# Table of Contents

Welcome from the President ........................................ 1  
Catalog Statement ............................................... 2  
Mission .................................................................. 2  
Vision ................................................................... 2  
Coastal Pines Board of Directors .............................. 2  
State Board of the Technical College System of Georgia...... 4  
Accreditation and Program Approvals .......................... 5  
Main Campus and Instructional Sites ............................ 6  
Warranty .................................................................. 7  
Statement of Non-Discrimination and Compliance .......... 7  
Declaración de no-discriminación y cumplimiento .......... 8  
Discrimination Grievances ....................................... 9  
Grievance/Compliant Appeals Officers .................... 9  
Admissions ................................................................ 9  
Admissions Statement ........................................... 9  
Admissions ............................................................ 10  
Admissions Categories ........................................... 10  
Diploma to Degree Transfers .................................... 12  
Dual Majors .......................................................... 12  
Competitive Admissions Programs ............................ 12  
Special Procedures – Allied Health Programs .............. 12  
Readmission to the College ...................................... 12  
Georgia Residency Requirements ................................ 13  
Assessment ................................................................ 14  
Advanced Placement .............................................. 15  
Dual Enrollment ..................................................... 17  
Joint Enrollment ..................................................... 18  
ACCEL ................................................................... 18  
Move on When Ready .............................................. 18  
Articulated Credit .................................................... 19  
Financial Aid for High School Students ..................... 19  
Registration and Records .......................................... 19  
Academic Advisement and Registration .................... 19  
Matriculation ......................................................... 19  
Academic Load ...................................................... 19  
Enrollment Verification .......................................... 20  
Information about Schedule Confirmation .................. 20  
Drop/Add a Course ................................................ 20  
Withdrawal from College ........................................ 20  
Attendance Procedure .......................................... 20  
Attendance Appeal Process ..................................... 21  
Grading System ..................................................... 21  
Grade and Other Academic Appeals ......................... 22  
Work Ethics .......................................................... 23  
Grade Point Average (GPA) Calculation and Definitions . . . 23  
Institutional GPA ................................................... 23  
Transfer GPA ......................................................... 23  
Overall GPA ........................................................ 23  
Program GPA (Graduation GPA) .............................. 24  
Academic Standing ................................................ 24  
President’s List ...................................................... 24  
Dean’s List ............................................................ 24  
Academic Achievement ......................................... 24  
Academic Probation ............................................... 24  
Academic Suspension ............................................ 24  
Academic Dismissal ............................................... 24  
Readmission after Academic Dismissal ...................... 25  
Academic Suspension/Dismissal Appeals ..................... 25  
Additional Conditions — Cohort Programs ................. 25  
Graduation/Commencement .................................... 25  
Family Educational Rights and Privacy Act ................ 26  
Distance Education .................................................. 27  
Financial Information .............................................. 30  
Tuition and Fees .................................................... 30  
Fee Payment ........................................................ 32  
Personal Checks .................................................... 32  
Financial Obligations ............................................. 33  
Refund Guidelines ................................................ 33  
Bookstore ............................................................. 34  
Bookstore Purchasing Procedures ............................ 34  
Financial Assistance ................................................. 34  
Financial Aid Programs ......................................... 35  
Application Procedures for Pell Eligible Programs ....... 38  
Application Procedure for Non-Pell Eligible Programs ... 38  
Verification ........................................................... 39  
Fund Disbursement ............................................... 39  
Satisfactory Academic Progress (SAP) ....................... 39  
Financial Aid Warning ........................................... 40  
Financial Aid Suspension ....................................... 40  
Financial Aid Appeals ............................................ 40  
Student Rights and Responsibilities ........................ 40  
Withdrawals and Title IV Aid .................................. 41  
General Student Information ..................................... 41  
Career Services ..................................................... 41  
Retention ............................................................. 42  
Support Services for Students with Disabilities .......... 42  
Voter Registration .................................................. 42  
Library ................................................................. 42  
E-Mail ................................................................. 43  
Field Trips ............................................................... 43  
News Releases/Publications ..................................... 43  
Food and Beverages .............................................. 43  
Photo Identification .............................................. 43
Welcome to Coastal Pines Technical College (CPTC). As we enter into our first year as CPTC, we are poised and ready to serve all of the communities within our 13-county service delivery area. Our goal is your success.

As you view our catalog, you will find resources and information to help you take the next step toward reaching your educational goal. In addition, you will find that CPTC faculty and staff take a personal interest in your achievement.

Whatever your current walk in life, whether you are an unemployed job seeker, employee seeking advancement, high school dropout, recent high school graduate, current high school student, employer or a senior citizen, CPTC has a program or service to meet your needs. Many of our services are free, and our programs are accessible, affordable, and convenient. We offer classes in traditional classroom settings and online. CPTC instructors meet students where they are educationally in order to help them get where they want to be.
As a Unit of the Technical College System of Georgia, we offer degree, diploma and certificate programs as well as adult education, English as a Second Language (ESL) classes and workforce development services. The College’s dual credit programs provide exceptional opportunities for Georgia high school juniors and seniors to take college level courses and earn credit toward a high school diploma and a college degree at the same time. We offer flexible class scheduling through day, evening, and online courses. Additionally, job placement and financial aid assistance are available - including the HOPE Grant and HOPE Scholarship.

Through agreements with the University System of Georgia and partnerships with two- and four-year private colleges and universities, it is much easier to reach your ultimate educational destination, if you choose to pursue another degree or credential after graduating from CPTC.

Coastal Pines Technical College
A Unit of the Technical College System of Georgia

CATALOG STATEMENT

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between the students and this College. While the provisions of this catalog will ordinarily be applied as stated, Coastal Pines Technical College reserves the right to change any provision listed, including but not limited to, academic requirements for graduation, without actual notice to individual notice to individual students. Every effort shall be made to keep students advised of any such changes. Information on changes will be made available in the Student Affairs Office and the Catalog Addendum. It is important that students know it is their responsibility to remain informed of all changes including academic requirements for graduation. This document remains effective until publication of the next catalog.

MISSION

Coastal Pines Technical College, a unit of the Technical College System of Georgia, is a multi-campus, two-year college in Southeast Georgia that supports the workforce development and lifelong learning needs of communities, businesses, and industries. Through traditional and distance delivery formats, the learner-centered College offers associate degree, diploma, and technical certificate programs; continuing education opportunities; adult education services; and custom-

VISION

Coastal Pines Technical College will be the premier, regional center of higher education for student learning and community development.

COASTAL PINES BOARD OF DIRECTORS

Bacon County
Mr. Jack Johnson
Vice President
First National Bank South
423 W 12st Street
Alma, Georgia 31510
(912) 632-7262 ext. 128
Brantley County  
Dr. Greg Jacobs  
Assistant Superintendent  
Brantley County BOE  
272 School Street  
Hoboken, Georgia  31542  
(912) 462-6176  

Camden County  
Mr. Joel Hanner  
Area Manager  
Georgia Power Company  
135 North Gross Road Bin 73560  
Kingsland, Georgia  31548  
(912) 576-6038  

Ms. Gwen Mungin  
Retired  
100 Arbor Court  
Kingsland, Georgia  31548  
(912) 729-5613  

Charlton County  
Mr. Lee Gowen  
Manager  
Big John Trailers  
215 Pinewood Street  
Folkston, Georgia  31537  
(912) 496-7469  

Clinch County  
Mr. Phillip Cook  
181 Lucille Street  
Homerville, Georgia  31634  
(912) 487-2357  

Glynn County  
Dr. Patrick Ebri  
VP Human Resources  
Southeast Georgia Heath System  
2415 Parkwood Drive  
Brunswick, Georgia  31520  
(912) 466-3170  

Mr. Randal E. Morris  
Public Affairs Manager  
Georgia Pacific  
P. O. Box 216  
White Oak, Georgia  31568  
(912) 280-6804  

Jeff Davis County  
Mr. Grant Gainer  
Owner  
Gainer Brothers, Inc.  
P. O. Box 153  
Hazlehurst, Georgia  31539  
(912) 375-0881  

Pierce County  
Mr. Daniel Johnson
Owner/CEO
D. L. Johnson Farms
2747 Daniel Road
Alma, Georgia  31510
(912) 449-3955

Ware County
Dr. Keith Johnson
Medical Director and Chief of Anesthesia
Mayo Clinic Health System
1060 Woods Road
Waycross, Georgia  31501
(912) 338-6511

Mrs. Toni Nelson, Vice Chair
Marketing and PR Coordinator
Mayo Clinic Health System
820 E. Waring Street
Waycross, GA  31501
(912) 287-2573

Wayne County
Mr. Ted Buford, Chair
25 Pine Forest Drive
Jesup, Georgia  31546
(912) 427-8241

Ms. Joy Burch-Meeks
Burch Farms
3163 Nine Run Road
Screven, Georgia  31560
(912) 207-0195

STATE BOARD OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA

The State Board of the Technical College System of Georgia is responsible for establishing standards, regulations and policies for the operation of the Technical College System of Georgia, the state's 25 technical colleges, economic development programs, and adult education programs. The Board strives to promote the economic well-being of Georgia citizens by ensuring high quality training and upgrade training and services as a full partner in the expansion of Georgia's economic base.

1st Congressional District
Mary Flanders

3rd Congressional District
Frank S. "Chunk" Newman

5th Congressional District
James F. Gingrey

7th Congressional District
Michael L. "Sully" Sullivan

9th Congressional District
Dinah C. Wayne

2nd Congressional District
Richard Porter

4th Congressional District
VACANT

6th Congressional District
Carl E. Swearingen

8th Congressional District
Ben I. Copeland, Sr.

10th Congressional District
Trey Sheppard
ACCREDITATION AND PROGRAM APPROVALS

Institution Accreditation
Coastal Pines Technical College (formerly Okefenokee Technical College and Altamaha Technical College, both accredited by SACSCOC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 (www.sacscoc.org) for questions about the accreditation of Coastal Pines Technical College. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Pines Technical College and not to the Commission’s office. Coastal Pines Technical College’s contact information is: Coastal Pines Technical College, 1701 Carswell Avenue, GA 31503, www.coastalpines.edu, 912-287-6584, or fax (912) 284-2508.

Program Accreditation
- Automotive Collision Repair is accredited by the National Automotive Technicians Education Foundation (NATEF).
- Automotive Technology, Waycross Campus, is accredited by the National Automotive Technicians Education Foundation (NATEF).
- Air Conditioning Technology is accredited by Heating, Ventilation, and Air Conditioning (HVAC) Excellence.
- Clinical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Medical Assisting, Waycross Campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- Respiratory Care Technology is accredited by the Commission on Accreditation for Respiratory Care (Co ARC).
- Surgical Technology is accredited by the Commission on Accreditation of Allied Health Educational Programs upon recommendation of the Accreditation Review Council on Education for Surgical Technology.

Program Approvals
- The Computer Information Systems program is an authorized Microsoft IT Academy and an authorized Cisco Network Academy.
- The Early Childhood Care and Education program is approved by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) and by the Georgia Professional Standards Commission.
- The Cosmetology program is approved by the Georgia Board of Cosmetology.
- The Nurse Aide program is approved by the Georgia Medical Care Foundation.
Main Campus and Instructional Sites

- The Paramedicine, Advanced Emergency Medical Technician (AEMT), and the Emergency Medical Technician (EMT) programs are approved by the Georgia Department of Community Health, Office of Emergency Management Service and Trauma.
- The Practical Nursing Program is approved by the Georgia Board of Nursing.

Waycross Campus (Main)
1701 Carswell Ave
Waycross GA 31501
912-287-6584
800-332-8682

Alma Instructional Site
101 West 17th Street
Alma GA 31510
912-6932-0951

Baxley Instructional Site
1334 Golden Isles Pkwy W
Baxley GA 31513
912-367-1700
888-755-2832

Camden Instructional Site
The Camden Center
8001 The Lakes Blvd
Kingsland GA 31548
912-510-3300
800-645-645-8284

Camden County High School
1585 Laurel Island Pkwy
Kingsland GA 31548
800-645-8284

Hazlehurst Instructional Site
677 Douglas Hwy
Hazlehurst GA 31539
912-379-0041
800-645-8284

The Big House - Culinary Arts
25 East Coffee St
Hazlehurst GA 31539
912-375-0012

Golden Isles Instructional Site
Golden Isles Career Academy Building
4404 Glynco Parkway
Brunswick GA 31525
912-280-4000
800-645-8285

McIntosh County Academy
8945 US Highway 17
Darien GA 31305
800-645-8284
Jesup Instructional Site
1777 West Cherry Street
Jesup GA 31545
912-427-5800
800-645-8284

Federal Correction Institute, Jesup
2600 US Hwy 301 S
Jesup GA 31599
912-427-0870
(Closed to the public)

High School Instructional Sites
Appling County High School
Bacon County High School
Brantley County High School
Brunswick High School
Charlton County High School
Clinch County High School
Glynn Academy
Jeff Davis High School
Pierce County High School
Ware County High School
Wayne County High School

Other Instructional Sites
Brantley County Technical and Adult Education Center
Charlton County Technical and Adult Education Center
Clinch County Education Complex
Pierce County Technical and Adult Education Center

WARRANTY

As a demonstration of our confidence in the quality of our Technical College programs, the Technical College System of Georgia warrants every graduate of a Technical College program offering a technical certificate of credit, diploma, or associate degree.

The 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. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees. A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies in the Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

The warranty shall remain in effect for two years immediately following the date of graduation. To inquire or file a warranty claim, contact the Vice President for Academic Affairs.

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE

The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, and educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and
employment of personnel and the contracting for goods and services. Coastal Pines Technical College (CPTC) is a unit of the TCSG.

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 persons have been designated to handle inquiries regarding Coastal Pines Technical College nondiscrimination policies:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>ADA/Section 504 Coordinator</th>
<th>EEO/AA Coordinator</th>
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<tr>
<td><strong>Jesup</strong></td>
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<td>Katrina Howard</td>
<td>Cathy Montgomery</td>
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<td>1777 West Cherry Street</td>
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<td>Jesup, Georgia 31545</td>
<td>Jesup, Georgia 31545</td>
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<tr>
<td>(912) 427-5876</td>
<td>(912) 427-6265</td>
<td>(912) 427-5876</td>
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<tr>
<td><a href="mailto:khoward@coastalpines.edu">khoward@coastalpines.edu</a></td>
<td><a href="mailto:cmontgomery@coastalpines.edu">cmontgomery@coastalpines.edu</a></td>
<td><a href="mailto:khoward@coastalpines.edu">khoward@coastalpines.edu</a></td>
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<tr>
<td><strong>Waycross</strong></td>
<td><strong>Waycross</strong></td>
<td><strong>Waycross</strong></td>
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<tr>
<td>Cynthia Linder</td>
<td>Karen Boyle</td>
<td>Cynthia Linder</td>
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<tr>
<td>1701 Carswell Avenue</td>
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<td>Waycross, Georgia 31503</td>
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<tr>
<td>(912) 287-4098</td>
<td>(912) 285-6119</td>
<td>(912) 287-4098</td>
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<tr>
<td><a href="mailto:clinder@coastalpines.edu">clinder@coastalpines.edu</a></td>
<td><a href="mailto:kboyle@coastalpines.edu">kboyle@coastalpines.edu</a></td>
<td><a href="mailto:clinder@coastalpines.edu">clinder@coastalpines.edu</a></td>
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Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

DECLARACIÓN DE NO-DISCRIMINACIÓN Y CUMPLIMIENTO

El Sistema de Universidad Técnica de Georgia y sus constituyentes colegios técnicos no discrimina basándose en raza, color, credo, nacional u origen étnico, género, religión, discapacidad, edad, afiliación política o creencia, información genética, discapacitado veterano, veterano de la Era de Vietnam, o condición de ciudadanía (excepto en aquellas circunstancias especiales permitidos o impuestas por ley). Esta política de no discriminación abarca la operación de todos TCSG y programas administrados por el colegio técnicos, programas financiados por el gobierno federal, los programas educativos y actividades de admisiones, becas y préstamos, vida estudiantil y atletismo. También se aplica a la contratación y el empleo de personal y la contratación de bienes y servicios.

El Sistema Técnico de Universidad y colegios técnicos promoverán la realización de la igualdad de oportunidades a través de un programa positivo continuo de prácticas específicas destinadas a garantizar la plena realización de la igualdad de oportunidades. Las siguientes personas han sido designadas para manejar las preguntas sobre las políticas de no discriminación de Coastal Pines Technical College.

<table>
<thead>
<tr>
<th>Coordinador de Título IX</th>
<th>ADA/Coordinador de sección 504</th>
<th>Coordinador de EEO/AA</th>
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<tr>
<td><strong>Jesup</strong></td>
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<td>(912) 427-6265</td>
<td>(912) 427-5876</td>
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<td><a href="mailto:cmontgomery@coastalpines.edu">cmontgomery@coastalpines.edu</a></td>
<td><a href="mailto:khoward@coastalpines.edu">khoward@coastalpines.edu</a></td>
</tr>
</tbody>
</table>
Student complainants are encouraged to seek informal resolution of their grievances or concerns. If the informal process does not result in the resolution to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure.

Formal Complaint Procedure
The student must file a formal written grievance in the office of the Equity - Title VI Officer, within 15 business days of the incident being grieved with the following information:
1. Name
2. Date
3. Brief description of incident
4. Remedy requested
5. Signature
6. Informal remedy attempted by the student and outcome

If the complaint is against the Title VI Officer, the complaint shall be filed directly with the President. An investigation will be conducted and a written response returned to the student within 15 business days. A final written appeal may be submitted to the CPTC President within 5 business days of receiving the response. The appeal will be decided based entirely on documents provided by the student and procedure administrator; therefore, the student must ensure all relevant documents are provided with the appeal. At the President’s discretion, the appeal may be reviewed by the President or by a cross-functional committee appointed by the President comprised of 5 members, to make the final decision within 10 business days.

Grievance/Compliant Appeals Officers

<table>
<thead>
<tr>
<th>Type of Appeal</th>
<th>Complainant</th>
<th>Appeals Officer</th>
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<tbody>
<tr>
<td>Academic Appeals</td>
<td>Student</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>American Disabilities Act - Title II/Section 504</td>
<td>Employee</td>
<td>Human Resource Coordinator</td>
</tr>
<tr>
<td>American Disabilities Act - Title II/Section 504</td>
<td>Student</td>
<td>Special Services Director</td>
</tr>
<tr>
<td>Employment Related Grievances</td>
<td>Employee</td>
<td>Human Resource Coordinator</td>
</tr>
<tr>
<td>Equity - Title VI</td>
<td>Employee</td>
<td>Human Resource Coordinator</td>
</tr>
<tr>
<td>Equity - Title VI</td>
<td>Student</td>
<td>Special Services Director</td>
</tr>
<tr>
<td>Sexual Discrimination - Title IX</td>
<td>Employee</td>
<td>Human Resource Coordinator</td>
</tr>
<tr>
<td>Sexual Discrimination - Title IX</td>
<td>Student</td>
<td>Human Resource Coordinator</td>
</tr>
<tr>
<td>Student Discipline/Code of Conduct</td>
<td>Student</td>
<td>Vice President for Student Affairs</td>
</tr>
</tbody>
</table>

Admissions

Admissions Statement
The admissions policy and procedures of the State Board of the Technical College System of Georgia and the admissions procedure of Coastal Pines Technical College assure the citizens of Georgia equal access to the opportunity
to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures will:

- Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).
- Increase the prospective student’s opportunities
- Guide the implementation of all activities related to admission to Coastal Pines Technical College and its programs, to student financial aid, and to the recruitment, placement, and retention of students
- Complement the instructional programs of Coastal Pines Technical College

Admissions

Admissions Process
Admission to CPTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Eligible Applicants
An individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. All 9th-12th grade secondary students participating in Move On When Ready (MOWR) are eligible to participate as long as they are currently enrolled in any GA state accredited public, private, or home school.

Required Academic Criteria
The High School Equivalency, such as a General Education Diploma (GED)® or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to CPTC unless otherwise specified by the program's standards. Home school students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester hours or 45 quarter hours at the degree level may submit official transcripts for all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

In order to be accepted by CPTC, the applicant must have been awarded a high school diploma from a secondary school that is on the Technical College System of Georgia (TCSG) approved accreditation list. Graduates of unaccredited high schools must obtain a GED.

Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent’s office on a monthly basis as required by O.C.G.A 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home schooled student’s junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit annual progress reports or a final transcript for the equivalent of the home schooled student’s junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Admissions Categories
Minimum admissions requirements for each diploma/degree program are established in accordance with the Technical College System of Georgia standards.

Students shall be admitted to Coastal Pines Technical College in one of the following categories: Regular, Provisional, Learning Support, Special, or Transient.
Regular Status
Upon completion of an approved assessment exam, eligible applicants who score at or above the program minimums on all required sections of the COMPASS will be granted regular admission status.

Provisional Status
Upon completion of an assessment exam, eligible applicants whose scores fall in the range immediately below regular admission level will enter under the provisional status. Students who enter under provisional status must improve their basic skills in the area(s) of deficiency prior to completion of the program. The provisionally admitted student may take all other courses except those in areas which the COMPASS score is below the level of regular admissions.

Learning Support Status
Upon completion of an assessment exam, applicants who score below the provisional range on the COMPASS in areas of reading, English, and math will be required to take Learning Support courses in the area(s) of deficiency prior to being accepted for the regular program. Applicants who score below the minimum score for learning support admissions will be required to complete coursework in Adult Education equivalent to 40 hours in area(s) of deficiency.

Special Admit Status (Non-credential seeking)
Special admit students are those who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma or degree. The following specifics define the parameters of this classification.

Special admit students shall:

- Be classified as non-award seeking at time of entry and, therefore, not eligible for financial aid.
- Be granted special student admit status upon recommendation of the admissions office.
- Receive credit for regular program coursework which is satisfactorily completed.
- Receive credit for unlimited number of courses, but may transfer only 17 credit hours into a specific program for award seeking purposes.
- May apply for regular admission status, but must meet all the requirements of the regular admissions process. This includes completion of the state-approved assessment process and submission of required documentation.
- Adhere to the specific institutional prerequisite requirements when selecting courses.

Transient Students
An applicant who wishes to transient from another college to CPTC and who has completed all the required steps for admission may be admitted as a transient student. Transient students may complete the coursework under a state standardized curriculum for graduation from the program. The degree, diploma, or technical certificate of credit will be awarded by the home institution rather than by Coastal Pines Technical College.

Prior to a transient student’s enrollment at CPTC, the CPTC Admissions Office will obtain a transient letter from the Admissions Office at the home institution to the effect that the home institution will accept Coastal Pines Technical College’s credits toward the graduation of the transient student.

A transient student enrolling at CPTC must:

- Submit a completed application for admission to CPTC (host institution).
- Pay the non-refundable application fee.
- Present a transient letter from the home institution stating the courses that can be taken.
- Pay all scheduled fees of the host institution.

Students from Coastal Pines Technical College who want to be a transient at another school must be in good standing and regular admission status.

Program Transfer
Students who want to transfer from one program to another within the institution must follow these procedures:
• Receive career counseling from an advisor prior to program transfer
• Complete the Major Change portion of the Student Information Change Form

Diploma to Degree Transfers
A student who desires to change from diploma status to degree status should consult his/her program advisor. The student must meet degree admissions requirements and complete the Major Change portion of the Student Information Change Form. Changes must be made prior to the effective term. Changing programs or award types may change HOPE/Pell eligibility. Students should always consult with the Financial Aid Office prior to this type of transfer.

