC WELDING II (1-6-3)**

**Co-requisite:** COFC 1080

**Prerequisite:** WELD 1015

This course is the second in a series of Basic Shielded Metal Arc welding practices. Topics include joint fit-up and alignment, groove welds with backing, and open V-groove welds.

**WELD 1033 – GAS METAL ARC WELDING (1-1-2)**

**Co-requisite:** COFC 1080

This course covers the fundamentals of Gas Metal Arc Welding (GMAW). Topics include equipment and filler metals and plate welding.

**WELD 1034 – FLUX-CORED ARC WELDING (1-1-2)**

**Co-requisite:** COFC 1080

This course covers the fundamentals of Flux-Cored Arc Welding (FCAW). Topics include equipment and filler metals and plate welding.

**WELD 1035 GAS METAL ARC AND FLUX-CORED ARC WELDING (1-3-4)**

**Co-requisite:** COFC 1080, WELD 1005

This course covers the fundamentals of Gas Metal Arc Welding (GMAW) and Flux-Cored Arc Welding (FCAW). Topics include equipment and filler metals and plate welding.

**WELD 1045 – GAS TUNGSTEN ARC WELDING I (2-3-3)**

**Co-requisite:** COFC 1080, WELD 1005

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, equipment setup and plate welding.

## COURSE DESCRIPTIONS

**WELD 1055 – SHIELDED METAL ARC WELDING PIPE WELDS (1-6-3)****Co-requisite: COFC 1080****Prerequisite: WELD 1025**

This course explains how to set up shielded metal arc (SMAW) equipment for open-root V-groove welds on carbon steel pipe.

**WELD 1065 – GMAW AND FCAW PIPE WELDS (2-6-4)****Co-requisite: COFC 1080****Prerequisite: WELD 1035 or WELD 1033 and WELD 1034**

This course explains how to set up gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) equipment for open-root V-groove welds. It includes procedures for open-root V-groove welds with GMAW and FCAW equipment on pipe in a variety of positions.

**WELD 1075 – GAS TUNGSTEN ARC WELDING PIPE WELDING (1-8-4)****Co-requisite: COFC 1080****Prerequisite: WELD 1045**

This course explains how to prepare GTAW equipment for open-root V-groove welds on carbon steel and stainless steel pipe in all positions.

**WELD 1085 – SMAW STAINLESS STEEL GROOVE WELDS (1-6-3)****Co-requisite: COFC 1080****Prerequisite: WELD 1025**

This course explains how to make SMAS open-root V-groove welds on stainless steel plate and pipe in all positions.

**WELD 1105 – GAS METAL ARC WELDING – ALUMINUM (2-3-3)****Co-requisite: COFC 1080****Prerequisite – Program Admission**

This course introduces the student to aluminum plate and pipe welding techniques using Gas Metal Arc Welding (GMAW) equipment. Topics include aluminum metallurgy, equipment set-up and use, aluminum wire, shielding gas, and fillet and V-groove welds.

**WELD 1115 – GAS TUNGSTEN ARC WELDING – ALUMINUM (2-3-3)****Co-requisite: COFC 1080****Prerequisite: Program Admission**

This course introduces the student to aluminum plate and pipe welding techniques using Gas Tungsten Arc Welding (GTAW) equipment. Topics include aluminum metallurgy, equipment set up and use, aluminum wire, shielding gas and fillet and V-groove welds.

**WELD 1570 – ADVANCED NUCLEAR PIPE WELDING (1-8-4)****Prerequisite: WELD 1055, WELD 1075**

This course provides additional skills application to prepare students to work in the construction and pipe welding industry to include nuclear and/or fossil fuel power applications. Topics include advanced SMAW introduction, SMAW applications, advanced GTAW introduction, GTAW applications, GTAW skill demonstration and combination GTAW/SMAW proficiency.

# Interim Addendum To Student Code Of Conduct

## COVID-19 and Public Health-Informed Campus Policies

North Georgia Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

### **Risks of COVID-19**

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no vaccine for COVID-19 at this time.

COVID19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. North Georgia Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

North Georgia Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

### **Warning**

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the North Georgia Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

### **General Principles:**

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

## **INTERIM ADDENDUM TO STUDENT CODE OF CONDUCT**

### **COVID-19 AND PUBLIC HEALTH-INFORMED CAMPUS POLICIES**

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

#### **Requirements:**

- Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;
- Students will use a face covering of their choosing that conforms to CDC guidelines anytime that they are in an indoor space where the College deems that social distancing is not practical, including but not limited to academic spaces and dining areas (except while eating) unless given different instructions by authorized college personnel;
- Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;
- Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

- Inform the College by notifying appropriate personnel;
- If living on campus, stay in their dorm room until given further instructions by the College;
- Remain off campus if not currently residing on campus;
- If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.



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