Dual Majors
Coastal Pines Technical College students enrolled in a diploma program who desire to add an additional (dual) major may do so in a second diploma or technical certificate of credit program if all of the following criteria are met:
• the second program is in a related field
• regular admission status is achieved
• 50% or more of the primary diploma program has been completed
• program minimum grade point average (GPA) of 2.50

Competitive Admissions Programs
Some allied health diploma and degree programs have competitive entry processes that vary among programs. Contact the appropriate program director for specific information. Competitive entry requirements for each program may be found on the CPTC Web Page at www.coastalpines.edu
http://www.coastalpines.edu or contact the Admissions Office.

Special Procedures — Allied Health Programs
• Some clinical site facilities require a criminal background check for the purpose of clinical placements. Clinical placements are required components of the allied health program of study. All fees and expenses associated with a criminal background check are the responsibility of the student and are non-refundable.
• Some clinical site facilities require a drug screen for the purpose of clinical placements. Clinical placements are required components of the allied health program of study. All fees and expenses associated with a drug screen are the responsibility of the student and are non-refundable.
• Coastal Pines Technical College will not be responsible if, as a result of findings from a criminal background check, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
• Coastal Pines Technical College will not be responsible if, as a result of findings from a drug screen, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
• Any student who must take a prescription or over-the-counter medication that significantly alters his/her behavior or ability must notify the instructor and should not attend any clinical facility while under this medication.
• Any student suspected by the instructor or clinical personnel to be under the influence of alcohol or drugs while at a clinical facility may be requested to take a blood alcohol test or drug screen at the student’s expense. The student will not be allowed to enter the clinical facility until favorable test results are available. A report indicating the use of alcohol or drugs/medications capable of altering behavior or ability will result in the student being permanently removed from the clinical facility, which may prevent completion of the program.

Readmission to the College
Students who have not attended CPTC in the past calendar year or who have enrolled at another institution must complete a new CPTC admission application. Applicants must provide transcripts from each institution attended since last being enrolled at CPTC. Applicants who are not in good academic standing at their former institution will be accepted on academic probation.

Students dismissed or suspended from CPTC for academic reasons may apply to re-enter after completing the designated absence. Consideration of the application for readmission will be made by the Vice President for Academic Affairs. Reapplying does not guarantee acceptance.
Upon re-entry to the college, regardless of the reason, all students must follow standards, policies, and regulations that are in effect at the time of re-entry. A change of program is considered a re-admission and application to change a program must be made through the Office of Admissions.

**Georgia Residency Requirements**

**State Resident Procedure**
CPTC is responsible for the verification of the lawful presence of every successfully admitted student as required by state and federal immigration laws. Legal residence in the state of Georgia requires the establishment of a domicile in the State of Georgia with the intent to remain indefinitely. Coastal Pines Technical College has the responsibility of evaluating each application, while the student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate tuition rate to be paid by each student. In accordance with the policy of the Technical College System of Georgia, CPTC recognizes three student residency categories: Georgia Resident, Out-of-State Student, and Non-Citizen Student. The rate of tuition charged is based on a student’s status on the first day of the term.

Students applying for in state tuition must submit at least one secure and verifiable document defined in Georgia Code Section 50-36-1. The Georgia Code Sections can be found at www.georgia.gov.

**Georgia Student**
- To be classified as a Georgia Resident for tuition purposes, an independent student must show that he/she has established and maintained a domicile in Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term. ‘Independent student’ means an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court-appointed legal guardian and whose parent or guardian has ceased to provide support and right to that individual’s care, custody, and earnings.
- If an independent student classified as a Georgia Resident for tuition purposes relocates out of state temporarily but returns to Georgia within 12 months of the relocation, such student shall be entitled to retain his or her Georgia Resident tuition classification.
- A dependent student shall be classified as a Georgia Resident for tuition purposes if the dependent student’s parent or United States court-appointed legal guardian has established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and:
  (A) The student has graduated from a Georgia high school; or
  (B) The parent claimed the student as a dependent on the parent’s most recent federal or state income tax return.
- ‘Dependent student’ means an individual under the age of 24 who receives financial support from a parent or United States court-appointed legal guardian whose federal or state tax return lists the individual as a ‘dependent’.
- If the parent or United States court-appointed guardian of a dependent student currently classified as a Georgia Resident for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in Georgia, such student may retain his or her Georgia Resident tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in Georgia, regardless of the domicile of such student’s parent or United States court-appointed legal guardian.
- In the absence of documentation that the individual has established legal residence in Georgia, no person shall gain Georgia Resident status while attending any educational institution in this state.

**Exceptions**
Out-of-State Student tuition may exempt as defined in this policy. These exceptions may also qualify for the HOPE Grant.

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 GSFC regulations.

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
• United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
• United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
• 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;
• Career consular officers and their dependents that are citizens of the foreign nations which their consular office represents, and who are living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
• 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 waiver may be granted to their spouses and dependent children or individuals eligible for GI Bill benefits.

Notwithstanding any exception outlined above, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

Non-Citizen
Any student not a legal citizen of the United States shall be classified as a Non-Citizen Student. A Non-Citizen Student lawfully present may be classified as a Georgia Student if there is evidence to warrant such classification. In the absence of such classification, a Non-Citizen Student is to be charged a rate of tuition four times the rate of a Georgia Student.

Coastal Pines Technical College is not authorized by the Office of Immigration and Naturalization Services (INS) to issue I-20’s or student visas. It is the student’s responsibility to comply with all appropriate INS regulations. Non-Citizen Students must complete the following requirements in addition to the admissions procedures for new students:

• Provide an official English translation and evaluation of all secondary and postsecondary records performed by an independent credential evaluation agency at the student’s expense.
• Score at the provisional level or higher on the COMPASS

Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved evaluation organization or attain a GED®.

Non-Resident
A student who is a lawful resident of the United States but who has not established a physical domicile in the State of Georgia for a period of at least 12 months prior to the first day of the term for which they seek enrollment. An Out-of-State Student may enroll on a space available basis and shall not displace any Georgia Student. Students classified as Out-of-State Students will be assessed tuition at the rate twice that of a Georgia Student.

Assessment
Placement Testing
Coastal Pines Technical College (CPTC) believes that a student must have the basic educational skills necessary to be successful. The assessment provides CPTC the opportunity to serve the students better through quality placement. The official placement exam approved for use by Coastal Pines Technical College and sanctioned by the Technical College System of Georgia is the COMPASS exam. This placement exam evaluates reading, writing, math, and algebra skills.

Applicants must show a photo I.D. to gain entrance to the testing session. Students who do not possess a photo I.D. may notify the Admissions Office in advance of testing and prove identification through a combination of birth certificate, social security card and other forms of identification. An applicant who does not possess photo identification at the time of testing and who has not made prior arrangements will not be allowed to test.

Candidates for Placement Testing
Applicants must take a placement exam unless documentation is provided for one of the following:
1. Official transcripts indicating satisfactory completion (C or above) of program-level English and/or math courses.
2. SAT score minimums
   • Diploma Programs: 430 SATR and 400 SATM (440 SATM for programs requiring Algebra)
3. ACT score minimums
   - Diploma Programs: 13 Reading, 12 English, and 17 Math
   - Degree Programs: 17 Reading, 16 English, and 19 Math
4. Acceptable placement scores not more than 60 months old.
5. A score of 235 or higher on the English/Language Arts (ELA) portion of the Georgia High School Graduation Test
   for exemption of English and reading for placement into diplomas and technical certificate of credit programs.
   ELA scores must have been taken 2009 or later and are valid for 60 months.

Retesting Procedures
Applicants will be allowed to re-test with no additional charge under the following conditions:

- They have completed the required remediation.
- They are changing majors and do not have appropriate test scores.

Students who do not meet one of the above criteria may retest by paying the $15 retest fee.

Advanced Placement
Coastal Pines Technical College (CPTC) assumes responsibility for the academic quality of any academic credit
recorded on its transcripts and ensures all academic credit is at the collegiate level and is comparable to CPTC’s
credit programs. Advanced placement allows a student to receive course credit based on previous experience,
formal or informal, and results in advanced standing within a degree/diploma/certificate program.

Advanced placement includes the following:

- Transfer Credit
- Secondary School Articulation Credit
- Standardized Exam Credit
- Military Training Credit
- Prior Learning Assessment (PLA)
- Institutional Exemption Examination

Transfer Credit
As part of the admissions process, all official transcripts submitted by applicants to the college are evaluated for
credit transfer. Credit for courses at a college, university, or other postsecondary institution accredited by a na-
tional or regional accrediting agency recognized by the U.S. Department of Education and the Technical College
System of Georgia and whose curriculum is equivalent to or greater than that of CPTC will be considered for award
of transfer credit.

Students who have completed all or part of their secondary or postsecondary education outside of the United States
are required to have their foreign educational credentials evaluated and approved by an independent evaluation
agency.

Collegiate credit awarded by colleges, universities, or other postsecondary institutions not fully accredited nor in
candidacy status for accreditation from a regional accrediting association will be considered for transfer credit
following the verification of instructor credentials and approval by the Vice President for Academic Affairs or
his/her designated authority.

CPTC will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Awarding of transfer credit by CPTC does not guarantee that institutions subsequently attended by the student will
accept the credit.

The following guidelines apply to the evaluation of transfer credit:
- An official transcript is on file from all post-secondary institutions attended. Credits from one former institution
  appearing on the transcript of another institution can neither be evaluated nor accepted for credit without an
  official transcript from the institution of origin
• A desktop review (evaluation of courses for transfer credit) is required
• A grade of “C” or higher has been earned for each course transferred
• Occupation related technical course work should have been completed within 60 months prior to enrollment at CPTC
• No time limits exist on transferability of general education coursework
• The course is essentially the same in content as the course at CPTC
• Maximum credit hours awarded for a transfer course will not exceed the credit hours assigned to equivalent course at CPTC
• Course descriptions, syllabi, and pertinent catalog information will be reviewed to assure course compatibility with those of CPTC. Students are responsible for obtaining appropriate course descriptions and additional documentation if needed
• Decisions regarding the transfer of academic credit are made by the Registrar

Residence Requirements for Completion of Degree/Diploma/Certificate
A student must complete at least 25% of his or her credit hours of a particular program of study at Coastal Pines Technical College, Okefenokee Technical College or Altamaha Technical College in order to be awarded a technical certificate of credit, diploma or degree from Coastal Pines Technical College. Residence requirements of programs in some fields leading to licensure may exceed 25%.

Articulated Credit
Articulated credit may be awarded for course work completed under articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated for high school graduates as referenced by Technical College System of Georgia policy.

The following guidelines apply to CPTC articulated credit:

• An official high school transcript must be on file
• Student must enroll within two years of graduation
• A minimum grade of 70 must be earned in comparable secondary technical courses
• For each course to be articulated, a student must pass the respective Competency exam
• No fee shall be charged for validation of articulated credit
• Articulated credit must be defined in state agreements.

Military Training Credit
Credit may be awarded for training received in the Armed Forces. Students requesting credit should submit an official training certificate to the Admissions Office.

The following guidelines apply to military training credit for transfer:

• The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Forces published by the American Council on Education or by the official catalog of the Community College of the Air Force.
• Time limits for transfer will be the same as those for traditional transfer credit.
• Training experience meets required competencies for a course required in the program in which the student is enrolled.
• Military training credit is recorded as “TR” on the transcript and is not calculated in the grade point average.

Standardized Exam Credit
CPTC may award credit for a limited number of college level subject exams available through several nationally recognized examination boards. Credit may be awarded for approved Advanced Placement (AP) Examinations, College Level Examination Program (CLEP), and International Baccalaureate Credit pending review by the Registrar and appropriate faculty. Advanced Placement Examinations are offered by the College Entrance Exam Board. Exams
administered for CLEP subject matter are awarded according to the American Council on Education’s College Board. International Baccalaureate Credit examinations are offered by the International Baccalaureate Examination Board.

The following guidelines apply to College Board examination credit:
- Students must receive a score of 3 or higher on the Advanced Placement (AP) exam
- Students must score at the 50th percentile or above on the CLEP test
- Official test scores must be sent directly from the College Board to CPTC's Office of Admissions
- Students must receive a score of 3 or higher on the International Baccalaureate Examination
- Standardized exam credit is recorded as “EXE” on the transcript and is not included in the calculation of grade point average.

**Institutional Exemption Exam**
For students with previous knowledge and skill acquired through experience or other means, credit may be obtained for certain specified courses by demonstrating mastery of the subject through written and/or performance exams. A student may receive course credit by passing an institutional exemption exam. The exam validates competencies and skills the student would obtain through enrollment in the course.

The following conditions govern credit by exemption exam:
- Student may not be currently enrolled in the class for which exemption is attempted
- An exemption exam may not be attempted during the same term for which student withdrew from the course he/she is attempting to exempt
- Credit by exam is prohibited for any course in which a grade of “D” or “F” has been earned by the student
- An exemption exam can be taken only once
- No more than 23 semester credit hours may be earned by institutional credit exam
- Payment of applicable exemption exam fee must be made prior to taking the exemption exam (25% of course tuition). Charges for the exam are nonrefundable and are not covered by financial aid
- No fee shall be charged to students taking an exam to validate competency following completion of required modules in a learning support class

**Designation of Credit**
- Transfer credit is recorded as TR (A, B, or C) on the transcript and does not require the payment of course fees. The credit is not included in the calculation of the student’s grade point average except for consideration of program admission into competitive admission programs
- Military training credit is recorded as “TR” on the transcript and is not calculated in the grade point average
- Articulation credit is recorded as “AC” (A, B, or C) on the transcript. This credit is not included in the calculation of the student’s grade point average except for consideration of program admission into competitive admission programs
- Credit by exam is recorded as “EX” on the transcript and is not included in the calculation of grade point average

**Prior Learning Assessment (PLA)**
A student seeking credit for non-credit coursework, such as experiential learning or professional or industry certification, may choose to take the CPTC exemption exam to earn college credit. The exam may be written and/or performance based and validates competencies in skills the student would obtain through enrollment in the course. Student requests for the evaluation of licensure, certifications, and/or work experience for course credit are handled on a case by case basis. A grade of “EX” is entered to indicate successful completion of the CPTC exemption exam or approval of credentials evaluation and is not included in the calculation of grade point average.

**Dual Enrollment**
Dual enrollment programs allow qualified high school students an opportunity to earn postsecondary and secondary credit while jointly enrolled in a Georgia public high school, private high school, or an eligible home study program. Through the dual enrollment program, students can enroll in diploma or certificate programs at CPTC. Dual enrollment students are only allowed to take occupational courses in specific program areas at CPTC.
students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. Additional fees and book expenses may be the responsibility of the student.

**Joint Enrollment**

Joint enrollment programs allow qualified high school students an opportunity to earn postsecondary credit while jointly enrolled in a Georgia public high school, private high school, or an eligible home study program. Through the joint enrollment programs, students can enroll in diploma or certificate programs at CPTC. Joint enrollment students are allowed to take general education or occupational courses in specific program areas. Joint enrollment students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. Additional fees and book expenses may be the responsibility of the student.

**Dual and Joint Enrollment Requirements:**

- Be classified as a high school sophomore, junior, or senior at an eligible Georgia public or private high school, or an eligible home study program that is on track towards graduation
- Must be at least 16 years of age (without Presidential waiver)
- Meet Coastal Pines Technical College regular admissions requirements
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT admission exam
- Be a legal resident of Georgia
- Meet U.S. citizenship requirements
- Be registered with Selective Service, if required
- Maintain satisfactory academic progress
- Complete a Coastal Pines Technical College application for admission
- Receive guidance counselor approval
- Complete the online HOPE Grant application at www.GAcollege411.org

**ACCEL**

The ACCEL program allows qualified high school students an opportunity to earn postsecondary and secondary credit while concurrently enrolled in an eligible Georgia public high school, private high school, or home study program. Through the ACCEL program, students can enroll in only associate degree general education courses at CPTC. ACCEL students who meet Georgia residency requirements are eligible to receive financial assistance through state revenue funding programs. Students may receive ACCEL payments for two semesters per Award Year (fall and spring semesters). Additional fees and book expenses may be the responsibility of the student.

**ACCEL requirements:**

- Be classified as a high school sophomore, junior or senior from an eligible Georgia public high school, private high school, or home study program that is on track towards graduation
- Must be at least 16 years of age (without Presidential waiver)
- Meet Coastal Pines Technical College regular admissions requirements
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT entrance test
- Be a legal resident of Georgia
- Meet U.S. citizenship requirements
- Be registered with Selective Service, if required
- Maintain satisfactory academic progress
- Complete a Coastal Pines Technical College application for admission
- Receive guidance counselor approval
- Complete the online ACCEL Program Application form at www.GAcollege411.org

**Move on When Ready**

Move on When Ready provides opportunities for high school juniors and seniors to enroll full-time (12 semester hours) in postsecondary institutions to earn both high school and college credits simultaneously. Additional course cost above 12 hours is not covered through MOWR funding. Funding for Move on When Ready is provided through the local school system’s equivalent (FTE) program count as determined by the Georgia Department of Education. Student participation is based on semester to semester or full year participation. Participation is only allowed during the normal fall and spring semesters of the high school and college school year. Summer school, remedial, learning support and exemption credit is not allowed for MOWR participation.
Articulated Credit
Articulated credit may be awarded for course work completed under articulation agreements when established competencies have been achieved.

Coastal Pines Technical College shall bank credit after a secondary student successfully passes the competency exam required to articulate subject credit. This credit shall be applied to the student’s record once he/she matriculates to CPTC. The secondary student must matriculate within 2 years after high school graduation, unless dictated by program standards.

Student competencies must be validated before awarding articulated credit by administering the final examination/exemption examination for the course(s) to be articulated.

Financial Aid for High School Students
Eligible high school students can apply to receive the HOPE grant, ACCEL grant or other state funding to assist in paying tuition, and associated costs. Financial Aid applications, HOPE and ACCEL requirements can be found at www.GAcollege411.org.

For more information, contact a CPTC High School Coordinator or contact a high school counselor.

Registration and Records

Academic Advisement and Registration
Coastal Pines Technical College realizes that academic advisement is an integral part of the overall success of the students. Mandatory academic advisement is a process designed to make students aware of their responsibilities in program selection and appropriate course sequencing. Advising includes academic counseling and interpretation of institution rules and regulations as set forth in the student handbook.

Students are assigned to an advisor based on program major. Each student is assigned a primary advisor; however, a student may be advised by any advisor in the major program area. In the event an advisor’s advisement load rises above the level determined by the College to be appropriate, the Dean for Academic Affairs for the program area will provide support and assist with the advisement process.

Students consult an advisor each semester to review goals, academic progress, and to schedule classes for the following term. Academic advisement may be done by phone or via email to facilitate accessibility for the student. Students registering through BannerWeb must consult their advisor prior to registration. Students can obtain their advisor information using BannerWeb.

After students are advised, they may self-register using BannerWeb.

Matriculation
Enrollment for the term is not complete until the student has properly completed registration and paid all fees due. Students who receive any type of financial aid may visit the financial aid office each term or review their BannerWeb account to ensure that financial aid support is adequate to cover that term’s fees. Students will be dropped from the courses for which they have attempted to register if fees are not paid before the payment deadline each term.

Academic Load
Students must register for 12 or more credit hours to be considered full time.
Enrollment Verification
Coastal Pines Technical College has authorized the National Student Clearinghouse (NSC) to provide enrollment verification certifications for students through NSC Student Self Service. NSC Student Self Service enables CPTC students to print official enrollment verification certifications on demand via our secure student portal, BannerWeb, at no charge.

Information about Schedule Confirmation
- Payment of tuition and fees confirms registration and reserves the student's schedule.
- All tuition and fees are due before the first day of the term for ALL credit students. This requirement holds true even if class is scheduled to begin on a different day.
- If tuition and fees are NOT paid by the deadline, classes will be dropped.
- A late registration fee will be charged for students who register after Late Registration begins.

Drop/Add a Course
The official drop period is the first three business days of the term. Courses dropped during this period will not appear on the student’s academic record.
The official add period is the first seven calendar days of the term.

Withdrawal from College
Formal withdrawal is accomplished by completion and submission of a drop/withdrawal form. This form is available to students via BannerWeb, CPTC website or in Student Affairs. Students who withdraw from a course after the end of the third business day of the term shall receive a grade of ‘W’, ‘WP’, or ‘WF’ and shall receive no refund of tuition and fees.

In order to receive a 100% refund, the form must be completed BY THE STUDENT and submitted to Student Affairs by closing time on the third business day of the term.

Attendance Procedure
Establishing a consistent and acceptable pattern of attendance is considered an integral part of the total educational process. Coastal Pines Technical College (CPTC) stresses the importance of attending classes as scheduled and each instructor evaluates attendance and punctuality through the work ethics grade for each course.

Student Responsibility
Some academic programs have specific attendance policies. These policies will be located in the course syllabi and addressed by instructors during course introductions. It is the student’s responsibility to properly withdraw from a class if required attendance cannot be maintained.

Attendance Withdrawal/Reinstatement
Because attendance is a critical factor in meeting academic criteria for successful completion of a course, a student will be withdrawn from a course by the instructor after missing ten percent (10%) of the scheduled hours of the course. A student who does not attend their first scheduled class will be considered a “No-Show”.

This procedure applies to the CPTC main campus and all instructional sites and affects all traditional (face-to-face) and hybrid credit courses (distance education courses will be addressed separately in this policy).

Class Tardiness
Class Sessions Less than 2.5 hours
A student who is tardy more than fifteen minutes (15 minutes) will be considered absent for that class period.
Students who leave the classroom or lab fifteen minutes (15 minutes) prior to the scheduled end of class or lab will be considered absent for that class or lab period.

Class Session 2.5 hours or Longer
An instructor who teaches a course that has sessions 2.5 hours or longer will develop class tardiness guidelines and submit them to his or her Dean for approval. Approved tardiness guidelines must be included in the course syllabus.

Make up of Work Missed
Students are required to make-up all work in a timely manner regardless of circumstances. The Dean must approve each department’s policy on make-up work and the policy must be included in each course syllabus. Also, while course work may be made up, missed class time may not be made up. The instructor must keep a running total of the absences of all students.

**Distance Education Attendance**
Students in distance education classes must contact the course instructor via CPTC email within the first three (3) calendar days of the academic term. Students who fail to contact their instructor within three days will be considered a “No Show” and will be removed from class enrollment. Students enrolled in distance education classes should actively participate in class assignments. If a student fails to participate in the distance education course any seven (7) consecutive calendar days of the semester, he or she would have violated the College’s attendance policy and will be withdrawn for the course. Participation includes the submission of academic assignments as prescribed by the course syllabus and/or instructor.

**Attendance Records**
The class grade book or distance education learning management system (LMS) platform maintained by the instructor is the official record for all students in a class. It is the official record in all matters pertaining to entrance, attendance, and completion.

**Programs Resulting in Licensure**
Students who are enrolled in programs that require licensure will be required to make up clinical hours in accordance with the program’s policy. Otherwise, consent papers to take the licensing or certification examination will not be signed by the instructor of that program. It is the responsibility of the student to read and comply with the attendance policies.

Attendance policies of programs in some fields requiring licensure may exceed those of CPTC.

**Attendance Appeal Process**
Students who have been withdrawn from a course for violating the Attendance Procedure may appeal for reinstatement to the appropriate Academic Affairs Dean. The Dean will review all extenuating circumstances presented by the student and may reinstate the student into the course.

**Grading System**
Grades are awarded according to the following system:

<table>
<thead>
<tr>
<th>Credit Courses:</th>
<th>Grade</th>
<th>Numeric Score</th>
<th>Quality Points</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td></td>
<td>B</td>
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<td>C</td>
<td>70 - 79</td>
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<td>D</td>
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<td></td>
<td>AC (A, B, C)</td>
<td>Articulated Credit</td>
<td>Not Computed</td>
</tr>
<tr>
<td></td>
<td>AU</td>
<td>Audit</td>
<td>Not Computed</td>
</tr>
<tr>
<td></td>
<td>TR (A, B, C, M)</td>
<td>Transfer Credit</td>
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</tr>
<tr>
<td></td>
<td>EXE, EXP</td>
<td>Exemption Credit</td>
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**Learning Support:**

<table>
<thead>
<tr>
<th></th>
<th>A*</th>
<th>90 -100</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>B*</td>
<td>80 - 89</td>
</tr>
<tr>
<td></td>
<td>C*</td>
<td>70 - 79</td>
</tr>
<tr>
<td></td>
<td>D*</td>
<td>60 - 69</td>
</tr>
<tr>
<td></td>
<td>F*</td>
<td>0 - 59</td>
</tr>
<tr>
<td></td>
<td>W*</td>
<td>Withdrawn Failing</td>
</tr>
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</table>

**Non-Credit:**

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>Satisfactory</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>U</td>
<td>Unsatisfactory</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>
W - This grade signifies that a student withdrew from a course on or before the 60% mark of the term, whether the work is passing or failing. If the 60% mark falls on a weekend or holiday, students who withdraw on the next class day will be awarded a “W”. No credit is given and no grade points are calculated. A grade of “W” is not included in calculating the grade point average but is counted as coursework attempted.

WP - This grade signifies that a student withdrew from a course on or after the 60% mark of the term and had a passing average and is making satisfactory progress at the time of withdrawal. A grade of “WP” is not included in calculating the grade point average but is counted as coursework attempted.

WF - This grade signifies that a student withdrew from a course after the 60% mark of the term and had a failing average and is not making satisfactory progress at the time of withdrawal. A grade of “WF” is calculated in the grade point average as an “F” and is counted as coursework attempted.

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

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

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

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

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

EXE - A grade of "EXE" indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

EXP - a grade of 'EXP'indicates that a student has exempted a course through portfolio presentation. Credit is given but grade points are not calculated.

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

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

Grade and Other Academic Appeals
A student may appeal a final grade or other academic decision in accordance with college policy. A student may appeal by submitting a typed letter of appeal to the instructor who awarded the grade or made the academic decision within ten (10) business days from the date the student learned or reasonably should have learned of the
final grade or other academic decision. If the appeal to the instructor does not satisfactorily resolve the student’s concern, the student may further appeal to the appropriate Dean for Academic Affairs by submitting a typed letter of appeal and the results of the appeal to the instructor within twenty (20) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. If the student is not satisfied with the decision of the Dean, the student may appeal to the Vice President for Academic Affairs by submitting a typed letter of appeal and the results of appeals to the instructor and dean within thirty (30) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. The decision of the Vice President for Academic Affairs shall be final.

**Work Ethics**

In each occupational course Coastal Pines Technical College students will be graded on ten work ethics traits:

- Attendance
- Organizational Skills
- Communication
- Cooperation
- Respect
- Productivity
- Attitude
- Appearance
- Teamwork
- Character

A work ethics grade will be assigned at the end of each term or grading period. It will be recorded on each student’s transcript but will not be calculated in the GPA. The grades assigned for work ethics are as follows:

- Exceeds expectations = 3
- Meets expectations = 2
- Needs improvement = 1
- Unacceptable = 0

**Grade Point Average (GPA) Calculation and Definitions**

The GRADE POINT AVERAGE (GPA) is calculated by multiplying the credits for each course by the quality points associated with the grade earned, totaling the points earned for all courses, and dividing the total points by the total number of credit attempts.

Quality Points are assigned to each letter grade.

- A = 4.0 quality points
- B = 3.0 quality points
- C = 2.0 quality points
- D = 1 quality point
- F = 0 quality points

**Institutional GPA**

The Institutional GPA is calculated using all courses attempted/earned at Coastal Pines Technical College (does not include Learning Support courses). The Institutional GPA is recalculated after every term.

**Transfer GPA**

The Transfer GPA is calculated using credit accepted from other institutions. Credits transferred count toward the requirements for graduation, but are not included in the Institutional GPA. The Transfer GPA is not used to determine Academic Standing. The Transfer GPA is used for consideration of program admission into competitive entry programs.

**Overall GPA**

The Overall GPA reflects the total credit academic activity of the student. The Overall GPA is calculated using all courses attempted/earned at Coastal Pines Technical College as well as transfer credits. The Overall GPA is not affected by program of study, changes in program of study, or student classification and is not used for consideration of program admission into competitive entry programs. The Overall GPA is recalculated after every term.
Program GPA (Graduation GPA)
The Program GPA is calculated using only courses that are required for graduation. The Program GPA is used to determine eligibility for Honor Graduates.

Academic Standing
Academic Standing is calculated solely on Institutional GPA, which excludes Learning Support courses and Transfer credits.

President’s List
In order to recognize outstanding student academic achievement, a President’s List is published each term. This list will consist of CPTC students enrolled full time who have attained a semester GPA of 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Dean's List
In order to recognize outstanding student academic achievement, a Dean's List is published each term. This list will consist of CPTC students enrolled full time who have attained a semester GPA of 3.75 - 3.99 out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Achievement
In order to recognize outstanding student academic achievement, an Academic Achievement List is published each term. This list will consist of CPTC students enrolled in 6-11 credit hours who have attained a semester GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Probation
The purpose of academic probation is to alert students to the fact their academic performance is not acceptable and to point out the consequences if improvements are not made during the next term of enrollment. A student who fails to maintain a minimum 2.0 semester GPA, for all work attempted in the term, shall be placed on academic probation. A student placed on academic probation (or admitted on academic probation) must attain a minimum 2.0 semester GPA during the next term of attendance to remove himself/herself from academic probationary status. Failing to attain a minimum semester GPA of 2.0 during the probationary term will result in the student being placed on academic suspension.

A student who fails to maintain the required grade point average in a particular program of study may be placed on academic probation. Failure to improve academic performance after being placed on probation shall result in suspension or dismissal from either the academic program or CPTC.

A student on academic probation is not eligible for graduation.

Academic Suspension
A student on academic probation who fails to attain a minimum semester GPA of 2.0 during the probationary term will be placed on academic suspension. A student on academic suspension must wait one full term before readmission. The student will return on academic probation. Upon readmission from academic suspension, any subsequent violation of academic probation will result in a second academic suspension.

Academic Dismissal
A student placed on academic suspension twice while in the same program will be permanently dismissed from that program, but may apply for admission to another program after waiting one term. After a third and any subsequent academic suspension, the student will be eligible to reapply for admission after one calendar year.

In appropriate circumstances, a student may be dismissed from an academic program or CPTC without first being placed on academic probation.
Readmission after Academic Dismissal
After an absence from CPTC for one calendar year, students may petition the Office of the Vice President for Academic Affairs to be considered for reinstatement. Students granted readmission to the college will be placed on Academic Probation.

Academic Suspension/Dismissal Appeals
A student may appeal academic suspension/dismissal by submitting a letter of appeal to the Vice President for Academic Affairs (VPAA) within ten (10) business days from the date the student learned or reasonably should have learned of his or her suspension or dismissal from the College. Evidence of any extenuating circumstances should be included. If the VPAA approves, the suspension may be overturned for one term. The decision of the Vice President for Academic Affairs is final.

Additional Conditions — Cohort Programs
Because of the sequential nature of courses in certain programs (Practical Nursing, Cosmetology, etc), a student will not be allowed to continue in the program if a final grade of “D” or “F” is earned in any course. All students enrolled in allied health programs will have their clinical program evaluated orally and in writing by their instructors with input from others responsible for their learning experiences. Unsatisfactory evaluations may be considered grounds for dismissal from the program. (See individual program evaluation requirements.)

Graduation/Commencement

Degree/Diploma
An application for a degree or diploma is due the term before completing all required courses. A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college. A Commencement Ceremony participation fee is due with the application if the student is participating in the Commencement Ceremony. Caps and gowns are required for the ceremony and are ordered by the Student Affairs Office.

Honor Graduate
Any student who has a graduation grade point average (GPA) equal to or in excess of 3.5 will be named an Honor Graduate and recognized during the Commencement Ceremony.

Honor Graduate with Distinction
Members of the National Technical Honor Society (NTHS) who have a cumulative GPA of 3.75 or higher and no less than a 2.0 work ethics grade in any course will be named Honor Graduate with Distinction and recognized during the Commencement ceremony.

Graduation Rate
Every postsecondary education institution is required by law to disclose its graduation rates annually. The 2012 graduation rate for Coastal Pines Technical College is 72.7%. This graduation rate reflects only full-time, first-time postsecondary students. Approximately 60% of the students at CPTC are part time and not included in this graduation rate.

Commencement Ceremony Participation Fee
Students participating in the Commencement ceremony at Coastal Pines Technical College will be charged a participation fee to defray the expense of the ceremony. Students who do not participate in the ceremony are not charged a fee. The fee will be paid when students register for their last term.

Technical Certificate of Credit
Certificates of credit are issued upon completion of all required coursework and an application for graduation. A student must be in good standing with a cumulative GPA of 2.0 or higher to be eligible for graduation. No fee is charged to receive a certificate.
Family Educational Rights and Privacy Act
Policies relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Coastal Pines Technical College. With certain exceptions, a student has the right of access to his/her records which are maintained by an educational institution or by a party authorized to keep records for the institution. The U.S. Department of Education enforces the Family Education Rights and Privacy Act through FERPA. This U.S. Department of Education receives and reviews complaints and forwards those that are not resolved to a review board that can recommend to the Department of Education Secretary sanctions including withdrawal of federal funds.

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

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

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled in writing by the first day of the semester at the registrar’s office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if a student enrolls in another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

Directory Information
The Federal Privacy Act stipulates that an institution has the right to declare one or more categories of information as public or directory information that may be released to the public at the discretion of the institution. Coastal Pines Technical College considers the following as directory information:

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

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

Solomon Amendment
A federal law known as the Solomon Amendment requires Coastal Pines Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, telephone number, age, major, date(s) of attendance, and degree awarded.

FERPA Objection
Any adult student or minor student’s parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory
information should not be released to third parties. Forms are available in the Registrar’s Office for filing a FERPA Objection.

**Notification of Student Rights to Records**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record. These rights include:

- The right to inspect and review student’s educational records. Students must submit a “Student Request to Inspect and Review Educational Record” form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student’s written request.
- The right to request the amendment of the student’s educational record that they believe is inaccurate. Students may ask Coastal Pines Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, CPTC will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Pines Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

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

**Disciplinary Records**
Disciplinary records are considered confidential information to be released only to faculty and administration officers who have responsibility related to the educational mission of the Institution and/or its disciplinary process. Release of information from this record to employers and prospective employers will occur upon a written release from the student or graduate. Information will be released to law enforcement officials upon court order, upon written release from the student or graduate or when there is a reason to believe this information is pertinent to the investigation or prevention of a crime.

**DISTANCE EDUCATION**

Distance Education  
The purpose of distance education at Coastal Pines Technical College (CPTC) is to provide students the opportunity to access quality instruction anytime, anywhere. Distance education is defined as providing access to learning when students are not physically present in a traditional classroom setting. Coastal Pines Technical College desires to create and provide access to learning when the source of information and the learners are separated by time and/or distance.

Coastal Pines Technical College offers distance education courses through the Georgia Virtual Technical Connection (GVTC), the electronic clearinghouse for all web-based instruction offered through the Technical College System of Georgia (TCSG) which includes CPTC. TCSG utilizes ANGEL®, a web-based Learning Management System (LMS) for delivery of distance education instruction.

Online (O) courses are taught utilizing the ANGEL® Learning Management System over the Internet. Students enrolled in online courses come to the main campus or one of the instructional sites to take one required proctored event (a major exam or assignment) during the term. Hybrid (K2) courses mean 51% of the class is held in the classroom while the other 49% is offered through ANGEL®. Web-enhanced (V) courses meet in the traditional classroom on a normal schedule, but students may have to enter ANGEL® to take tests or obtain other course information.
Advisors can counsel students on which online courses are available and the number of credits students may earn toward graduation. Available online classes are also listed in the current course schedule that is released before registration begins each term.

Once a student registers for a distance education course, the student is required to log into ANGEL® courses to be given attendance credit just as student would attend a traditional class. If a student does not log into his/her course(s) in ANGEL® within the first three days of class, the student will be dropped as a “No Show”. Students may obtain instructions to access ANGEL® from the CPTC website, their advisor, or the Director of Distance Education.

Through GVTC, students may take online courses from other TCSG colleges as a transient student. To see what is being offered each term, students should visit GVTC at: http://www.gvtc.org/ApplyNow.aspx

Student Privacy
Coastal Pines Technical College (CPTC) is committed to respecting and protecting the privacy of students. CPTC abides by the Family Educational Rights and Privacy Act (FERPA) of 1974, as outlined in the College Catalog, to protect the confidentiality of all student records, including those for distance learning.

Students who attend distance learning courses via online technologies access the learning environment through the learning management system (LMS) environment. The Georgia Virtual Technical Connection (GVTC) is the portal for online learning for the colleges in the Technical College System of Georgia. The learning management system utilizes a secure and unique student identification number login and password. Students are enrolled in their distance education course and traditional courses through integration with the Banner student information system therefore guaranteeing synchronization of information. Access to the LMS is gained through a secure portal using a personal student login and password. Upon initial login to the LMS, students are required to change their password for an added level of security.

An additional method of verifying identity is the requirement of students, participating in online courses, to have at least one proctored event (a major exam or assignment) during the course. The College provides exam proctoring or assignment proctoring, at no charge, on designated instructional sites for any online student, regardless of their college, at the end of each term during the examination period.

All users of the College’s learning management system are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. LMS access credentials may not be shared or given to anyone, for any reason, other than the user to whom they were assigned. Users are responsible for any and all uses of their account.

Privacy Violations
The Vice President for Student Affairs serves as the contact person for reports of privacy violations; any concerns will be addressed immediately.

Proctoring
In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment).

The Coastal Pines Technical College (CPTC) Office of Distance Education will provide end of term exam proctoring services for students who are taking online courses during the examination period. Also, CPTC will proctor exams or other assignments for any student of any Technical College System of Georgia (TCSG) college at the end of each term during the examination period.

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event, and for submitting the required approval form for each event. Qualified proctors must meet with the requirements of Coastal Pines Technical College.

Students must complete the proctoring event no later than the date specified by the instructor in the course syllabus or provided by the instructor in a subsequent communication. Students who do not complete the proctored event as scheduled must comply with the specifications as explained in the course syllabus.

Proctoring Fee
CPTC does not charge a fee to proctor examinations to students. Also, Technical College System of Georgia (TCSG) colleges do not charge a proctoring fee to administer examinations to students of other TCSG colleges. However,
students who choose to have an examination proctored outside of the TCSG system are responsible for any fees that could be incurred by the proctoring institution.

Proctoring Approval Form Submission
It is the student’s responsibility to find a qualified proctor with whom they can arrange a date, time, and location to complete their proctored event requirement. Once a proctor is selected, the student must complete and submit a Proctored Examination Request Form for each event. Completed forms must be submitted via email to the Director of Distance Education. Forms must be submitted no later than 14 days prior to the requested event date. Students who do not submit the required forms within the time period will be subject to the Instructor’s make-up examination procedure as described in the course syllabus. Students, instructors, and proctors will receive an e-mail confirmation upon receipt of the form. If confirmation is not received within two business days of the scheduled exam, students should send e-mail to the Director of Distance Education for assistance.

Proctoring Methods
On Main Campus and Instructional Sites
Students who live within reasonable commute distance (50 miles) of the CPTC main campus or instructional site where the exam or assignment is scheduled must attend the scheduled event as announced in the course syllabus.

Off Site
Students who live outside of reasonable commute distance (more than 50 miles) from the CPTC main campus or instructional site where the exam or assignment is scheduled and cannot attend the on-site proctored event must submit a Proctored Examination Request Form to schedule an end of term proctored event with a qualified proctor. The Director of Distance Education will contact the identified proctor as well as the course instructor. The instructor in turn will supply the required detailed instructions via college e-mail to the e-mail address on file for the facility per the proctored event communication below.

The Director of Distance Education will verify the validity of the proctor as well as the requested location. Notification will be forwarded via e-mail to the instructor and the student regarding the validity of the proctor. If the proctor is not a valid proctor, the student will be asked to select a proctor. Once the proctor is approved, the course instructor is required to send proctored event communication via e-mail to the address provided on the approval form for the proctor.

Proctoring Approval Form Submission
It is the student’s responsibility to find a qualified proctor with whom they can arrange a date, time, and location to complete their proctored event requirement. Once a proctor is selected, the student must complete and submit a Proctored Examination Request Form for each event. Completed forms must be submitted via email to the Director of Distance Education. Forms must be submitted no later than 14 days prior to the requested event date. Students who do not submit the required forms within the time period will be subject to the Instructor’s make-up examination procedure as described in the course syllabus. Students, instructors, and proctors will receive an e-mail confirmation upon receipt of the form. If confirmation is not received within two business days of the scheduled exam, students should send e-mail to the Director of Distance Education for assistance.

Qualified Proctors
Qualified proctors will meet the following criteria:
Be employed full-time as a:
• Teacher
• Professor
• Librarian
• Administrator at a public secondary school, university, library or testing center
• Military active duty commissioned officer whose rank is higher than the student’s own. (Approved for students in the military only)

Proctored Event Communication
The course instructor is required to provide the following information to the event proctor:
- CPTC Proctor Event Information Sheet
- Student name
- Student ID number
- Course Reference Number (CRN)
- Instructor’s name
- Requested event date and time
- Student CPTC (college) e-mail address
Student’s primary phone number
Detailed Proctor Instructions will include the following:

a. a link to the online materials
b. login instructions
c. whether or not the event is to be timed, and if so, the amount of time to be allotted
d. whether or not the student is allowed to use any notes or other reference materials during the event, and if so, a list of what materials are allowed
e. any additional detailed instructions the instructor deems appropriate for the event

**FINANCIAL INFORMATION**

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<tr>
<td>Application Fee</td>
<td>$24.00</td>
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<td>Tuition</td>
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<tr>
<td>Credit Courses</td>
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<tr>
<td>Commercial Truck Driving</td>
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<tr>
<td>Registration Fee</td>
<td>$50.00 per term</td>
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<tr>
<td>Instructional Technology Fee</td>
<td>$105.00 per term</td>
</tr>
<tr>
<td>Accident Insurance</td>
<td>$4.00 per term (no charge for online only)</td>
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<tr>
<td>Student Activity Fee</td>
<td>$35.00 per term (no charge for online only)</td>
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<tr>
<td>Special Instructional Fee</td>
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<td>Parking/Facilities/Decal Fee</td>
<td>$15.00 per term</td>
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<tr>
<td>Late Registration Fee</td>
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<td>Academic Credit By Exam Fee</td>
<td>25% of tuition</td>
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<tr>
<td>ID Replacement Fee</td>
<td>$5.00 each</td>
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<tr>
<td>Placement Exam Retest Fee</td>
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<tr>
<td>Graduation Participation Fee</td>
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<tr>
<td>Diploma/Certificate Replacement Fee</td>
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<tr>
<td>Transcripts</td>
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<td>Express Transcript Fee</td>
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<tr>
<td>Returned Check Fee</td>
<td>$30.00 per occurrence</td>
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**Specific Program Fees**

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<tr>
<th>Fee</th>
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<tbody>
<tr>
<td>Malpractice Liability Insurance</td>
<td>$9.52 annually, while in clinical classes as identified by program advisors</td>
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<tr>
<td>(Health Occupations Programs, Nail Tech, Cosmetology)</td>
<td>($)</td>
</tr>
<tr>
<td>(EMT, AEMT, EMS Professions, Paramedicine)</td>
<td>($)</td>
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<tr>
<td>(ECCE Internship)</td>
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<tr>
<td>Program Fees</td>
<td>$45.00 per semester, while enrolled in occupational courses</td>
</tr>
<tr>
<td>(Emergency Medical Responder, EMT, AEMT, EMS Professions, Paramedicine, Engineering Technology, Health Care Assistant, CNC Specialist, Machine Tool, Naval Maintenance Apprentice, Radiology Technology, Respiratory Therapy, Surgical Technology (diploma and degree), Welding and Joining, Basic Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder, Metals Technician, Advanced Shielded Metal Arc Welder)</td>
<td>($)</td>
</tr>
<tr>
<td>Commercial Truck Driving</td>
<td>$185.00 per term</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td></td>
</tr>
<tr>
<td>HVAC Excellence Exam Fee</td>
<td>$20.00 Students enrolled in AIRC 1030 and students enrolled in AIRC 1080</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>$195.00 Students enrolled in SURG 2240</td>
</tr>
<tr>
<td>AST Dues and Certification Exam Fee</td>
<td></td>
</tr>
</tbody>
</table>
**Financial Information**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edimentum Allied Health Sub Fee</td>
<td>$36.66</td>
<td>Students enrolled in SURG 1010</td>
</tr>
<tr>
<td>Dosimeter</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td><strong>Radiologic Technology</strong></td>
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<tr>
<td>AART Application Fee</td>
<td>$200.00</td>
<td>Students enrolled in RADT 2260</td>
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<tr>
<td>Dosimeter</td>
<td>$30.00</td>
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<tr>
<td><strong>Respiratory Technology</strong></td>
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<td></td>
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<tr>
<td>Data Arc Fee</td>
<td>$60.00</td>
<td>Students enrolled in RESP 2090</td>
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<tr>
<td>Edmentum</td>
<td>$55.55</td>
<td>Students enrolled in RESP 1120</td>
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<tr>
<td>SAE Respiratory Test Fee (3 exams - $40, $40, $60)</td>
<td>$140.00</td>
<td>Students enrolled in RESP 2170</td>
</tr>
<tr>
<td>State Board Licensure Fee</td>
<td>$150.00</td>
<td>Students enrolled in RESP 2170</td>
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<tr>
<td><strong>Clinical Laboratory Technology</strong></td>
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<tr>
<td>Clinical Lab CLS Exam Simulator Fee</td>
<td>$45.00</td>
<td>Students enrolled in Practical Nursing</td>
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<td></td>
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<tr>
<td>Practical Nursing</td>
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<tr>
<td>NCLEX Review Course</td>
<td>$200.00</td>
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<tr>
<td>NCLEX Examination</td>
<td>$200.00</td>
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<tr>
<td>ATI Testing</td>
<td>$211.33-241.11</td>
<td>Semester 1=$241.33; Semester 2 = $211.33</td>
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<td><strong>Allied Health Programs</strong></td>
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<td>CPR Cards</td>
<td>$6.00</td>
<td>Students enrolled in NAST 1100, ALHS 1040</td>
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<tr>
<td>PreCheck fee</td>
<td>$95.00-$110.00</td>
<td>dependent upon specific program requirement</td>
</tr>
<tr>
<td>TEAS Exam</td>
<td>$55.00</td>
<td>competitive admission Allied Health program</td>
</tr>
</tbody>
</table>

Fees are subject to change without notice.
Some specialized programs have a different fee structure.
*Students enrolled only in online classes are not charged Student Activity or Accident Insurance fees.

**Distance Education Fees**
No additional fees are charged to students taking distance education courses.

**Out of State Tuition and Fees**
Out-of-state tuition is twice that of in-state tuition. Activity and registration fees are the same.

**Non-Citizen Tuition and Fees**
Non-citizen tuition is four times that of in-state tuition. Activity and registration fees are the same.

**Instructional Technology Fee**
The Instructional Technology fee is assessed each term to all credit students to assist in providing instructional resources and technology.

**Student Activity Fee**
A student activity fee is charged each term to each student taking credit courses at CPTC. Activity fees are used to promote the interests of college organizations and activities. Students taking courses entirely online are not required to pay this fee.

**Student Liability Insurance Fee**
Some allied health and service program students are required to obtain malpractice and personal liability insurance for coverage in the internship and clinical education.

**Senior Citizen Tuition Exemption**
Exemption of Tuition

Upon request, Georgia residents over sixty-two (62) years of age may attend technical colleges, for credit courses only, without charge or payment of the standard tuition rate on a space available basis.
**Textbooks, Supplies and Uniforms**
Students may be required to have books, tools, uniforms, safety gear and other equipment appropriate to the program of study. All required books and many of the students’ other needs may be purchased at the College bookstores.

**Program/Lab Fees**
Students in certain programs or courses that have higher operational costs are subject to additional fees.

**Late Registration Fee**
Late registration will be allowed for students accepted prior to the beginning of the term who do not register and pay fees prior to the close of Open Registration on a space-available basis. An additional fee will be charged for late registration. Late registration begins at the close of Open Registration and continues through the first three business days of the term.

**Verification of Lawful Presence in the United States**
Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before a student is eligible for consideration of in-state tuition:

- A current Driver’s License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver’s License or ID issued by a state that verifies immigration status and only issued to persons lawfully present in the United States

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010 AND have a gold star in the upper right hand corner
- South Carolina: Issued after November 1, 2008
- Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (A photocopy is not acceptable.)
- An approved completed FAFSA for the current financial aid year
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A current, valid military identification card for active duty soldiers or veterans
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)

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

**Fee Payment**
Payments may be made to the cashier during regular business hours or online via BannerWeb.

**Personal Checks**
Personal checks shall be accepted with proper identification by the college for fees, tuition, services, and bookstore items. When a bank refuses to honor a personal check, the college shall charge a service fee to the person who presented the check. This service fee may not exceed $30 or 5% of the face value of the check, whichever is greater, plus the amount of any fee charged to the college by the bank.

Students shall be notified by mail of a dishonored check and given ten (10) days to satisfy this debt. If payment to the college in the form of cash, postal money order, or cashier’s check is not made within ten (10) days, the college
shall place an "administrative hold" on the student's accounts and records. Until the "administrative hold" is cleared, the student shall not be issued grade reports, transcripts, or any other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, the college may also administratively drop or withdraw the student from class(es).

Due diligence in collection activities will be practiced by the college, up to and including referral to court and/or collection agencies, as deemed appropriate.

Financial Obligations
Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access grade reports, transcripts, or other student records until all delinquent fees are paid. Students may incur additional fees if debt is turned over to a collection agency.

Refund Guidelines
The following guidelines apply to refunds of tuition and fees:

Credit Courses
• All tuition and fees, excluding the application fee, shall be refunded if a student does not commence class attendance.
• Students who attend class but formally withdraw from a course by the end of the third instructional/business day of the term will receive no grade for the course and will receive 100% refund of applicable tuition and fees. Financial Aid Awards will be adjusted accordingly.* Exceptions may be allowed for customized courses that do not follow the CPTC standard academic calendar.
• Students who have commenced class attendance and withdraw from a course after the end of the third instructional/business day of the term shall receive a grade of ‘W’, ‘WP’ or ‘WF’ and shall receive no refund of tuition and fees.

*For those students receiving federal financial aid, CPTC shall make available Consumer Information that may be found at www.ifap.ed.gov under the appropriate aid year’s Handbook. Although there will be no refund of tuition and fees after the third instructional/business day, withdrawing students receiving a Federal Pell or FSEOG Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook. Reduction of financial aid due to withdrawal may result in the student’s incurring a financial liability to the College.

Non-Credit Courses
• Persons enrolled in non-credit courses that are canceled due to insufficient enrollment at the discretion of the College will receive a 100% refund of all fees.
• Persons providing written notification to the Economic Development Department at least 48 hours prior to the beginning of a course will receive a 100% refund of all fees.
• No refunds will be made after the course begins without written approval of the Vice President for Economic Development.

Bookstore
• No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, book bags and totes, clothing, etc.)
• Refunds shall be made for books that are returned in new, resalable condition and accompanied by the original receipt in accordance with the book refund procedure. The book refund procedure shall be prominently posted in the College Store.

National Emergencies
• All tuition and fees will be refunded to any student who is required to withdraw from courses as a result of being called into active duty.
• All tuition and fees will be refunded to any student required to relocate in response to a national emergency.

Special Conditions
• No refund of tuition and fees shall be made to any student who has commenced attendance and does not formally withdraw, is suspended for disciplinary reasons, or leaves the college as a result of disciplinary action.
• No refund of tuition and fees shall be made for reducing course load after the first three instructional/business days of the term unless the institution is at fault.
Disbursement
- Refunds shall be made without requiring a request from the student.
- Refunds shall be made within 30 days of the last day of attendance if written notification of withdrawal has been provided to the College by the student or within 30 days of the date the institution was made aware of an unofficial withdrawal.

BOOKSTORE

Bookstore Purchasing Procedures
Books are sold to students who are registered to take courses scheduled at CPTC.

To purchase books through the CPTC Bookstore:

- The student must be registered for his/her class(es).
- The student must bring class schedule and picture ID to bookstore to ensure proper textbooks/supplies are purchased.
- Bookstore purchases made before the first business day of the term are cash, check, or credit/debit card only.
- Beginning the first business day of the term, financial aid may be used for bookstore purchases.
- Payment must be made at the time of purchase unless financial aid is available for books. No cash will be refunded to students purchasing books through financial aid arrangements.
- The student will sign the invoice showing acceptance of books purchased using financial aid.
- Students are required to attend classes to qualify to have books purchased through financial aid arrangements.
- Students purchasing books using financial aid awards who subsequently drop courses will be responsible for charges if their financial aid award is reduced.

FINANCIAL ASSISTANCE

It is recommended that anyone desiring financial aid apply six to eight weeks prior to the time the aid will be needed. Applications and information, including assistance in completion of forms, is available Monday through Thursday from 7:30 a.m. to 6:30 p.m. in the Financial Aid Office at the following locations: Waycross, Jesup campus and by appointment at all locations. The Financial Aid Office phone numbers for the following locations are: Waycross (912) 287-6584; Jesup (912) 427-1959; Baxley (912) 367-1716; Alma (912) 632-0951; Hazlehurst (912) 379-0041, Brunswick (912) 280-4000 ext. 4213; Camden (912) 510-3359.

Coastal Pines has several types of financial assistance to help qualifying applicants pay for their education. Funds are available through Federal and State aid as well as other scholarship and grant programs. Grant and scholarship programs operate on an award year basis beginning July 1 and ending June 30. Students must apply or re-apply each year in order to receive or continue receiving financial aid.

Basic eligibility requirements include but are not limited to the following:
- be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
- be a U.S. citizen or eligible non-citizen
- have earned a high school diploma or equivalent
- be registered with Selective Service, if required
- not be in default on a federal student loan or owe a refund on a previously received grant
- agree to use any funds received only for educationally related purposes
- maintain satisfactory academic progress in accordance with Coastal Pines procedure
- certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
- must not be recently convicted on felony drug related charges
- meet other program requirements
Financial Aid Programs

Eligibility Requirements
Basic eligibility requirements may include but are not limited to the following:
• be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
• be a U.S. citizen or eligible non-citizen
• have earned a high school diploma or equivalent, or demonstrated the ability to benefit from the course of study
• be registered with Selective Service, if required
• not be in default on a federal student loan or owe a refund on a previously received grant
• agree to use any funds received only for educationally related purposes
• maintain satisfactory academic progress in accordance with Coastal Pines Technical College procedure
• certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
• must not be recently convicted on felony drug related charges
• meet other program requirements

Federal Pell Grant Program
The Federal Pell Grant Program – [http://www.studentaid.ed.gov](http://www.studentaid.ed.gov) - is a federally funded award to help persons who have not earned a bachelor’s degree pay for their education after high school. The amount a student receives will depend on the EFC (Expected Family Contribution) shown on the SAR (Student Aid Report) or ISIR (Institutional Student Information Record), how many registered course credit hours, the cost of attendance, program eligibility and the size of the federal appropriations. Lifetime Pell eligibility is limited to 27 quarters or 18 semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant (SEOG) - [http://www.studentaid.ed.gov](http://www.studentaid.ed.gov) - is a federal program that provides assistance for students with exceptional need. Need is determined by the EFC (Expected Family Contribution) shown on the SAR or ISIR. Awards range from $275 to $350 per term. Priority is given to students who have a higher cumulative grade point average. Students must not be receiving assistance from any other service or form of Financial Aid other than the Federal Pell Grant and HOPE to get FSEOG. Students must be receiving a Federal Pell Grant to be considered.

Federal Work Study (FWS)
The Federal Work Study Program – [http://www.studentaid.ed.gov](http://www.studentaid.ed.gov) - is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students must be enrolled in a Title IV eligible program to be eligible.

The procedures for applying for Federal Work-Study are as follows:

1. Once registered for class(es), interested students should come by the Financial Aid Office to let Financial Aid know they are interested in Work-Study.
2. The Financial Aid Office calculates the student applicant’s need according to the Federal regulations to determine eligibility for Federal Work-Study and forwards eligibility to Career Services.
3. The Career Services Office gives applications to those students determined eligible for Work-Study.
4. The Career Services Office instructs eligible students to apply on the College's website and forwards eligible student’s applications to hiring department.
5. Work-Study candidates will be contacted for an interview by the department hiring.
6. Departments will select those to be employed and notify the Career Services Office.
7. The Career Services Office will submit a completed background check form to Human Resources for processing. Work Study contract information will be submitted to the departmental payroll person upon clearance and approval of the background check.
8. The newly hired student will complete all required payroll paperwork and return it to the departmental payroll person.
9. Student employees will be assigned an employee ID number to clock in and out on either a biometric clock or Coastal Pines Technical College’s web-based time card system. At the end of each work-week, student employees will need to verify their time on the web-based time card system. Their weekly time will then be verified by their direct supervisor and the director of the assigned department.
10. The Career Services Office receives hours worked and salary information on student employees on a monthly basis.
HOPE Grant (Helping Outstanding Pupils Educationally)
The HOPE Grant - http://www.GAcollege411.org - is a state funded award which will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students enrolled in diploma and technical certificate of credit programs. Continuing Education courses are not covered by the HOPE Grant. Georgia residency documents are required as proof to be considered for eligibility of this grant. There are two eligibility checkpoints: first when a student reaches 30 semester hours and second after 60 semester hours, based on HOPE Grant Paid Hours. To continue receiving HOPE, a student must have a 2.0 HOPE GPA at the 30th hour to remain eligible. Students who lose eligibility at the 30th hour can regain eligibility once at the 60th hour with a 2.0 GPA. Learning support coursework and dual enrollment coursework are excluded from the HOPE GPA calculation and checkpoints. HOPE Paid Hours prior to the implementation of the HOPE cap (prior to July 2003) do not count in HOPE Grant GPA or checkpoint calculations. Students with baccalaureate degrees cannot receive HOPE. HOPE Grant awards are limited to paying for a total of 63 semester credit hours beginning with courses taken in July 2003.

Zell Miller Grant
The Zell Miller Grant - http://www.GAcollege411.org - is a state funded award that will pay 100% of the approved standard tuition rate for eligible students seeking a diploma or technical certificate of credit. Students must have a Cumulative HOPE Grant GPA of 3.5. A student must be eligible for HOPE Grant. Students may receive 63 semester credits combined HOPE Grant and Zell Miller Grant Paid Hours.

HOPE Scholarship (Helping Outstanding Pupils Educationally)
The HOPE Scholarship - http://www.GAcollege411.org - is a state funded award that will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students seeking an associate degree. Georgia residency documents are required as proof to be considered for eligibility of this grant. To be eligible as a first-year student, a student must be a 1993 or later graduate of an eligible high school and earn a "B" average as determined by Georgia Student Finance Commission. A "B" average is a 3.0 cumulative grade point average on a 4.0 scale. If ineligible as a first-year student, a student may gain eligibility by maintaining a 3.0 HOPE scholarship cumulative grade point average after the school term in which 30 or 60 transferable semester hours of degree credit has been attempted. Students who have not received the HOPE Scholarship prior to July 1, 2011, and who graduated from high school more than seven years ago cannot receive HOPE Scholarship nor gain future eligibility. Active duty military service time does not count against the seven-year period. For students that graduated from a home school program or received a GED, the date of the student’s home school completion/graduation, the GED test date, or the graduation date of the student’s high school class, whichever occurs first, will be used as the basis for determining the 7-year expiration date. Students who received the HOPE Scholarship prior to July 1, 2011, are eligible to receive the HOPE Scholarship until June 30, 2015, regardless of high school graduation date. A student must not have already earned a baccalaureate degree or have attempted more than 127 semester hours of college credit.

Students must maintain a HOPE scholarship cumulative grade point average of 3.0 or better at the end of spring term (unless they are a less-than-full-time student who has taken less than 30 credits) and in the terms in which they have attempted 30, 60, and 90 credit hours. Failure to meet the cumulative GPA requirements at these checkpoints will result in the loss of the HOPE Scholarship. Students can regain eligibility one time after losing it beginning Fall Semester 2011. Any previous gains/losses prior to Fall Semester 2011 will not apply. More detailed information on eligibility and how a HOPE scholarship cumulative grade point average is calculated may be obtained from the Financial Aid Office.

Zell Miller Scholarship
The Zell Miller Scholarship is a state funded award that will pay 100% of the standard tuition rate for eligible students seeking an associate degree. Students must have a Georgia High School GPA of 3.7, as determined by O.C.G.A 20-2-157, and receive a score of at least 1200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26, or graduated as a valedictorian or salutatorian from an eligible high school. Students must have 3.3 GPA at all checkpoints (30, 60, 90, 3-term, and End of Spring). Students who lose eligibility at a checkpoint may regain eligibility one time. Students who lose eligibility for Zell Miller Scholarship but still have at least a 3.0 GPA at a 60 or 90 checkpoint may continue to receive HOPE Scholarship.
**HOPE GED Grant Program**
The HOPE GED Voucher program—http://www.GAcollege411.org—is a state grant for $500 that is awarded to Georgia GED® test takers who pass the GED® exam after July 30, 1993. After passing the GED® Test, graduates will receive a voucher for $500 in the mail. Graduates wishing to use their voucher need to sign it and bring it to the Financial Aid Office. Residents must enroll and attend classes in order to use their voucher.

**Strategic Industries Workforce Development Grant (SIWDG)**
The Strategic Industries Workforce Development Grant (SIWDG) is a state funded award for students enrolled in a Commission approved, designated diploma or certificate program of study who meets all eligibility requirements for the HOPE Grant and is receiving a HOPE Grant award for a term is also eligible for a SIWDG award for that term. High school students participating in dual credit enrollment are not eligible for the SIWDG award. SIWDG awards are based on the student’s program of study and the number of hours of enrollment.

**Student Access Loans (SAL) (SALT)**
Student Access Loan (SAL) - http://www.GAcollege411.org - is a state funded, low-interest student Loan program for eligible Georgia students. Applications are randomly selected from the pool of eligible Applicants received during specific application cycles based on the available funds.

**Veterans Assistance**
Credit programs at Coastal Pines Technical College are approved for Veterans Affairs Educational Benefits. Students eligible for Veterans Affairs Educational Benefits should contact the Financial Aid Office. Application forms and assistance in filing for education benefits are available online at www.va.gov.
- Veterans must attend scheduled classes and continue to show satisfactory progress. Benefit payments will not be made for courses from which the student does not continue to attend.
- Receiving Veterans Affairs Education Benefits does not prevent a student from applying or receiving other forms of financial aid.

For specific questions regarding individual eligibility call the VA Atlanta Regional Processing Office at 1-800-827-1000 or visit http://www.gibill.va.gov.

**Georgia HERO Scholarship (Helping Educate Reservists and their Offspring)**
Georgia HERO is a state funded award created to give financial assistance for college to members of the Georgia National Guard and U.S. Military Reserves who have served in a combat zone. The children of such service men and women and their surviving spouses are also eligible to receive the scholarship. Recipients may receive up to $2,000 per academic year. For eligibility criteria and official program regulations, please visit the Paying for College tab on www.GAcollege411.org www.GAcollege411.org.

**Scholarship Opportunities**
Various scholarships are available on a limited basis. For more information, contact the College Foundation Office or visit the college website. www.coastalpines.edu

**Other Financial Aid Options**
WIA: The Workforce Investment Act - the purpose of this act is to prepare economically disadvantaged youth and unskilled adults, or persons facing serious barriers to employment, with the training necessary for entry into the labor force. Contact the Financial Aid Office for more information.

Division of Rehabilitation Services: Assistance is available for qualifying handicapped students. Students should contact their local office of the Department of Human Resources, Division of Rehabilitation Services for details.

General Aid: Various civic, social, professional and other organizations provide scholarships for deserving students. In most cases, financial aid is awarded based upon academic performance, financial need and availability of funds. Contact the Financial Aid Office for more information.
Tuition Payment Plan (Nel-Net)
Tuition payment plans break down the student tuition and fees balance into monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

Payment Methods

Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate

- $35-$40 enrollment fee to participate, depending on the enrollment date (ACH & credit/debit card)
- $2 enrollment fee for an immediate full payment (Note: Full payments can be made directly to CPTC through BannerWeb at no additional charge.)
- $30 returned payment fee if a payment is returned
- A convenience fee of 2.75% will be added to every payment if a credit/debit card is used.

Steps to Enroll

- Determine total tuition and fees assessed and approximate amount of Bookstore credit needed for course materials.
- Go to www.coastalpines.edu
- Apply/Enroll in Tuition Payment Plan

Application Procedures for Pell Eligible Programs

Students who will be enrolled in a Federal Pell eligible program must complete the Free Application for Federal Student Aid (FAFSA). All students must use their legal name as it appears on their social security card. Using anything other than their legal name will result in major delays during processing. Coastal Pines Technical College's Title IV Institution Code is 005511. Students can electronically access FAFSA on the Web at www.fafsa.gov.ed or complete either the paper application (requests for paper application must be made by calling (800) 4-FEDAID) and mail the paper application in the envelope provided to the Department of Education for processing. Either of these methods will allow the Financial Aid Office to receive your application information electronically. Other Coastal Pines Technical College forms need to be completed and returned to the Financial Aid Office.

If the FAFSA application is mailed, the student can expect to receive a Student Aid Report (SAR) from the processing center in four to six weeks. All pages of the SAR must be submitted to the Financial Aid Office.

If the FAFSA application is processed on-line, the student must either mail their signed signature page to the address provided or electronically sign the application as instructed. The Central Processing System will then determine eligibility for financial aid within 72 hours. A SAR will be mailed to the student.

If the FAFSA application was submitted to the Financial Aid Office for web enhanced processing, the student may contact the Financial Aid Office two weeks after it has been submitted in order to review the results called an Institutional Student Information Record (ISIR). The student will also receive a one-page summary from the federal processor approximately two weeks following submission. The student should review the summary to verify the accuracy of the submitted information.

If a FAFSA has been submitted and processed, there is no need to submit a separate application for the HOPE Grant or Scholarship. This is due to the Federal and State processing centers sharing information. Determination of eligibility will be made once all required forms and documents are received and processed. Please check BannerWeb account weekly in order to check the status of your application process.

Application Procedure for Non-Pell Eligible Programs

Students who will be enrolled in a non-Pell eligible program must either complete a FAFSA or the HOPE Application. This form, as well as any other forms, must be completed, submitted, and processed before the determination of any eligibility can be made by the Financial Aid Office. If a student’s schedule or major changes after registration, the financial aid award is subject to change.
Verification
Students who complete the Free Application for Federal Student Aid may be selected by the processor for verification. If selected, the student must provide documentation that certain items of the SAR or ISIR are accurate. Documentation may include (but is not limited to):

- Appropriate Verification Worksheet
- Student, spouse, and/or parent verification of non-tax filers status
- Student, spouse, and/or parent IRS issued tax transcript
- W-2’s of student, spouse, or parent
- Student’s Social Security Card
- TANF (Temporary Assistance for Needy Families) benefit reports
- SNAP (Supplemental Nutrition Assistance Program) benefit reports
- Child Support Received or Paid Report
- Copy of divorce or separation document
- Statement from the Social Security Administration on total benefits received for the year
- Other documents that provide proof of income or asset value
- Identity and Statement of Educational Purpose
- Birth Certificate

A student’s application that is chosen for verification will be placed in a pending status and will receive no further processing until all requested materials have been received.

Fund Disbursement
Students may authorize Coastal Pines Technical College to deduct their tuition and fees from their award. The balance of the award will be paid directly to the student during the term. Funds will be loaded to a prepaid debit card or check, which is mailed to the student’s last reported address.

Satisfactory Academic Progress (SAP)
Coastal Pines Technical College has developed a local Satisfactory Academic Progress Procedure that is consistent with Title IV of the Higher Education Act.

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

Satisfactory Academic Progress is evaluated after grades are issued each semester. Grades of "A", "B", "C", and "S" are considered successfully completed while grades of "D", "F", and "WF" will negatively affect the grade point average. Grades of "U", "W", "WP", "WF", "D", and "F" are not considered satisfactory grades and are included in the total credit hours attempted. Grades of "I", "TR", "IP", "EX", "AU", repeated courses, and Learning Support courses are included in the total hours attempted and applied towards the maximum timeframe when computing Satisfactory Academic Progress. Learning Support grades are not included in the GPA calculation for financial aid purposes.

Transfer credits from other schools accepted by CPTC will be counted toward completion as both hours attempted and hours successfully completed. A transfer student is considered to be making satisfactory academic progress during the first semester of enrollment at the institution. After the first semester, the student will be responsible for meeting all Satisfactory Academic Progress requirements.

Students are expected to know and understand the SAP procedure. The Financial Aid Office will notify students of their status via their student e-mail address. Students that do not receive notification because they did not check their student email are not excused from financial aid probation (suspension) nor are exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic status.
Maximum Time Frame (150% Standard):
Students must complete their program of study within 1.5 (150%) times the normal length of a program of study. This includes all credit hours attempted whether they are completed or passed. For example, if a program of study is 80 credit hours, the maximum timeframe to complete the program and receive financial aid is 120 attempted credit hours. The maximum timeframe will vary depending upon the length of the program of study. Students required to enroll in Learning Support courses may receive federal aid for up to a maximum of 30 attempted semester credits of Learning Support courses.

Financial Aid Warning
Students who fail to meet the minimum cumulative GPA or fail to complete a cumulative minimum of 66.67% of attempted credits at the end of a semester will automatically be placed on financial aid warning for the subsequent semester of enrollment. During the warning period, students remain eligible for financial aid and must improve their academic standing in order to meet the minimum requirements. An appeal is not required for this status. Students will be notified in writing when they are placed on warning status.

Financial Aid Suspension
Failure to meet the minimum GPA or course completion requirements by the end of the financial aid warning period will result in the suspension of financial aid eligibility. Students placed on financial aid suspension will not be eligible for financial aid until the cumulative GPA of 2.0 is met and a minimum of 66.67% of attempted credits have been successfully completed. Students will be notified in writing when aid eligibility has been suspended. Students have the right to appeal the suspension and request reinstatement of eligibility.

Financial Aid Appeals
Within five (5) calendar days after notification, students for whom financial aid eligibility has been suspended have the right to petition the Financial Aid Appeals Committee for reinstatement of financial aid eligibility. Students must submit to the Financial Aid Office a completed/signed Appeal of Financial Aid Suspension form along with supportive documentation and include a letter of explanation describing the basis for the appeal (i.e., death of a relative, an injury or illness of the student, or other special circumstances). The letter should also include an explanation of what has changed that would allow the student to demonstrate satisfactory academic progress during the next semester of enrollment. The Financial Aid Appeals Committee will evaluate each appeal on a case-by-case basis.

Student Rights and Responsibilities

Student Rights
Students have the right to ask Coastal Pines Technical College:
- the names of its accrediting and licensing organizations. You also have the right to ask for a copy of the documents describing the institution’s accreditation or licensing
- about its programs, its instructional, laboratory, or other physical facilities, and its faculty.
- what the cost of attending is, and what its procedure is on refunds to students who drop out.
- what financial assistance is available, including information on all Federal, State, local, private, and institutional aid programs.
- who financial aid personnel are, where they are located, and how to contact them for information.
- what the procedures and deadlines are for submitting applications for each available financial aid program.
- how it selects financial aid recipients.
- how and when you will receive your financial aid.
- to explain each type and amount of assistance in your financial aid package.
- to reconsider the aid package offered if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- how the school determines whether you are making satisfactory progress, and what happens if you are not.
- what special facilities and services are available to the handicapped.
Student Responsibilities
It is the student responsibility to:
• review and consider all information about the college's program before enrolling
• pay special attention to your application for financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
• know all the deadlines for applying and reapplying for aid, and be sure to meet them.
• provide all documentation, corrections, signatures, and/or new information requested by either the Financial Aid Office or the agency (processing center) to which you submitted your application.
• notify the school of any information on your application that has changed since you applied for financial aid.
• read and understand all forms you are asked to sign.
• notify the Financial Aid Office of any change in your name, address, or attendance status.
• understand the College’s refund procedure.

Withdrawals and Title IV Aid
Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) are entitled to receive an amount of aid depending upon the amount of aid earned. If a student completes more than 60% of the term, he or she will earn 100% of the aid for that period. If a student completes 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned. The percentage completed will be calculated by counting the number of days attended up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges. Examples are available in the Financial Aid Office.

GENERAL STUDENT INFORMATION

Career Services
The Career Services Office provides assistance to students, graduates, and local employers with a variety of career-related services.
Call 912-285-5813 to speak to someone in the Career Services office.

Career Counseling
Career counseling is available to any potential or current student unsure of a program choice. Career inventories and/or assessments are available. Program options and requirements may be discussed during the counseling session.

Internet Career Search
Computers are available for current and former students to use in searching local, state, and national job markets.

Career Services Seminars
Career Services sponsors career-related seminars and other activities throughout the term. Information about upcoming seminars and activities is distributed to students and staff through CPTC e-mail accounts. Popular seminars include: Resume/Cover Letter Writing and Interviewing Skills.

Placement Services
Career Services has contact with area employers on a regular basis. Job postings are forwarded to program instructors as job openings occur. Information regarding employment opportunities is also distributed to students through CPTC e-mail accounts. Services are available to current students and recent graduates.
General Student Information

Retention
Student Navigator Retention Services provides students with the necessary programs and services that will assist them in the completion of their educational objectives. Additionally, the office facilitates retention activities college-wide. Contact the CPTC Student Navigator at 912-285-6361.

Support Services for Students with Disabilities
Coastal Pines Technical College (CPTC) offers a number of services to help students with disabilities find success in the academic and technical components of their program of study. A disability is described as a condition that impairs or restricts one or more major life activities. Disabilities may be deemed temporary or permanent impairments.

Special services are extended to students who have:

- Impaired vision or hearing
- Learning disabilities
- Physical disabilities
- Medical disabilities
- Psychological impairments

Request Initiation of Services:
To request and make arrangements for services, the student must meet with Special Services to create a plan for classroom adjustments or accommodations.

Jesup
Cathy Montgomery
1777 West Cherry Street
Jesup, Georgia 31545
(912) 427-6265
cmontgomery@coastalpines.edu

Waycross
Karen Boyle
1701 Carswell Avenue
Waycross, Georgia 31503
(912) 285-6119
kboyle@coastalpines.edu

Student Responsibilities
- Provide appropriate documentation:
- Request classroom adjustments or accommodations every term.
- Return classroom accommodation forms after they are signed and reviewed by the instructor(s) to Special Services.
- Understand that other student services (Financial Aid, Admissions, Career, etc.) are the responsibility of the student.
- Adhere to the Student Code of Conduct.

Voter Registration
Students who wish to register to vote may pick up a voter registration card by contacting Coastal Pines Technical College’s Student Activities Coordinator at (912) 427-5861. Once the form is returned and completed, the Student Activities Coordinator will forward the form to the Secretary of State for processing. CPTC Student Leadership Council sponsors a voter registration campaign in the Fall on the main campus and instructional sites.

Library
The mission of the Coastal Pines Technical College Library is to provide library resources and services which support quality higher education and training in various technical program areas and which facilitate individual growth, development, and life-long learning. The collection of resources available for student, faculty, staff and community use include print and electronic books, audiovisuals, journals and periodicals, current newspapers, scholarly online databases, interlibrary loan and select ADA equipment. Reference assistance and library instruction/orientation is available. Space may include areas for study and leisure reading, computer utilization including Internet access and printing, study rooms, a conference room, and a computer lab.
Online Library Orientation
The Online Library Orientation can be found on the Library Services page at http://www.coastalpines.edu/assets/1/7/OnlineLibraryOrientation/index.html

E-Mail
Coastal Pines Technical College Global e-mail is the official means of communication and is provided to CPTC students. Financial aid announcements, course announcements, online course information, student club information, emergency notifications and general CPTC student information are communicated to students through student global e-mail accounts. Students should check their e-mail daily to stay current.

Field Trips
When participating in a field trip, the student must observe all rules and procedures set forth in the CPTC Student Code of Conduct. The student will also be required to complete the “Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization” form. The instructor/advisor and appropriate departmental Vice President must approve all participants that engage in the upcoming field trip.

News Releases/Publications
In promoting Coastal Pines Technical College, many times students’ names and/or photos appear in news releases, videos and publications. Students who wish to restrict the use of their names/pictures should contact the Office of Public Relations.

Food and Beverages
Food and beverages may be consumed in designated areas only. Students are not allowed to eat or drink in classrooms or laboratories.

Photo Identification
All students are required to have their student ID with them while on campus. Students must provide the ID when requested by school personnel. There is a fee for a replacement ID.

Breaks
The college has student break areas where students can purchase drinks, candy, sandwiches, and other miscellaneous snacks. Trash containers are placed throughout the building and on the grounds for wrappers, cans, etc.

Children on Campus
Coastal Pines Technical College has established the following procedure concerning children on any Coastal Pines Technical College instructional sites:

- Students are not allowed to bring children on Coastal Pines Technical College instructional sites or into classrooms/lab areas.
- Children, ages 15 and under, are not allowed on Coastal Pines Technical College instructional sites unless accompanied by an adult.
- Children are not allowed on Coastal Pines Technical College instructional sites for an extended period of time unless they are involved in an organized special program for children.
- Children must not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Departments at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children must not be left unattended in the areas listed above.

In the event children are found in class or wandering on Coastal Pines Technical College instructional sites, faculty and/or staff should ask the accompanying student to immediately leave Coastal Pines Technical College instructional sites with the child.
Student Organizations and Opportunities

Georgia Occupational Award of Leadership (GOAL)
The GOAL program is held annually. Outstanding students are nominated by instructors, and finalists are selected on the basis of performance in their respective programs of study and in interviews with a panel of judges. The finalist represents CPTC in the statewide competition for major prizes and awards.

Phi Beta Lambda (PBL)
Phi Beta Lambda is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

National Technical Honor Society (NTHS)
The National Technical Honor Society is an organization that recognizes students who excel both academically and professionally. Members are nominated by their program instructors and must have a 3.75 or higher average (for a minimum of 30 semester hours) and no less than a 2.0 work ethics grade in every course. Graduates are recognized during the graduation ceremony by the honorary regalia. Membership fees are the responsibility of the student.

Student Leadership Council (SLC)
The Student Leadership Council offers opportunities for leadership development, fellowship, and volunteer activities. Each campus/site elects student representatives to serve on the Council. SLC plans activities and sponsors school and civic improvement projects. Activity fees are administered through the Student Activity Fund Council and SLC.

SkillsUSA
SkillsUSA® is a professional organization that recognizes outstanding students in secondary and postsecondary education. SkillsUSA® members participate in chapter meetings, competitions, leadership conferences, and activities. Members conduct community service projects. They can also interact with local business people in their field of study. Through the SkillsUSA® Championships program, members can earn recognition, industry tools and prizes, and college scholarships by competing in local, state, and national competitions.

Professional Organizations
Students are encouraged to participate in organizations related to their program of study. The following organizations maintain chapters for student membership:
• Practical Nursing Club
• Horticulture Club

Membership dues may apply.

Student Ambassadors
The Student Ambassadors are responsible for representing the CPTC student body, sharing their educational experiences with potential students, and acting as hosts for college activities. The Student Ambassador program allows the students to meet and interact with college personnel, board members, and other community leaders who may become valuable career contacts.

Sale of Goods and Services

No items of goods or services will be sold on the main campus or any instructional site by faculty, staff, students or student organizations without prior approval by the President’s Office. Off-site sales by faculty, staff, or student organizations conducted in the name of the College or using the CPTC logo must be approved by the President.
Requests must be submitted at least three working days prior to the requested date of the sale. Each request must include the proposed location, date(s) and time(s) for conducting the sale, and the name of the staff/faculty member who will be responsible for overseeing the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the President. Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of ingredients used to prepare the item(s) for sale is authorized.

Sales on the main campus or instructional site will be conducted in such a manner as to not interfere with the normal classroom schedule, i.e., students will not be released from class to purchase items for sale. Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.

**INSTRUCTIONAL LIVE WORK PROJECT PROCEDURES**

**Eligible Programs**
Instructional live work projects may be utilized to provide a needed dimension to laboratory learning and may be integrated into the curriculum of automotive technology, automotive collision and repair, welding technology, air conditioning technology, cosmetology, and environmental horticulture. Other programs seeking to utilize live work projects must obtain approval of the Vice President for Academic Affairs.

**Approval Process**
The program coordinator/instructor will be the approval authority for project acceptance and project completion. Projects may not be of a production nature and may not compete with private enterprises. The instructor(s) will consider the scope of the proposed project, value to students, and the eligibility of the “customer.” Completion of a Live Work Project Form will constitute approval. A Live Work Project Form is required for each instructional live work project except for cosmetology, retail horticulture sales, and other specifically identified transactions where customers are presented a numbered receipt following payment.

An approved schedule of cost-recovery lab fees will be used to recover the cost of consumable supplies used in projects. Lab fees will be developed by the instructors and submitted to the Dean for Academic Affairs and Vice President for Academic Affairs for approval. Fees will be reviewed and revised as needed on an annual basis. A listing of fees and examples of the types of projects in each category should be available in each shop/lab area.

**Project Approval Process**
The instructor initiates a Live work Project Form on acceptable projects. A Live Work Project Form must be completed for projects requiring use of parts, materials, supplies, etc., and include customer and project identification. Instructors must request project approval of the Vice President for Academic Affairs on projects involving over $100.

No engine performance or restoration projects over 20 years old will be accepted in Automotive Collision Repair and Automotive Technology. Classic car restoration is not within the scope of live work projects.

In addition, work on the project must be completed during normal business hours within 45 class days. Exceptions will require Coastal Pines Technical College's Vice President for Academic Affairs’ approval of a written request explaining any unusual circumstances.

The instructor informs the customer of the live work procedures and conditions and has the customer sign acknowledgement and agreement to the same. Customers must be informed and accept the fact that they assume the risk of the work and waive any liability of Coastal Pines Technical College, the Technical College System of Georgia, or the State of Georgia. If a customer refuses to sign such a statement, the project is declined.

Customers are responsible for supplying their own parts, materials, supplies, etc., or making arrangements with vendors to have these items delivered to the program conducting the project. Vehicle delivery and pickup are the
responsibility of the customer. Customers will be notified when vehicle work is completed. Vehicles not picked up within seven (7) working days following notification will be towed at the owner’s expense. Automotive Collision customers will purchase and provide all paint necessary for a project.

Live work projects shall always require student participation in the completion of work, and no project may be completed solely by the instructor. The instructor will inspect the work and release by signing the Live Work Project Form. The responsibility/authority to inspect and release a project cannot be delegated.

**Fees and Local Accounting Procedures**

A cost-recovery lab fee will be charged to recover the cost of college supplies consumed during the completion of the project. Lab fees will vary based upon the size of the project. Specific lab fee amounts for each class of project will be posted in the program area. Lab fees will be developed by the instructors and submitted to the Dean for Academic Affairs and Vice President for Academic Affairs for approval. Fees will be reviewed and revised as needed on an annual basis.

Cosmetology live work projects are by nature different from projects carried out in the technical areas. Because of this the Cosmetology instructional area posts current charges for services and supplies. Cosmetology live work procedures are explained to each customer as they visit this area.

Payment must be collected immediately in the case of cosmetology and retail horticulture sales and turned in to Administrative Services office daily to minimize the risk of loss. Customers will be presented with a numbered receipt for payment. Sales tax will be collected for all retail sales.

For all other live work, the instructor documents completion of the work on the Live Work Project Form. The customer remits payment to Coastal Pines Technical College at the Cashier’s Office. The instructor responsible for the project must verify that payment was received by CPTC before releasing the completed project item to the customer.

Coastal Pines Technical College must be fully reimbursed for all direct costs related to instructional service projects. The College may generate a reasonable profit. Monies associated with projects are subject to state fiscal and accounting policies. The monies can be carried over to successive fiscal years. Excess monies or “profits” generated by Live Work Projects shall be used only to enhance instructional programs.

CPTC students and facilities may not be used for personal gain or profit in the completion of live work projects. Employees of Coastal Pines Technical College shall not receive extra compensation except as may be warranted by normal overtime or overload policies for any instructional service projects.

Tips or gratuities to students working on live work projects, while not expected or encouraged, may be permitted at the discretion of the Technical College President depending on the nature of the service provided. All live work projects shall comply with the Governor’s Executive Order on Ethics.

**Approved Clientele**

- Coastal Pines Technical College Students
- Coastal Pines Technical College Employees
- Other Governmental Agencies
- Outside Customers

NOTE: Unless prior arrangements are approved, completed project items left at Coastal Pines Technical College in excess of 30 days will be abandoned without any security and will not in any way be the responsibility of CPTC. In addition, collection procedures will be employed to recover any funds due Coastal Pines Technical College.

**Acceptable Computer & Internet Use**

Coastal Pines Technical College, (CPTC) provides computer systems and Internet access for its students and employees. Employees utilizing College-provided Internet access are responsible for good behavior on-line just as they are in any other area of the college. This information applies to all CPTC employees, students, customers and anyone else who use CPTC’s information system and equipment, including but not limited to contractors and vendors. Any employee who violates this procedure will be subject to discipline up to and including dismissal.
Violations of this procedure by other than employees or students will be handled legally. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of CPTC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Users should not expect files stored on CPTC-based computers to be private. Electronic messages and files stored on CPTC-based computers shall be treated like other CPTC property that is temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly.

Moreover, CPTC officials shall cooperate with law enforcement officials who are properly authorized to search CPTC computers and computer systems.

All information created, stored or transmitted by CPTC computers or networks is subject to monitoring for compliance with applicable laws and procedures.

The following uses of Coastal Pines Technical College-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities; this includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any CPTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the CPTC networks unless it meets technical and security standards set by the College;
- To create, install, or knowingly distribute any malware such as a computer virus, "Trojan horse," rootkit, keylogger, or other surreptitiously destructive program on any CPTC computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any agency computer or Network without proper authorization;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
To capture and or record network traffic without authorization.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User’s performance, duties and responsibilities. Users of CPTC computers and computer systems are subject to CPTC’s procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved. For details, see OTC Intellectual Property Procedure.

CPTC makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. CPTC shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. CPTC shall not be responsible for the accuracy, nature or quality of information gathered through CPTC hard drives or servers; nor for the accuracy, nature or quality of information gathered through College-provided Internet access.

Software Piracy
Software piracy is illegal and grounds for disciplinary action up to and including dismissal of employees who have illegally copied software. Penalties for illegally copying software are severe. According to the Business Software Alliance website:

A company or an individual found using unlicensed software and violating copyright laws can pay damages of up to $150,000 for each software title copied. In addition, the government can criminally prosecute you for copyright infringement. If convicted, you can be fined up to $250,000, or sentenced to five years in jail, or both.

It does not make any difference who loads the software. For example, if an employee loads personal software on an CPTC computer and then the software is copied by others at the College, the College is liable even though it was unaware of the activity. Any software on CPTC-owned computers including laptops, tablets, and smartphones used at home, in a classroom or in an office for which Coastal Pines Technical College does not have a license must be removed immediately.

ACADEMIC FREEDOM

Coastal Pines Technical College (CPTC) supports the concept of academic freedom in accordance with State Board policy (IV. C. Academic Freedom). CPTC safeguards and protects these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

To ensure academic freedom, any faculty member or student who believes his/her academic freedom has been violated may present a written complaint to the Vice President for Academic Affairs within seven (7) business days of the alleged incident. If the complaint is against the Vice President for Academic Affairs, the written complaint will be filed with the Vice President for Student Affairs. The complaint must contain a brief description of the alleged incident, relief requested, and the signature of the complainant. Within ten (10) business days of the complaint, an informal resolution will be attempted. If an informal resolution is not made, an investigation will be conducted and completed within 30 days by the appropriate Vice President.
At the conclusion of the investigation, a written report will be made presenting the findings of fact, investigative conclusions, and any recommended actions, if appropriate. If the complainant is not satisfied with the investigation report, he/she may present a written appeal to the President of CPTC stating the reasons for disagreement. The President will review the complaint and render a decision regarding a resolution within 30 days. If the complaint is against the President, the appeal will be filed with the Assistant Commissioner, Technical Education. The decision of the President or Assistant Commissioner is final.

Ownership of Intellectual Property

Coastal Pines Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. In order that the college may fully utilize to the best extent all works produced for it and provided for its use, an employee or student producing work for the college or its use represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right of any person or firm (including right of publicity); and
- Do not libel, defame, or invade the privacy of any person or firm.

Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property includes, but is not limited to, materials which may be copyrighted, patented, and/or trademarked.

Ownership

Unless otherwise provided in a separate agreement, the college owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the names, party, or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

Ownership resides with the employee or student if all of the following criteria are met:

- The work is the result of individual initiative, not requested or required by the college;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college;
- The work is not prepared within the scope of the employee’s job duties or course/program requirements;
- The work is not completed using equipment or resources provided by the college.

Ownership resides with the college if any of the above criteria are not met and/or if any of the following criteria applies:

- The work is prepared within the scope of the employee’s job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee’s employment or student’s enrollment with the college;
- The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, release time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

Any employee or student of Coastal Pines Technical College must obtain the express approval of the president prior to the development of intellectual property if there is any question pertaining to ownership.

Copyrighted Material

Literary works, textbooks, works of art, maps, computer software, musical and dramatic works, motion pictures and sound recordings, and other original works of authorship may be copyrighted. In order to be covered by copyright laws, the work must be in some tangible form, and it must be the product of original creative authorship. Ownership of copyrightable works must be consistent with the United States Copyright Law. The burden of obtaining the copyright, patent, license, and/or trade secret rights, including cost, is that of the owner.
Revenue
Revenues derived from the development and creation of college-owned intellectual property are distributed to college revenue funds as determined by the president. In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases, in which questions arise as to the equities, rights division of revenues, or any other intellectual property-related matter, shall be referred to the College Council for consideration, interpretation of procedure, and decision. Appeal of the decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the college must be made in writing within 30 days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

SAFETY, SECURITY AND WELLNESS

College Security Statistics
As required by the Higher Education Act, the Campus Police Chief must report required campus crime statistics annually. Summary reports are posted on the Department of Education website and on the CPTC website made available to faculty, staff, and the community. The report also contains procedures for crime reporting, general security, sexual assault policy, drug and alcohol policy including Georgia state laws and health risks of drug/alcohol use, weapons policy and the most recent report in compliance with the Campus Crime Statistics Act.

Safety
Safety precautions for the college areas, labs, and classrooms are posted and announced. Students are not to use any equipment except under the supervision of the instructor and then only after safety precautions have been explained and demonstrated. Any student willfully disobeying safety signs, regulations, or warnings from instructors is subject to immediate dismissal.

Coastal Pines Technical College is committed to a safe educational environment for students and a safe working environment for faculty and other staff. For details, see Emergency Operations.

CPTC has a security officer on campus during the hours students occupy the buildings.

For an emergency requiring immediate assistance: Call 911

For non-emergency assistance:

Front Desk (radio communication with security)  912-632-0951
Alma                912-367-1700
Baxley              912-510-3300
Camden              912-280-4000 Ext. 4215 or Ext. 4217
Golden Isles        912-379-0041
Hazlehurst          912-427-1904
Jesup               912-287-6584
Waycross

Any student desiring to be escorted to their vehicle in a CPTC parking area should check-in with the front desk or your instructor for assistance. Special arrangements to and from a vehicle for parking or assistance will be considered on a case-by-case basis. In order to obtain assistance please contact your instructor, security staff, or the administrator on duty.

Crime Awareness and Reporting
Any student or employee witnessing or being subject to any criminal act on campus must report the incident immediately to the Security/Police Officer on duty. In the absence of a Security/Police Officer the incident must be reported to any available Vice President, or supervisor on campus.
Local authorities will be contacted and advised of any incident reported which involves a criminal action occurring on campus. Campus facilities are accessible for staff, students, and visitors during regularly scheduled hours, which may vary by campus location. The college is also open on weekends occasionally for special functions. Coastal Pines Technical College does not have campus residences.

All crimes will be reported immediately and accurately to the campus Police Chief and appropriate law enforcement agencies. Coastal Pines Technical College works closely with state and local police and law enforcement agencies in reporting all known campus crime.

Emergency Procedures

Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

Emergency Closing

The College retains the right to alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Every effort will be made in such cases to notify students and personnel, as appropriate. Such changes will be announced by major television and radio stations.

Parking Guidelines

1. Any and all vehicles driven on CPTC property by students, faculty, and staff must have a decal (either permanent or temporary).
2. All new students must obtain a parking permit (decal) during the first week of their college semester.
3. The parking decal must be prominently displayed on the exterior of the rear windshield (driver side) of the vehicle and must be visible at all times while on college property.
4. Students driving more than one vehicle will need to purchase an additional permit for each vehicle that will be parked on the CPTC property.
5. Temporary decals may be obtained at the front office for emergencies. Temporary passes are available for a maximum of two weeks.
6. Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
7. Student parking is marked with white lines.
8. Students may NOT park:
   • In parking spaces reserved for Faculty, Staff, and Visitors
   • In visitor parking spaces
   • On unpaved surfaces
   • In fire lanes or driveways
   • In HANDICAPPED spaces unless their vehicle displays a current handicapped permit marked with the blue and white symbol (Driver of vehicle must be the person for which the handicap permit is issued)
   • Backwards in any space including pulling through spaces

Parking Decals: All students and employees are required to obtain and display a Coastal Pines Technical College parking decal. Parking decals can be obtained in the Student Affairs division on each campus.

Tickets, Additional Decals, Fines and Penalties

A parking ticket will be issued to those who violate the above rules. Violations will result in fines as described below:

- $5.00 Additional permits for students who drive more than one vehicle
- $5.00 Parking permit (decal) obtained after the first week of the semester
- $15.00 Vehicle not displaying a current parking decal
- $5.00 Decal not displayed in correct location
$10.00 Parking in fire lane or blocking driveway
$5.00 Parking in VISITOR, RESERVED, or unpaved areas
$5.00 Parking backwards in any space including pulling through open space
$50.00 Parking in a HANDICAPPED space without a permit

Paying Fines
1. Fines must be paid at the cashier’s office within 14 calendar days from the date a ticket was issued, or an additional $5 fine per violation will be imposed.
2. Continual violations will result in towing of the vehicle at the owner’s expense and revocation of parking privileges.
3. Fines must be paid by the end of each semester. Unpaid fines will result in the student’s records being placed on HOLD. Students on HOLD are not allowed to receive grades or transcripts, participate in graduation exercises, or register for the next term.
4. Written appeals for parking citations should be addressed to the Campus Police Chief within 3 business days of the violation. Appeal forms may be obtained from the Cashier or Admissions office. The result of an appeal will be communicated within 7 business days in writing.

**STUDENT DRESS CODE**

The purpose of the Student Dress Code is to ensure that students are aware of what type of dress is considered appropriate and what is expected of them. Coastal Pines Technical College (CPTC) simulates the business/industrial environment. CPTC invites the community to tour the facilities, and community events are held at many of its sites, with this in mind, students should dress in an appropriate manner.

All clothing and uniforms will be suitable for specific laboratory, clinical, or industry-related activities of the student’s chosen occupation; meet safety and health requirements for the occupation; and conform to commonly accepted standards of modesty and privacy. Each student’s dress, grooming, and personal hygiene must be appropriate in the classrooms, laboratories, shop areas, and clinical sites. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.

Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college.

Dress requirements vary in classrooms, laboratories, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

Definitions of appropriate attires are listed below.
- Business Attire: Determined by the instructors of the business programs. Students in business-related classes may be required to dress in business attire for business dress days in reference to their work ethics lesson.
- Clinical Attire: Uniforms consist of scrub top and pants, uniform top and pants/skirts or dress uniform and closed toe shoes.
- Industrial/Technical Attire: Industrial/technical attire consists of long sleeve cotton denim shirts, jeans with no tears or holes and leather work boots for welding programs. Short- or long-sleeved shirts, jeans, trousers, and tennis shoes are acceptable. Shorts are not acceptable for industrial/technical classes with labs.

The Vice President for Student Affairs of CPTC may designate the dress code that is appropriate for particular events. All CPTC students are expected to abide by the Student Dress Code standards identified. If a student has a question or needs special accommodations relating to the Dress Code, the student should discuss the request with his/her instructor or program advisor first and if further clarification is needed, with the Vice President for Student Affairs. CPTC will make every effort to provide reasonable accommodations based on the student’s request. Requests for medical or religious accommodations must be made in writing by completing the Student Request for Medical or Religious Accommodation(s) Form. After a discussion with his/her program advisor, the Vice President for Student Affairs will approve, deny or recommend a modified accommodation based on the request. The Vice President for Student Affairs or designee will respond to the request within five (5) business days. The final approval will be submitted to the program advisor.
If any student does not meet the Dress Code standards, the student will be required to leave his/her respective campus and return dressed in appropriate attire. The student will be considered absent if the student misses a scheduled class due to violating the Student Dress Code. Violation of the student dress code procedure will result in appropriate corrective measures up to and including disciplinary action and will be reflected in the work ethics grade.

Students Acceptable and Unacceptable Dress Standards

Acceptable Apparel
- All shirts and dresses must have sleeves.
- Shorts unless such dress violates classroom/laboratory safety and health requirements. The length of the shorts, dresses, or skirts will be no shorter than two inches above the knee.
- Low rider pants, trousers, or other clothing must be worn in a manner that does not reveal under garments or expose bare skin below waistline.

Unacceptable Apparel
- Tank tops, tube tops, and shirts without sleeves
- Clothing that exposes areas of the stomach, side or back
- Pajama tops and /or bottoms
- Excessively tight-fitted clothing is not permitted
- Shirts/dresses that are see through, strapless, or expose cleavage (low cut) are not permitted
- Swimsuits

Acceptable Footwear
- Shoes should meet classroom/laboratory safety and health requirements and be appropriate for the occupation for which students are training.

Unacceptable Footwear
- Bare feet
- Bedroom slippers

Acceptable Headwear
- Hats and baseball caps
- Religious head covering is permitted when it does not interfere with the function or purpose of required occupational headgear.

Note: Individual programs may have additional dress code requirements.

**STUDENT CODE OF CONDUCT**

Coastal Pines Technical College provides opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of its mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Coastal Pines Technical College establishes this Student Code of Conduct.

*(Summary of the CPTC Procedure: Student Conduct Code. Complete Procedure may be accessed at http://www.coastalpines.edu/assets/1/7/CPTC_Student_Conduct_Code_Procedure.pdf.)*

**Conduct Rules and Regulations**

**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 text books, 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.

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 the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.

c. Harassment: The 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. The 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 obstruct or interrupt 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 Coastal Pines Technical College Dress Code Procedure.

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 the 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 the technical college.

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

f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions.

Refer to Coastal Pines Technical College Parking 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, cooperative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.

b. Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of their actions.

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

d. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the CPTC Procedure: Tobacco Free Campus.

5. Use of Technology

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

b. Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

c. Harassment: The technical college prohibits the use of computer technology 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.

Coastal Pines Technical College prohibits any additional violation to the CPTC Procedure: Acceptable Computer and Internet Use.

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:
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
The technical college prohibits violation of Coastal Pines Technical College regulations regarding the operation and parking of motor vehicles on or around CPTC Premises.

9. Financial Irresponsibility
The 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 procuri ng 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 the 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 the technical college’s vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process, including but not limited to
a. Failure to obey the notification of the Vice President for Student Affairs, 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.

Student Disciplinary Procedure

Article IV: Judicial Policies

A. Filing a Complaint

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

2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

3. Investigation and Decision

a. Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Vice President for Student Affairs shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs will consider the available evidence without student input and make a determination.

c. 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.

d. If the Vice President for Student Affairs determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

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

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

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

   b. Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

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

   d. Disciplinary Probation - Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

   e. Failing or lowered grade - In cases of Academic Misconduct, the Vice President for Student Affairs will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs’ recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 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, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Vice President for Student Affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs.
   c. System-Wide Expulsion - Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.
3. Violation of Federal, State, or Local Law
   a. 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.
   b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
   c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
4. Interim Disciplinary Suspension - As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs 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 community 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.
5. Conditions of Disciplinary Suspension and Expulsion
   a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs.
   b. In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs. A suspended or expelled student must contact the Vice President for Student Affairs for permission to enter the technical college Premises for a limited, specified purpose.
   c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs must accept the form by mail or fax if he/she refuses the Student’s request to enter the Technical College Premises for that specified purpose.
   d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs for a student to enter the technical college Premises for the duration of that hearing.
C. Mediation
1. 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.
D. Hearing/Appeals Procedure
1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president’s office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Vice President for Student Affairs recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 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 days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body’s decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body’s decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs’s sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body’s decision regarding the appeal is final.

A copy of the Hearing Body’s written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Vice President for Student Affairs recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

6. If entitled to an appeal to the technical college president, the student shall have 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 technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs 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.

**Drug Free Campus**

While on institutional grounds, which includes school sponsored activities, institutional vehicles, and clinical affiliates, a student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The unlawful possession, use, or distribution of illicit drugs and alcohol on college premises, in any facility, or at any function of Coastal Pines Technical College (CPTC) is prohibited and may be considered sufficient grounds for serious punitive action, including expulsion, and may be punishable by local, state, and federal law, which may include a fine, prison term, or both.

CPTC will impose sanctions on students that violate institutional procedure on unlawful possession, use, or distribution of illicit drugs and alcohol by: (1) temporary or permanent dismissal and (2) referral for prosecution. Note:
Use of a drug as prescribed by a medical prescription written specifically for the user by a registered medical practitioner shall not be considered a violation of this rule.

Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

CPTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, CPTC shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Health Risks
Health risks associated with the use of illicit drugs and/or the abuse of alcohol include but are not necessarily limited to: addiction/dependence, heart disorders, cancer, respiratory disorders, liver damage, brain damage, kidney damage, mental/social/emotional problems, intestinal disorders, AIDS, endocarditis, hepatitis, hallucination, impaired perception, paralysis, restlessness, insomnia, anxiety, birth defects, behavioral problems, jaundice, convulsions, coma, and possible death.

Referrals
Mayo Clinic Health Systems, Waycross 912-283-3030
Greenleaf Center, Inc. - Valdosta 800-247-2747
St. Simons By the Sea 8000-821-7224 or 800-234-0420
Georgia Drug and Alcohol Abuse Helpline 800-338-6745
Georgia Crisis and Access Line 800-715-4225
Federal Substance Abuse and Treatment 800-662-4347
National Alcohol and Drug Information and Referrals 800-252-6465, #5

**Tobacco Usage**

In an effort to provide a healthier and cleaner environment for students, employees and visitors, all Coastal Pines Technical College (CPTC) premises are tobacco-free.

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, and smokeless tobacco) is prohibited inside and outside all buildings, parking lots, commons areas, and within any college vehicle or any vehicle operated by the College. This procedure applies to students, employees, and visitors.

The monitoring and enforcement of the tobacco-free campus procedure is the responsibility of all CPTC faculty, staff, and students.

Students who violate this policy will be charged with violating the Student Code of Conduct.

Employees who violate this procedure will be subject to disciplinary action.

**Workplace Violence**
The Technical College System of Georgia and Coastal Pines Technical College are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of the TCSG that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at Coastal Pines Technical College (including a satellite campus/location) or at any sanctioned off-site function.

A student, who believes that he/she has been subject to workplace violence should report the matter immediately to an CPTC administrator or Campus Police Chief via an electronic version of the Workplace Violence Incident Reporting Form located on the CPTC website.

Any Coastal Pines Technical College student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of CPTC’s Student Code of Conduct.

Examples of prohibited behavior include, but are not limited to:

- Physically menacing/threatening behavior or gestures which convey a threat
- Unlawful harassment, including ethnic, racial, or sexual epithets
- Physical attack/assault with or without a weapon
- Stalking
- Direct or implied verbal threats or abusive, intimidating, or obscene language
- Intentional damage to personal or System or Technical College property
- Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor or
- Possession of a weapon on technical college property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10
- Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any “fighting” that may be characterized as “horseplay.”

Students should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.

Any complaint registered against a Coastal Pines Technical College student regarding a potential violation of this procedure will be investigated consistent with the provisions of Coastal Pines Technical College’s Student Disciplinary Procedure. (Summary of III.X.Procedure: Workplace Violence. Complete Procedure may be accessed at http://www.tcsedu/tcsigpolic/docs/workplace_violence.htm.)

**WEAPONS, FIREARMS AND EXPLOSIVES**

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

**Definitions**

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

**School Safety Zone:** any technical college campus, satellite campus, or other designated worksite.

**Explosive Compound:** any bomb or explosive, chemical, or biological material referenced in the Official Code of Georgia, O.C.G.A. 16-7-81.
Firearm: includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-71, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

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

Note: This statute specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff, student, or otherwise) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any technical college workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Workplace: The CPTC campus, a satellite or off-site work location, or any college sponsored/sanctioned function.

Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person’s control any firearm, weapon, or unlawful explosive compound while within a school safety zone; at an CPTC facility, on CPTC property, or at an CPTC-sanctioned function; or, on a bus or other transportation furnished by the college. Note: this prohibition does not extend to a peace officer as defined by O.C.G.A. 35-8-2 when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties.

Unless otherwise provided by law, it is an express violation of procedure for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, any satellite or off-site work location, or any college sanctioned function:
- any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
- any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
- any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
- any explosive compound/material defined in O.C.G.A. 16-7-81; or,
- any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

The possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit an individual (e.g., staff, student, etc.) to carry a weapon or have a weapon under such person’s control on any technical college campus, satellite campus or other work location, or at any college sanctioned event. This prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20.

Any employee who violates the provisions of this procedure shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

Any CPTC student who violates the provisions of this procedure shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college’s Student Code of Conduct as well as possible criminal prosecution.

Any volunteer or visitor who violates the provisions of this procedure shall be subject to criminal prosecution.

Any vendor or contractor who violates the provisions of this procedure shall be subject to the termination of his/her business relationship with the affected technical college as well as possible criminal prosecution.
Signage is posted on the CPTC campuses notifying those that enter its property and/or off-site work locations that firearms, weapons, and unlawful explosive compounds are prohibited.

Procedures to inform employees, students, volunteers, visitors, vendors, and contractors are included in the College’s plans for emergency and safety operations.

**SCHOOL SAFETY ZONE WEAPONS RESTRICTION**

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 buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

**UNLAWFUL HARASSMENT & DISCRIMINATION**

I. PURPOSE:

It is the policy of the Technical College System of Georgia (TCSG) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), 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 for such prohibited conduct if other corrective measures are ineffective. Allegations of unlawful harassment prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited behavior or 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 act of unlawful harassment, discrimination, retaliation and/or intimidation 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.
Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

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

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

IV. DEFINITIONS:
A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, 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, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format. Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:
Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

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

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

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

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

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

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

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

J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

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

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

M. Compliance Officer: the individual designated by the 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.

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

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

V. ATTACHMENT:
Attachment 1: Policy 1.B. Statement of Equal Opportunity
Attachment 2: TCSG Usage for Statement of Equal Opportunity

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.

B. Reporting and Management Action
1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred.

2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. 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.

4. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be assured.

5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to the technical college’s Title IX or Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcs.edu.

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. 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.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president’s decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will have been 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 advisor.

5. The colleges will evaluate the evidence collected during the investigation and determine whether a preponderance of the information substantiates that unlawful discrimination, unlawful harassment, sexual harassment, sexual violence and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will simultaneously be provided a summary of the results of the investigation in writing.

8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

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, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college’s Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.

4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

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

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia’s Legal Services Office 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 7
   1800 Century Place, N.E.
   Suite 400
   Atlanta, Georgia 30345

   OR

   Unlawfulharassment@tcsg.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor’s college to review the investigative findings. The panel’s decision is final and will conclude the processing of the complaint.

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.

ASSURANCES

Title IX Compliance
Coastal Pines Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.

Any questions concerning Title IX should be directed the appropriate Title IX Coordinator listed below.
Title IX Grievance Procedure
Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 86.8(b) of the rules and regulations of Title IX, “Prohibiting Sex Discrimination,” the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Title IX complaint.

Step 1: Any grievance concerning possible sex discrimination should be presented to the college Title IX coordinator in writing. An answer, in writing, will be presented to the aggrieved party within five (5) working days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within five (5) working or school days, appeal in writing to the college President. The President will answer the appeal in writing within five (5) working or school days.

Step 3: If satisfaction is still not received by the aggrieved party, the next step in the process is through written appeal, within a five (5) day period, to the Executive Director, Legal Services: 1800 Century Place NE, Suite 400, Atlanta, GA 30345, fax: (404) 679-1615 or email UnlawfulHarassment@tcsg.edu. Written reply will then be forthcoming from the Executive Director, Legal Services within fifteen (15) days following the regularly scheduled meeting at which the grievance is heard.

Step 4: The last of the procedure would be written appeal to the Executive Director, Legal Services requesting a hearing or review.

Section 504 Compliance and ADA Compliance
Coastal Pines Technical College has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990. Title II states, in part, “No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the service, programs, or activities of a public entity, or be subjected to discrimination by any public entity.” Any questions concerning Section 504 or ADA compliance should be directed to the appropriate ADA/Section 504 Coordinator listed below:

Jesup
Cathy Montgomery
1777 West Cherry Street
Jesup, Georgia 31545
(912) 427-6265
cmontgomery@coastalpines.edu

Waycross
Karen Boyle
1701 Carswell Avenue
Waycross, Georgia 31503
(912) 285-6119
kboyle@coastalpines.edu

Individuals with a disability who wish to acquire a publication (document, brochure, etc.) in an alternative format should contact an ADA/Section 504 Coordinator listed above, Coastal Pines Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503.
Section 504 - ADA - Title VI Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 84.7 (b) of the rules and regulations of Section 504, “Non Discrimination on Basis of Handicap,” and Title II of the Americans with Disabilities Act, P.L. 101-336 which prohibits discrimination on the basis of disability in services, programs, or activities, the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Section 504 or ADA complaint.

Informal Grievance Procedure

Complainants are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary; in order to facilitate a mutual understanding of what may be different perspectives regarding the complaint of act or directive.

If the informal process does not result in the resolution of the grievable issue to the satisfaction of the complainant, the student may utilize the formal grievance procedure.

Formal Complaint Procedure

Within 15 business days of the incident being grieved, the student must file a formal written grievance with an ADA/Section 504 Coordinator:

1. Name
2. Date
3. Brief description of incident being grieved
4. Remedy requested
5. Signature
6. Informal remedy attempted by student and outcome

If the complaint is against the ADA/Section 504 Coordinator, the complaint shall be filed directly with the President.

If the complaint is against the President, the complaint shall be filed in accordance with the appeals procedure.

The ADA/Section 504 Coordinator will investigate the matter and supply a written response to the student within 15 business days.

ApPEal of Response:

If a student is unsatisfied with the response, the student may file a written appeal to the CPTC President within 5 business days of receiving the response. The appeal will be decided based entirely on documents provided by the student and the administrator therefore the student must ensure that he or she has provided all relevant documents with his or her appeal. At the CPTC President's discretion, grievance appeals may be held in one of the following two ways:

1. The President may review the information provided by the student and administrator and make the final decision; or
2. The President may appoint a cross-functional committee to make the final decision.

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

General Education Courses

All degree and diploma programs contain a substantial general education component that is at the collegiate level, ensures breadth of knowledge, and is appropriate to the purpose of the program in supporting workforce development. All associate degree and diploma programs include specified general education courses.

Associate Degrees
General Education Courses

Associate degree programs require at least 15 credits of general education courses. All degree programs require at least one course from each of the following areas: Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences), Area III (Natural Sciences/Mathematics), and Area IV (Humanities/Fine Arts). Some program curricula may require specific courses in an area. The College offers at least one course in each of the areas and is indicated by (CPTC) in the chart below. Other courses listed below may be considered for transfer credit.

The Technical College System of Georgia and the University System of Georgia have an articulation agreement that recognizes general education courses that will be accepted by University System of Georgia institutions. These courses are listed below and are indicated by (USG).

Area I: Language Arts/Communication
- ENGL 1101 Composition and Rhetoric (required of all degree students) (CPTC, USG)
- SPCH 1101 Public Speaking (CPTC, USG)
- ENGL 1102 Literature & Composition (CPTC, USG)
- COMM 1109 Human Communication (USG)

Area II: Social/Behavioral Sciences
- ECON 1101 Principles of Economics (CPTC, USG)
- ECON 2105 Macroeconomics (USG)
- ECON 2106 Microeconomics (USG)
- HIST 1111 World History I (CPTC,USG)
- HIST 1112 World History II (CPTC, USG)
- HIST 2111 US History I  (CPTC, USG)
- HIST 2112 US History II (CPTC, USG)
- POLS 1101 American Government (USG)
- PSYC 1101 Introductory Psychology (CPTC, USG)
- SOCI 1101 Introduction to Sociology (CPTC, USG)

Area III: Natural Sciences/Mathematics
- Natural Sciences Courses
  - BIOL 1111 Biology Introduction I (CPTC,USG)
  - BIOL 1111L Biology Introduction Lab I (CPTC,USG)
  - BIOL 1112 Biology Introduction II (USG)
  - BIOL 1112 Biology Introduction Lab II (USG)
  - CHEM 1151 Survey of Inorganic Chemistry (CPTC, USG)
  - CHEM 1151L Survey of Inorganic Chemistry Lab (CPTC,USG)
  - CHEM 1152 Survey of Organic Chemistry and Biochemistry (USG)
  - CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab (USG)
  - CHEM 1211 Chemistry I (CPTC)
  - CHEM 1211L Chemistry Lab I (CPTC)
  - CHEM 1212 Chemistry II (CPTC)
  - CHEM 1212L Chemistry Lab II (CPTC)
  - PHSC 1111 Physical Science
- Mathematics Courses (MATH 1101 or MATH 1111 is required)
  - MATH 1100 Quantitative Skills and Reasoning
  - MATH 1101 Mathematical Modeling (CPTC,USG)
  - MATH 1111 College Algebra (CPTC, USG)
  - MATH 1112 College Trigonometry
  - MATH 1113 Pre-Calculus (CPTC, USG)
  - MATH 1131 Calculus I (CPTC, USG)
  - MATH 1132 Calculus II (CPTC)

Area IV Humanities/Fine Arts
- ARTS 1101 Art Appreciation (CPTC, USG)
- ENGL 2110 World Literature
ENGL 2130 American Literature (CPTC,USG)
ENGL 2310 English Literature from the Beginnings to 1700
HUMN 1101 Introduction to Humanities (CPTC, USG)
MUSC 1101 Music Appreciation
THEA 1101 Theater Appreciation

Degree level students must successfully demonstrate General Education competencies.

**Diploma and Technical Certificate Programs**
Diploma programs require a minimum of 6 credit hours in English and mathematics, with some programs requiring courses in Interpersonal Relations or Psychology.

EMPL 1000 Interpersonal Relations and Personal Development (CPTC)
ENGL 1010 Fundamentals of English I (CPTC)
ENGL 1012 Fundamentals of English II
MATH 1011 Business Math
MATH 1012 Fundamentals of Mathematics (CPTC)
MATH 1013 Algebraic Concepts (CPTC)
MATH 1015 Geometry and Trigonometry (CPTC)
MATH 1017 Trigonometry
PSYC 1010 Basic Psychology (CPTC)
Accounting

Accounting AC13
Associate of Applied Science

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 62 Reading 79 Math N/A Algebra 37

Location(s)
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required minimum: 15 Semester hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td></td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities/ Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Elective</td>
<td>3</td>
</tr>
<tr>
<td>One additional course from Area I, II, III, or IV</td>
<td></td>
</tr>
</tbody>
</table>

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69

Occupational Courses

| COMP 1000 - Introduction to Computers                       | 3       |
| BUSN 1440 - Document Production                             | 4       |
| ACCT 1100 - Financial Accounting I                          | 4       |
| ACCT 1105 - Financial Accounting II                         | 4       |
| ACCT 2000 - Managerial Accounting                           | 3       |
| ACCT 1115 - Computerized Accounting                         | 3       |
| ACCT 1120 - Spreadsheet Applications                       | 4       |
| ACCT 1125 - Individual Tax Accounting                       | 3       |
| ACCT 1130 - Payroll Accounting                              | 3       |
| Accounting Electives                                        | 9       |
| Electives                                                   | 9       |

Minimum credit hours for Graduation 64

Accounting AC12
Diploma

Program Description
The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.
For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
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<tbody>
<tr>
<td>Minimum Required Age</td>
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<tr>
<td>High School Diploma or GED Required</td>
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**Placement Scores for Regular Admission (COMPASS)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Location(s)**

Baxley
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1011</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1125</td>
<td>Individual Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1130</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Specific Occupational-Guided Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accounting Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum credit hours for Graduation**

42

**Office Accounting Specialist OA31**

**Technical Certificate of Credit**

**Program Description**

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

**Admission Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Minimum Required Age</td>
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</tr>
<tr>
<td>High School Diploma or GED Required</td>
<td>Yes</td>
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</table>

**Placement Scores for Regular Admission (COMPASS)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
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</tbody>
</table>

**Location(s)**

Baxley
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
</tbody>
</table>
ACCT 1115 - Computerized Accounting 3

Minimum credit hours for Graduation 14
Air Conditioning Technology

Air Conditioning Technology ACT2
Diploma

Program Description
The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

Program Accreditation
HVAC Excellence
P.O. Box 491 Mount Prospect IL 60056
http://www hvacexcellence org/

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 1005 - Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1010 - Refrigeration Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1020 - Refrigeration Systems Components</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1030 - HVACR Electrical Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1040 - HVACR Electrical Motors</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1050 - HVACR Electrical Components and Controls</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1060 - Air Conditioning Systems Application and Installation</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1070 - Gas Heat</td>
<td>4</td>
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<tr>
<td>AIRC 1080 - Heat Pumps and Related Systems</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1090 - Troubleshooting Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Related Elective</td>
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<tr>
<td>Minimum credit hours for Graduation</td>
<td>51</td>
</tr>
</tbody>
</table>

Air Conditioning Repair Specialist ACY1
Technical Certificate of Credit
Program Description
The Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup
Waycross

Program Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AIRC 1005</td>
<td>Refrigeration Fundamentals</td>
<td>4</td>
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<tr>
<td>AIRC 1030</td>
<td>HVACR Electrical Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1040</td>
<td>HVACR Electrical Motors</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1070</td>
<td>Gas Heat</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1080</td>
<td>Heat Pumps and Related Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 20

Air Conditioning Electrical Technician ACK1
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Jesup
Waycross

Program Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 1030</td>
<td>HVACR Electrical Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1040</td>
<td>HVACR Electrical Motors</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1050</td>
<td>HVACR Electrical Components and Controls</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 12

Air Conditioning Technician Assistant AZ31
Technical Certificate of Credit
Program Description
The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
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</tr>
</tbody>
</table>

Location(s)
Camden County
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AIRC 1005</td>
<td>Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1010</td>
<td>Refrigeration Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1020</td>
<td>Refrigeration Systems Components</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 12

Advanced Commercial Refrigeration AC81
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other Conditions for Admission
A candidate for the Advanced Commercial Refrigeration TCC must complete the Air Conditioning diploma program or have three years experience as an air conditioning technician.

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 2070</td>
<td>Commercial Refrigeration Design</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 2080</td>
<td>Commercial Refrigeration Application</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 2090</td>
<td>Troubleshooting and Servicing Commercial Refrigeration</td>
<td>4</td>
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</tbody>
</table>

Minimum credit hours for Graduation 12

Residential Air Conditioning Technician RA21
Technical Certificate of Credit

Program Description
The Residential Air Conditioning Technician TCC is a series of courses designed to prepare students for entry-level positions in the maintenance and repair of residential air conditioning systems.
Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
   | English | Reading | Math | Algebra |
   | 32     | 70      | 26   | N/A     |

Location(s)
Camden County
Golden Isles
Jesup

Program Courses Credits
AIRC 1005 - Refrigeration Fundamentals 4
AIRC 1020 - Refrigeration Systems Components 4
AIRC 1060 - Air Conditioning Systems Applications and Installation 4
AIRC 1090 - Troubleshooting Air Conditioning Systems 4
Minimum credit hours for Graduation 16
Auto Collision Repair

Auto Collision Repair ACR2
Diploma

Program Description
The Automotive Collision Repair Program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Program Accreditation
National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive SE Suite 101  Leesburg Virginia 20175
http://www.natef.org/

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Waycross

Program Courses

Basic Skills Core
MATH 1012 - Foundations of Mathematics 3
EMPL 1000 - Interpersonal Relations and Professional Development 2
ENGL 1010 - Fundamentals of English I 3

Occupational Courses
COMP 1000 - Introduction to Computers 3
ACRP 1000 - Introduction to Auto Collision Repair 4
ACRP 1005 - Automobile Component Repair and Replacement 4
ACRP 1010 - Foundations of Collision Repair 5
ACRP 1015 - Fundamentals of Automotive Welding 4
ACRP 1017 - Mechanical & Electrical Systems I 4
ACRP 1019 - Mechanical & Electrical Systems II 5

Specializations - Choose One of the Following:
Refinishing Specialization 8RS2
ACRP 2001 - Introduction to Auto Painting and Refinishing 5
ACRP 2002 - Painting and Refinishing Techniques 5
ACRP 2009 - Refinishing Internship 2

Major Collision Repair Specialization 8MC2
ACRP 2010 - Major Collision Repair 5
ACRP 2015 - Major Collision Replacements 5
ACRP 2019 - Major Collision Repair Internship 2

Minimum credit hours for Graduation 49
Automotive Collision Repair Assistant I  AB51
Technical Certificate of Credit

Program Description
The Automotive Collision Repair Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
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</tr>
<tr>
<td>Math</td>
<td>26</td>
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</table>

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRP 1000</td>
<td>Introduction to Auto Collision Repair</td>
<td>4</td>
</tr>
<tr>
<td>ACRP 1005</td>
<td>Automobile Component Repair and Replacement</td>
<td>4</td>
</tr>
<tr>
<td>ACRP 1015</td>
<td>Fundamentals of Automotive Welding</td>
<td>4</td>
</tr>
<tr>
<td>ACRP 1017</td>
<td>Mechanical &amp; Electrical Systems I</td>
<td>4</td>
</tr>
<tr>
<td>ACRP 1019</td>
<td>Mechanical &amp; Electrical Systems II</td>
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</tbody>
</table>

Minimum credit hours for Graduation 21

Automotive Collision Repair Assistant II  AZ51
Technical Certificate of Credit

Program Description
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
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRP 1010</td>
<td>Foundations of Collision Repair</td>
<td>5</td>
</tr>
<tr>
<td>ACRP 2010</td>
<td>Major Collision Repair</td>
<td>5</td>
</tr>
<tr>
<td>ACRP 2015</td>
<td>Major Collision Replacements</td>
<td>5</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 15

Automotive Refinishing Assistant II  AP71
Technical Certificate of Credit
**Program Description**
The Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching of colors.

**Admission Requirements**
- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Placement Scores for Regular Admission (COMPASS):
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: N/A

**Location(s)**
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACRP 2001 - Introduction to Auto Paining and Refinishing</td>
<td>5</td>
</tr>
<tr>
<td>ACRP 2002 - Painting and Refinishing Techniques</td>
<td>5</td>
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</tbody>
</table>

Minimum credit hours for Graduation: 10
Automotive Technology

Automotive Fundamentals AF12 Diploma

Program Description
The Automotive Fundamentals Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Fundamentals diploma that qualifies them as entry-level technicians.

Program Accreditation
National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive SE Suite 101 Leesburg Virginia 20175
http://www.natef.org/

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements

Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
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<th>Subject</th>
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Location(s)
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Core</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>AUTT 1010 - Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020 - Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 1030 - Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1040 - Automotive Engine Performance</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 1050 - Automotive Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1060 - Automotive Climate Control Systems</td>
<td>5</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 40

Automotive Technology AT14 Diploma

Program Description
The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology diploma that qualifies them as well rounded entry-level technicians.
Program Accreditation
National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive SE Suite 101 Leesburg Virginia 20175
http://www.natef.org/

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

Basic Skills Core
MATH 1012 - Foundations of Mathematics 3
EMPL 1000 - Interpersonal Relations and Professional Development 2
ENGL 1010 - Fundamentals of English I 3

Occupational Courses
COMP 1000 - Introduction to Computers 3
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

Minimum credit hours for Graduation 55

Automotive Climate Control Technician AH21
Technical Certificate of Credit

Program Description
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 covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup
Waycross
### Automotive Chassis Technician Specialist ASG1 Technical Certificate of Credit

**Program Description**
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**
- **Minimum Required Age**: 16
- **High School Diploma or GED Required**: Yes
- **Placement Scores for Regular Admission (COMPASS)**:
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: N/A

**Location(s)**
- Golden Isles
- Jesup
- Waycross

**Program Courses**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
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<tr>
<td>AUTT 1030</td>
<td>Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1050</td>
<td>Automotive Suspension and Steering Systems</td>
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</table>

Minimum credit hours for Graduation: 14

### Auto Electrical/Electronic Systems Technician AE41 Technical Certificate of Credit

**Program Description**
This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

**Admission Requirements**
- **Minimum Required Age**: 16
- **High School Diploma or GED Required**: Yes
- **Placement Scores for Regular Admission (COMPASS)**:
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: N/A

**Location(s)**
- Golden Isles
- Jesup
- Waycross

**Program Courses**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
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</table>

Minimum credit hours for Graduation: 17
Automotive Engine Repair Technician AE61
Technical Certificate of Credit

Program Description
The Automotive Engine Repair Technician certificate program provides the student with entry-level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Admission Requirements
Minimum Required Age
High School Diploma or GED Required
Placement Scores for Regular Admission (COMPASS)  

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
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<td>English</td>
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Location(s)
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
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<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
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<td>AUTT 2010</td>
<td>Automotive Engine Repair</td>
<td>6</td>
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</table>

Minimum credit hours for Graduation

15

Automotive Transmission/Transaxle Tech Specialist AA71
Technical Certificate of Credit

Program Description
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 covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Admission Requirements
Minimum Required Age
High School Diploma or GED Required
Placement Scores for Regular Admission (COMPASS)  

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td>English</td>
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Location(s)
Jesup
Golden Isles

Program Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
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<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 2020</td>
<td>Automotive Manual Drive Train and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 2030</td>
<td>Automotive Automatic Transmissions and Transaxles</td>
<td>5</td>
</tr>
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</table>

Minimum credit hours for Graduation

18
Automotive Engine Performance Technician AE51
Technical Certificate of Credit

Program Description
The Automotive Engine Performance Technician certificate program introduces the student to the knowledge and skills they will need as entry-level automotive engine performance technicians. Topics include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
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<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 1040</td>
<td>Automotive Engine Performance</td>
<td>7</td>
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</tbody>
</table>

Minimum credit hours for Graduation 16
Business Administrative Technology

Business Administrative Technology BA23
Associate of Applied Science

Program Description
The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
English 62 Reading 79 Math N/A Algebra 37

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

General Education Core (Required minimum: 15 Semester hours)
Area I - Language Arts/Communications
ENGL 1101 - Composition and Rhetoric 3
Area II - Social/Behavioral Sciences
Area III - Natural Sciences/Mathematics
Area IV - Humanities/Fine Arts
Specific General Education Core Electives
One additional course from Area I, II, III, or IV
For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69

Occupational Courses
COMP 1000 - Introduction to Computers 3
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
BUSN 1440 - Document Production 4
BUSN 1190 - Digital Technologies in Business 2
BUSN 1240 - Office Procedures 3
BUSN 2160 - Electronic Mail Applications 2
BUSN 2190 - Business Document Proofreading and Editing 3
BUSN 2210 - Applied Office Procedures 3
MGMT 1100 - Principles of Management 3
Guided Electives 6

Choose one of the following Accounting courses:
BUSN 2200 - Office Accounting 4
ACCT 1100 - Financial Accounting I 4
Minimum credit hours for Graduation 64

Business Administrative Technology BA22 Diploma

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

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Baxley
Camden County
Golden Isles
Jesup
Waycross

Program Courses

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<tr>
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<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
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<td><strong>Choose one of the following:</strong></td>
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<tr>
<td>EMLP 1000 - Interpersonal Relations and Professional Development</td>
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</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Choose one of the following:</strong></td>
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<tr>
<td>MATH 1011 - Business Math</td>
<td>3</td>
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<td>MATH 1012 - Foundations of Mathematics</td>
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<table>
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<tr>
<th>Occupational Courses</th>
<th>Credits</th>
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<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td>BUSN 1400 - Word Processing Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1440 - Document Production</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2190 - Business Document Proofreading and Editing</td>
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</tr>
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<td><strong>Choose one of the following Accounting courses:</strong></td>
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<tr>
<td>BUSN 2200 - Office Accounting</td>
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<tr>
<td>ACCT 1100 - Financial Accounting I</td>
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<td>Select one of the following specializations</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>BUSN 1190 - Digital Technologies in Business</td>
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</tr>
<tr>
<td>BUSN 1240 - Office Procedures</td>
<td>3</td>
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<tr>
<td>BUSN 1410 - Spreadsheet Concepts and Applications</td>
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<tr>
<td>BUSN 1430 - Desktop Publishing and Presentation Applications</td>
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</table>
BUSN 2160 - Electronic Mail Applications 2
BUSN 2210 - Applied Office Procedures 3
Guided Elective 6

Medical Administrative Assistant 8M12

MAST 1120 - Human Diseases 3
BUSN 2340 - Healthcare Administrative Procedures 4
BUSN 2370 - Healthcare Coding 3

Choose one of the following:
ALHS 1010 - Introduction to Anatomy and Physiology 4
ALHS 1011 - Structure and Function of the Human Body 5
BUSN 2310 - Anatomy and Terminology for Medical Administrative Asst 3

Choose one of the following:
BUSN 2300 - Medical Terminology 2
ALHS 1090 - Medical Terminology for Allied Health Sciences 2
Guided Elective 9

Minimum credit hours for Graduation 50

Microsoft Office Application Professional MF41
Technical Certificate of Credit

Program Description
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, prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
English 32
Reading 70
Math 26
Algebra N/A

Location(s)
Baxley
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>COMP 1000</td>
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<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
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<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts and Applications</td>
<td>4</td>
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<tr>
<td>BUSN 1420</td>
<td>Database Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing and Presentation Applications</td>
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</table>
Specific Occupational-Guided Elective 3

Minimum credit hours for Graduation 22
Microsoft Word Application Professional MWA1
Technical Certificate of Credit

Program Description
This 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
Minimum Required Age 16
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS)
<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td>Placement</td>
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</table>

Location(s)
Baxley
Golden Isles
Jesup
Waycross

Program Courses

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<thead>
<tr>
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<tr>
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<td>Word Processing Applications</td>
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</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>Specific Occupational-Guided Electives</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 14

Administrative Support Assistant AS21
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS)
<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Baxley
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
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<td>Specific Occupational-Guided Electives</td>
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</tbody>
</table>

Minimum credit hours for Graduation 20
Medical Language Specialist MLS1
Technical Certificate of Credit

Program Description
The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Baxley
Camden County
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1440 - Document Production</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2320 - Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2330 - Adv. Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>MAST 1120 - Human Pathological Conditions in the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>Specific Occupational-Guided Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following courses:
- ALHS 1010 - Introduction to Anatomy and Physiology 4
- ALHS 1011 - Structure and Function of the Human Body 5
- BUSN 2310 - Anatomy and Physiology for the Medical Administrative Asst 3

Select one of the following courses:
- ALHS 1090 - Medical Terminology for Allied Health Sciences 2
- BUSN 2300 - Medical Terminology 2

Minimum credit hours for Graduation 30
Clinical Laboratory Technology

Phlebotomy Technician PT21
Technical Certificate of Credit

Program Description
The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Courses Required for TCC</th>
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<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
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<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td>ALHS 1011 - Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1040 - Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>PHLT 1030 - Introduction to Venipuncture</td>
<td>3</td>
</tr>
<tr>
<td>PHLT 1050 - Clinical Practice</td>
<td>5</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 24
Commercial Truck Driving

Commercial Truck Driving CT61
Technical Certificate of Credit

Program Description
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. The CTD program prepares the student for the Georgia CDL Skills Exam.

Licensure Information
Graduates of the Commercial Truck Driving program are eligible for licensure testing by the Georgia Department of Driver Services.

Admission Requirements
<table>
<thead>
<tr>
<th>Minimum Required Age</th>
<th>18</th>
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<tbody>
<tr>
<td>High School Diploma or GED Required</td>
<td>No</td>
</tr>
<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Other Conditions for Admission
Prospective students should be advised that the Federal Motor Carrier Safety Regulations (FMCSA) regulates commercial driver licensing and requires a DOT physical and drug test and satisfactory MVR prior to the issuance of a CDL or Learners permit, which is required prior to beginning in-the-truck training. Further, random drug testing is required during the course of the CTD program.

Location(s)
Baxley
Golden Isles
Waycross

Program Courses
CTDL 1010 - Fundamentals of Commercial Driving 3
CTDL 1020 - Combination Vehicle Basic Operation and Range Work 2

Choose one of the following courses:
CTDL 1030 - Combination Vehicle Advanced Operations 4
CTDL 1040 - Commercial Driving Internship 4

Minimum credit hours for Graduation 9
Computer Information Systems

Networking Specialist NS13
Associate of Applied Science

Program Description
The Computer Information Systems Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Program Approval
The CIS program is a Certified CISCO Network Academy.
The CIS program is a member of the Microsoft IT Academy.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)   English 62  Reading 79  Math N/A  Algebra 37

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

General Education Core (Required minimum: 15 Semester Credit Hours)

| Area I - Language Arts/Communications | 3 |
| ENGL 1101 - Composition and Rhetoric | 3 |
| Area II - Social/Behavioral Sciences | 3 |
| Area III - Natural Sciences/Mathematics | 3 |
| Area IV - Humanities/Fine Arts | 3 |
| Specific General Education Core Elective | 3 |

One course from Area I, II, III, or IV

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69

Occupational Courses

COMP 1000 - Introduction to Computers 3
CIST 1001 - Computer Concepts 4
CIST 1130 - Operating Systems Concepts 3
CIST 1122 - Hardware Installation and Maintenance 4
CIST 1601 - Information Security Fundamentals 3
CIST Elective 14

Introductory-Level Networking Class - Choose one of the following:
CIST 1401 - Computer Networking Fundamentals 4
CIST 2451 - Cisco Network Fundamentals (if not used as a Cisco Specialization course) 4

Specializations - Choose One of the Following:

Microsoft Specialization
CIST 2411 - Microsoft Client 4
CIST 2412 - Microsoft Server Directory Services 4
CIST 2413 - Microsoft Server Infrastructure 4
CIST 2414 - Microsoft Server Administrator 4
or CIST 2420 - Microsoft Exchange Server

Cisco Exploration Specialization
Networking Specialist NS14
Diploma

Program Description
The Computer Information Systems Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Program Approval
The CIS program is a Certified CISCO Network Academy.
The CIS program is a member of the Microsoft IT Academy.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age
High School Diploma or GED Required
Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
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<td>English Reading</td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
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Location(s)
Camden County
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010   - Fundamentals of English I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 1012   - Foundations of Mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EMPL 1000   - Interpersonal Relations and Professional Development</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000   - Introduction to Computers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIST 1001   - Computer Concepts</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIST 1130   - Operating Systems Concepts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIST 1122   - Hardware Installation and Maintenance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIST 1601   - Information Security Fundamentals</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIST Elective</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Introductory-Level Networking Class - Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1401   - Computer Networking Fundamentals</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIST 2451   - Cisco Network Fundamentals (if not used as a Cisco Specialization course)</td>
<td>4</td>
<td></td>
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</tbody>
</table>

Specializations - Choose One of the Following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Specialization 8M42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIST 2411   - Microsoft Client</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIST 2412   - Microsoft Server Directory Services</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIST 2413   - Microsoft Server Infrastructure</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Computer Information Systems

CIST 2414 - Microsoft Server Administrator 4
or CIST 2420 - Microsoft Exchange Server 4

Cisco Exploration Specialization 8C12
CIST 2451 - Cisco Network Fundamentals 4
CIST 2452 - Cisco Routing Protocols and Concepts 4
CIST 2453 - Cisco LAN Switching and Wireless 4
CIST 2454 - CISCO Accessing the WAN 4

Minimum credit hours for Graduation 54

Computer Support Specialist CS23
Associate of Applied Science

Program Description
The Computer Information Systems Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

Program Approval
The CIS program is a Certified CISCO Network Academy.
The CIS program is a member of the Microsoft IT Academy.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 62 Reading 79 Math N/A Algebra 37

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

General Education Core (Required minimum: 15 Semester Credit Hours)
Area I - Language Arts/Communications 3
Area II - Social/Behavioral Sciences 3
Area III - Natural Sciences/Mathematics 3
Area IV - Humanities/Fine Arts 3
Specific General Education Core Electives 3
One course from Area I, II, III, or IV
For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69.

Occupational Courses
COMP 1000 - Introduction to Computers 3
CIST 1001 - Computer Concepts 4
CIST 1130 - Operating Systems Concepts 3
CIST 1122 - Hardware Installation and Maintenance 4
CIST 1601 - Information Security Fundamentals 3
CIST 1305 - Program Design and Development 3
CIST 2921 - IT Analysis, Design, and Project Management 4
CIST Elective 12

Introductory Networking - Class Choose one of the Following:
CIST 1401 - Computer Networking Fundamentals 4
CIST 2451 - Cisco Network Fundamentals 4
CIST Database Elective Course - Choose one of the Following:
CIST 1220 - Structured Query Language 4
CIST 2129 - Comprehensive Database Techniques (if not used as Productivity course) 4

CIST Guided Office Productivity Application Course - Choose one of the following:
CIST 2120 - Supporting Application Software 4
CIST 2126 - Comprehensive Presentations & eMail Techniques 3
CIST 2127 - Comprehensive Word Processing Techniques 3
CIST 2128 - Comprehensive Spreadsheet Techniques 3
CIST 2129 - Comprehensive Database Techniques (if not used as Database course) 4

Minimum credit hours for Graduation 62

Computer Support Specialist CS14 Diploma

Program Description
The Computer Information Systems Computer Support Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

Program Approval
The CIS program is a Certified CISCO Network Academy. The CIS program is a member of the Microsoft IT Academy.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1001 - Computer Concepts</td>
<td>4</td>
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<tr>
<td>CIST 1130 - Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1122 - Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1601 - Information Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1305 - Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2921 - IT Analysis, Design, and Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CIST Electives</td>
<td>12</td>
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</table>
**Introductory Networking - Class Choose one of the Following:**
CIST 1401 - Computer Networking Fundamentals 4
CIST 2451 - Cisco Network Fundamentals 4

**CIST Database Elective - Choose one of the Following:**
CIST 1220 - Structured Query Language 4
CIST 2129 - Comprehensive Database Techniques (if not used as Productivity course) 4

**CIST Office Productivity Course - Choose one of the following:**
CIST 2120 - Using Application Software 4
CIST 2126 - Comprehensive Presentations & eMail Techniques 3
CIST 2127 - Comprehensive Word Processing Techniques 3
CIST 2128 - Comprehensive Spreadsheet Techniques 3
CIST 2129 - Comprehensive Database Techniques (if not used as Database course) 4

Minimum credit hours for Graduation 55

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**Microsoft Office Application Specialist MF51 Technical Certificate of Credit**

**Program Description**
The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
English 32 Reading 70 Math 26 Algebra N/A

**Location(s)**
Alma
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2126 - Comprehensive Presentations and eMail Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2127 - Comprehensive Word Processing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2128 - Comprehensive Spreadsheet Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2129 - Comprehensive Database Techniques</td>
<td>4</td>
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</tbody>
</table>

Minimum credit hours for Graduation 16

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**CompTIA A+ Certified Technician Preparation CA71 Technical Certificate of Credit**

**Program Description**
The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.
For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Minimum Required Age</th>
<th>16</th>
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<tr>
<td>High School Diploma or GED Required</td>
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<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
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</tr>
<tr>
<td>English</td>
<td>Reading</td>
</tr>
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<td>32</td>
<td>70</td>
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</table>

**Location(s)**

Golden Isles
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIST Elective</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 18

**Information Security Specialist IS81**

**Technical Certificate of Credit**

**Program Description**

The Information Security Specialist certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Minimum Required Age</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or GED Required</td>
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<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
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</tr>
<tr>
<td>English</td>
<td>Reading</td>
</tr>
<tr>
<td>32</td>
<td>70</td>
</tr>
</tbody>
</table>

**Location(s)**

Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2601</td>
<td>Implementing Operating Systems Security</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2611</td>
<td>Implementing Internet / Intranet Firewalls</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1602</td>
<td>Security Policies and Procedures</td>
<td>3</td>
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<td>CIST 2602</td>
<td>Network Security</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2612</td>
<td>Computer Forensics</td>
<td>4</td>
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</tbody>
</table>

Minimum credit hours for Graduation 22

**Cisco Network Specialist CN71**

**Technical Certificate of Credit**
Program Description
The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Waycross

Program Courses
CIST 2451 - Cisco Network Fundamentals 4
CIST 2452 - Cisco Routing Protocols and Concepts 4
CIST 2453 - Cisco LAN Switching and Wireless 4
CIST 2454 - CISCO Accessing the WAN 4

Minimum credit hours for Graduation 16

Help Desk Specialist HD41
Technical Certificate of Credit

Program Description
The Help Desk Specialist program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup
Waycross

Program Courses
COMP 1000 - Introduction to Computers 3
CIST 1001 - Computer Concepts 4
CIST 1130 - Operating Systems Concepts 3
CIST 1122 - Hardware Installation and Maintenance 4
CIST 2130 - Desktop Support Concepts 3
CIST Elective 4
Introductory-Level Networking Class - Choose one of the following: CIST 1401 - Computer Networking Fundamentals 4
CIST 2451 - Cisco Network Fundamentals 4

Minimum credit hours for Graduation 25
Microsoft Network Administrator MS11
Technical Certificate of Credit

Program Description
The Microsoft Network Administrator Certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Waycross
Jesup

Program Courses Credits
CIST 2411 - Microsoft Client 4
CIST 2412 - Microsoft Server Directory Services 4
CIST 2413 - Microsoft Server Infrastructure 4
Choose one of the following:
CIST 2414 - Microsoft Server Administrator 4
CIST 2420 - Microsoft Exchange Server 4

Minimum credit hours for Graduation 16

CompTIA A+ Certified Preparation CA61
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles
Jesup
Waycross

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

Minimum credit hours for Graduation 10
Cosmetology

Cosmetology C012
Diploma

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

Program Approval
The Cosmetology program is approved by the Georgia Board of Cosmetology.

Licensure Information
Graduates of the Cosmetology program are eligible to sit for a Georgia state licensure.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements

<table>
<thead>
<tr>
<th>Minimum Required Age</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or GED Required</td>
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Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Placement Score</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Alma
Golden Isles
Jespup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1000 - Introduction to Cosmetology Theory</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1010 - Chemical Texture Services</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1020 - Hair Care and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1030 - Haircutting</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1040 - Styling</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1050 - Hair Color</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1060 - Fundamentals of Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1070 - Nail Care and Advanced Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1080 - Physical Hair Services Practicum</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1090 - Hair Services Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1100 - Hair Services Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1110 - Hair Services Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1115 - Hair Services Practicum IV</td>
<td>2</td>
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<tr>
<td>COSM 1120 - Salon Management</td>
<td>3</td>
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<tr>
<td>COSM 1125 - Skin and Nail Care Practicum</td>
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</table>
Cosmetology

Minimum credit hours for Graduation  55

Nail Technician NT11
Technical Certificate of Credit

Program Description
The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. 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, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a Nail Technician.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age  16
High School Diploma or GED Required  Yes
Placement Scores for Regular Admission (COMPASS)  English  32, Reading  70, Math  26, Algebra N/A

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COSM 1000</td>
<td>Introduction to Cosmetology Theory</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1070</td>
<td>Nail Care and Advanced Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1180</td>
<td>Nail Care I</td>
<td>5</td>
</tr>
<tr>
<td>COSM 1190</td>
<td>Nail Care II</td>
<td>5</td>
</tr>
<tr>
<td>COSM 1120</td>
<td>Salon Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation  20

Shampoo Technician ST11
Technical Certificate of Credit

Program Description
The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

Admission Requirements
Minimum Required Age  16
High School Diploma or GED Required  No
Placement Scores for Regular Admission (COMPASS)  English  32, Reading  70, Math  26, Algebra N/A

Location(s)
Golden Isles
<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1000 - Introduction to Cosmetology Theory</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1020 - Hair Care and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1120 - Salon Management</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following options:</td>
<td></td>
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<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
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<tr>
<td>Elective</td>
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<td><strong>Minimum credit hours for Graduation</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>
Criminal Justice

Criminal Justice Technology CJT3
Associate of Applied Science

Program Description
The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Placement Score</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>62</td>
<td>79</td>
<td>N/A</td>
<td>37</td>
</tr>
</tbody>
</table>

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

General Education Core (Required Minimum: 15 Semester Credit Hours)

| Area I - Language Arts/Communications | 3 |
| Area II - Social/Behavioral Sciences | 3 |
| Area III - Natural Sciences/Mathematics | 3 |
| Area IV - Humanities/Fine Arts | 3 |
| Specific General Education Core Elective | 3 |

One course from Area I, II, III, or IV

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69

Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1030</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1040</td>
<td>Principles of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1400</td>
<td>Ethics and Cultural Perspectives for Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2050</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1068</td>
<td>Criminal Law for Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2020</td>
<td>Constitutional Law for Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2070</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:
- CRJU 2100 - Criminal Justice Externship
- CRJU 2090 - Criminal Justice Practicum

Occupational Electives 15

Minimum credit hours for Graduation 60
Criminal Justice Technology CJT2
Diploma

Program Description
The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
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<tbody>
<tr>
<td></td>
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<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Baxley
Golden Isles
Jesup
Waycross

Program Courses

Basic Skills
ENGL 1010 - Fundamentals of English I 3
MATH 1012 - Foundations of Mathematics 3
PSYC 1010 - Basic Psychology 3

Occupational Courses
COMP 1000 - Introduction to Computers 3
CRJU 1010 - Introduction to Criminal Justice 3
CRJU 1030 - Corrections 3
CRJU 1040 - Principles of Law Enforcement 3
CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice 3
CRJU 2050 - Criminal Procedure 3
CRJU 1068 - Criminal Law for Criminal Justice 3
CRJU 2020 - Constitutional Law for Criminal Justice 3
CRJU 2070 - Juvenile Justice 3
Select one of the following:
- CRJU 2100 - Criminal Justice Externship 3
- CRJU 2090 - Criminal Justice Practicum 3

Occupational Electives 9

Minimum credit hours for Graduation 48

Introduction to Criminal Justice IT51
Technical Certificate of Credit

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

**Admission Requirements**

<table>
<thead>
<tr>
<th>Minimum Required Age</th>
<th>16</th>
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<tbody>
<tr>
<td>High School Diploma or GED Required</td>
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</tr>
<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>32</td>
</tr>
<tr>
<td>Reading</td>
<td>70</td>
</tr>
<tr>
<td>Math</td>
<td>26</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Location(s)**

- Baxley
- Golden Isles
- Jesup
- Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 1010 - Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1030 - Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1040 - Principles of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2050 - Criminal Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 12

**Criminal Justice Specialist CJ21**

**Technical Certificate of Credit**

**Program Description**

The Criminal Justice Specialist Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. 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**

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
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</tr>
<tr>
<td>English</td>
<td>32</td>
</tr>
<tr>
<td>Reading</td>
<td>70</td>
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<tr>
<td>Math</td>
<td>26</td>
</tr>
<tr>
<td>Algebra</td>
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**Location(s)**

- Golden Isles
- Jesup
- Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRJU 1010 - Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1030 - Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1040 - Principles of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1068 - Criminal Law for Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 2020 - Constitutional Law for Criminal Justice</td>
<td>3</td>
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</tbody>
</table>

Minimum credit hours for Graduation: 15
Crime Scene Fundamentals CZ31
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age: 16
High School Diploma or GED Required: No
Placement Scores for Regular Admission (COMPASS):
- English: 32
- Reading: 70
- Math: 26
- Algebra: N/A

Location(s)
Golden Isles
Jesup

Program Courses
COMP 1000 - Introduction to Computers: 3
CRJU 1010 - Introduction to Criminal Justice: 3
CRJU 1062 - Methods of Criminal Justice: 3
CRJU 1063 - Crime Scene Processing: 3

Minimum credit hours for Graduation: 12
Culinary Arts

Culinary Arts CA43
Associate of Applied Science

Program Description
The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition and practical application necessary for successful employment. Program graduates will receive a Culinary Arts Degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Program Approval

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
   English  Reading  Math  Algebra
   62       79       N/A    37

Location(s)
Golden Isles

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required minimum: 15 Semester Credit Hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communications</td>
<td>3</td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

One course from Area I, II, III, or IV

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69.

Occupational Courses

| COMP 1000 - Introduction to Computers                           | 3       |
| CUUL 1000 - Fundamentals of Culinary Arts                      | 4       |
| CUUL 1110 - Culinary Safety and Sanitation                      | 2       |
| CUUL 1120 - Principles of Cooking                               | 6       |
| 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       |
| Culinary/Hospitality Related Electives                          | 6       |

Select one of the following:
- CUUL 2140 - Advanced Baking and International Cuisine          | 6       |
- CUUL 2130 - Culinary Practicum and Leadership                  | 6       |

Select one of the following:
- CULL 2190 - Principles of Culinary Leadership                 | 3       |
- MGMT 1115 - Leadership                                        | 3       |

Minimum credit hours for Graduation 65
Culinary Arts CA44
Diploma

Program Description
The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition and practical application necessary for successful employment. Program graduates will receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CUUL 1000 - Fundamentals of Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1110 - Culinary Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CUUL 1120 - Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1129 - Fundamentals of Restaurant Operations</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1220 - Baking Principles</td>
<td>5</td>
</tr>
<tr>
<td>CUUL 1320 - Garde Manger</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1370 - Culinary Nutrition and Menu Development</td>
<td>3</td>
</tr>
<tr>
<td>CUUL 2160 - Contemporary Cuisine</td>
<td>4</td>
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</table>

Select one of the following courses:
- CUUL 2140 - Advanced Baking and International Cuisine | 6 |
- CUUL 2130 - Culinary Practicum and Leadership       | 6 |

Select one of the following courses:
- CUUL 2190 - Principles of Culinary Leadership      | 3 |
- MGMT 1115 - Leadership                             | 3 |

Minimum credit hours for Graduation 52

Catering Specialist CS61
Technical Certificate of Credit

Program Description
The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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</thead>
<tbody>
<tr>
<td>32</td>
<td>70</td>
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Location(s)
Golden Isles

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CUUL 1110</td>
<td>Culinary Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CUUL 1120</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1129</td>
<td>Fundamentals of Restaurant Operations</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1220</td>
<td>Baking Principles</td>
<td>5</td>
</tr>
<tr>
<td>CUUL 1320</td>
<td>Garde Manger</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 2160</td>
<td>Contemporary Cuisine</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 25

Food Production Worker I
Technical Certificate of Credit

Program Description
The Food Production Worker I technical certificate of credit 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
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Placement Scores for Regular Admission (COMPASS)</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Golden Isles

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUUL 1000</td>
<td>Fundamentals of Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1110</td>
<td>Culinary Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CUUL 1120</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1129</td>
<td>Fundamentals of Restaurant Operations</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 16

Prep Cook PC51
Technical Certificate of Credit

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

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required No
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Placement Scores for Regular Admission (COMPASS)</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Golden Isles
<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUUL 1000 - Fundamentals of Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1110 - Culinary Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CUUL 1120 - Principles of Cooking</td>
<td>6</td>
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</tbody>
</table>

Minimum credit hours for Graduation 12
Diesel Equipment Technology

Diesel Equipment Technology DET4
Diploma

Program Description
The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment 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 truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Program Accreditation

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>32</td>
<td>70</td>
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<td>N/A</td>
</tr>
</tbody>
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Location(s)
Baxley

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1000 - Introduction to Diesel Technology, Tools and Safety</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010 - Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
<tr>
<td>DIET 1020 - Preventive Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>DIET 1030 - Diesel Engines</td>
<td>7</td>
</tr>
<tr>
<td>DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heavy Equipment Specialization</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 2001 - Heavy Equipment Hydraulics</td>
<td>6</td>
</tr>
<tr>
<td>DIET 2011 - Off Road Drivelines</td>
<td>6</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 48

Diesel Electrical & Electronic Systems Technician DE11
Technical Certificate of Credit

Program Description
The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.
Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
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<td>70</td>
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</table>

Location(s)
Baxley

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1000</td>
<td>Introduction to Diesel Technology, Tools and Safety</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 10

Diesel Engine Service Technician DE21
Technical Certificate of Credit

Program Description
The Diesel Engine Service Technician certificate program provides the student with training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement</td>
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<td>70</td>
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<td>N/A</td>
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</tbody>
</table>

Location(s)
Baxley

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1000</td>
<td>Introduction to Diesel Technology, Tools and Safety</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
<tr>
<td>DIET 1030</td>
<td>Diesel Engines</td>
<td>7</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 17

Heavy Diesel Service Technician HD31
Technical Certificate of Credit

Program Description
The Heavy Diesel Service Technician certificate program provides training in both theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, shop equipment, diesel engines and fuel systems, electrical and electronic systems, off road power trains, and heavy equipment hydraulics. Successful completion of this program will prepare the student for entering industry as an entry level diesel service technician.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
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</thead>
<tbody>
<tr>
<td>Placement</td>
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<td>70</td>
<td>26</td>
<td>N/A</td>
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</table>

Location(s)
Baxley
<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1000 - Introduction to Diesel Technology, Tools and Safety</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010 - Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
<tr>
<td>DIET 1030 - Diesel Engines</td>
<td>7</td>
</tr>
<tr>
<td>DIET 2001 - Heavy Equipment Hydraulics</td>
<td>6</td>
</tr>
<tr>
<td>DIET 2011 - Off Road Drivelines</td>
<td>6</td>
</tr>
<tr>
<td><strong>Choose one of the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1050 - Diesel Equipment Technology Internship</td>
<td>4</td>
</tr>
<tr>
<td><strong>Minimum credit hours for Graduation</strong></td>
<td>32</td>
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</tbody>
</table>
Early Childhood Care and Education

Early Childhood Care and Education EC13
Associate of Applied Science

Program Description
The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of five areas of specialization: exceptionalities, infant/toddler, program administration, paraprofessional/school age, or family child care.

Program Approval
The Early Childhood Care and Education program is approved by the Georgia Professional Standards Commission.

External Standards
Though not an external accrediting agency, Bright from the Start (BFTS) determines and approves the credentials of childcare workers in Georgia. TCSG works closely with BFTS to make sure its programs meet the training needs required for approved credentials of early childcare teachers and professionals. To work in a childcare field, an employee must pass a criminal background check. Students should check with the college and employers for details.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 62 Reading 79 Math N/A Algebra 37

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

Location(s)
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required minimum: 18 Semester hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communications</td>
<td></td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td>6</td>
</tr>
<tr>
<td>Language Arts/Communications Elective</td>
<td></td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

One course from Area I, II, III, or IV
For a complete listing of General Education courses and electives: General Education Courses on page 69.

Occupational Courses

COMP 1000 - Introduction to Computers                        3
ECCE 1101 - Introduction to Early Childhood Care and Education 3
ECCE 1103 - Child Growth and Development                     3
ECCE 1105 - Health, Safety and Nutrition  3
ECCE 2115 - Language and Literacy  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 2203 - Guidance and Classroom Management  3
ECCE 1121 - Early Childhood Care and Education Practicum  3
ECCE 2116 - Math and Science  3
ECCE 2240 - Early Childhood Care and Education Internship  12

Paraprofessional Specialization
ECCE 2310 - Paraprofessional Methods and Materials  3
ECCE 2312 - Paraprofessional Roles and Practices  3

Minimum credit hours for Graduation  72

Early Childhood Care and Education ECC2
Diploma

Program Description
The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

External Standards
Though not an external accrediting agency, Bright from the Start (BFTS) determines and approves the credentials of childcare workers in Georgia. TCSG works closely with BFTS to make sure its programs meet the training needs required for approved credentials of early childcare teachers and professionals. To work in a childcare field, an employee must pass a criminal background check. Students should check with the college and employers for details.

The Early Childhood Care And Education, Degree program must conform to the institutional accreditation requirements of the Council on Occupational Education (COE) or the Southern Association of Colleges and Schools Commission on Colleges (COC).

Admission Requirements
Minimum Required Age  16
High School Diploma or GED Required  Yes
Placement Scores for Regular Admission (COMPASS)  
<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other Conditions for Admission
Criminal background checks and drug screens may be required based on the requirements for participation on clinical experiences. (ECCE 1121)

Location(s)
Baxley
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills Courses (8-9 hrs)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
Occupational Courses

- COMP 1000 - Introduction to Computers 3
- ECCE 1101 - Introduction to Early Childhood Care and Education 3
- ECCE 1103 - Child Growth and Development 3
- ECCE 1105 - Health, Safety and Nutrition 3
- ECCE 1112 - Curriculum and Assessment 3
- ECCE 1113 - Creative Activities for Children 3
- ECCE 1121 - Early Childhood Care and Education Practicum 3
- ECCE 2115 - Language and Literacy 3
- ECCE 2116 - Math and Science 3
- ECCE 2202 - Social Issues and Family Involvement 3
- ECCE 2203 - Guidance and Classroom Management 3
- ECCE 2240 - Early Childhood Care and Education Internship 12

Minimum credit hours for Graduation 53

Child Development Specialist CD61
Technical Certificate of Credit

Program Description
The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

Admission Requirements
- Minimum Required Age: 16
- High School Diploma or GED Required: Yes

Placement Scores for Regular Admission (COMPASS)
- English: 32
- Reading: 70
- Math: 26
- Algebra: N/A

Location(s)
- Jesup
- Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1101 - Introduction to Early Childhood Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1103 - Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105 - Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1112 - Curriculum and Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following:
- ECCE 1121 - Early Childhood Care and Education Practicum 3
- EMPL 1000 - Interpersonal Relations and Professional Development 2

Minimum credit hours for Graduation 14

Early Childhood Care and Education Basics EC31
Technical Certificate of Credit

Program Description
The Early Childhood Care and Education (ECCE) Basic Child TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a health, safety and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start, and Georgia
Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Value</th>
</tr>
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<tbody>
<tr>
<td>Minimum Required Age</td>
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<tr>
<td>High School Diploma or GED Required</td>
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</tr>
<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
<td>English 32, Reading 70, Math 26, Algebra N/A</td>
</tr>
</tbody>
</table>

**Location(s)**

- Jesup
- Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1101 - Introduction to Early Childhood Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1103 - Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105 - Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Minimum credit hours for Graduation</td>
<td>9</td>
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</tbody>
</table>

**Early College Essentials EC21**

**Technical Certificate of Credit**

**Program Description**

This is a 19 credit program consisting of degree-level general education courses in four areas: English, math/science, humanities/fine arts, and social sciences, together with an introductory computer course. Students completing this program who go on to pursue an Associate of Applied Science degree, will have met all or most of all of their general education requirements.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Required Age</td>
<td>16</td>
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<tr>
<td>High School Diploma or GED Required</td>
<td>Yes</td>
</tr>
<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
<td>English 62, Reading 79, Math N/A, Algebra 37</td>
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</table>

**Location(s)**

- Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area I - Language Arts/Communications</strong> (3 hrs)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td></td>
</tr>
<tr>
<td><strong>Area II - Social/Behavioral Sciences</strong> (3 hrs)</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101 - Introductory Psychology</td>
<td></td>
</tr>
<tr>
<td><strong>Area III - Natural Sciences/Mathematics</strong> (7 hrs)</td>
<td>7</td>
</tr>
<tr>
<td><strong>Choose one of the following Mathematics courses:</strong> (3 hrs)</td>
<td></td>
</tr>
<tr>
<td>MATH 1101 - Mathematical Modeling</td>
<td></td>
</tr>
<tr>
<td>MATH 1111 - College Algebra</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one of the following Natural Science courses with lab:</strong> (4 hrs)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1111 - Biology I + BIOL 1111L Biology I Lab</td>
<td></td>
</tr>
<tr>
<td>BIOL 2107 - Biological Principles + BIOL 2107L Biological Principles I Lab</td>
<td></td>
</tr>
<tr>
<td>CHEM 1151 - Survey of Inorganic Chemistry + CHEM 1151L Survey of Inorganic Chemistry I Lab</td>
<td></td>
</tr>
<tr>
<td>CHEM 1211 - Chemistry I + CHEM 1211L Chemistry I Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS 1111 - Introductory Physics I + PHYS 1111 Introductory Physics I Lab</td>
<td></td>
</tr>
<tr>
<td><strong>Area IV - Humanities and Fine Arts</strong> (3 hrs)</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1101 - Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>HUMN 1101 - Introduction to Humanities</td>
<td></td>
</tr>
</tbody>
</table>
MUSC 1101 - Music Appreciation

Minimum credit hours for Graduation

19
Electrical Construction and Maintenance

Electrical Systems Technology ES12
Diploma

Program Description
The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>English</th>
<th>Algebra</th>
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Location(s)
Hazlehurst
Jesup

Program Courses

Basic Skills Core
MATH 1012 - Foundations of Mathematics 3
EMPL 1000 - Interpersonal Relations and Professional Development 2
ENGL 1010 - Fundamentals of English I 3

Occupational Courses
COMP 1000 - Introduction to Computers 3
IDFC 1007 - Industrial Safety Procedures 2
IDFC 1011 - Direct Current Circuit I 3
ELTR 1020 - Electrical Systems Basics I 3
ELTR 1060 - Electrical Prints, Schematics, and Symbols 2
ELTR 1080 - Commercial Wiring I 5
ELTR 1090 - Commercial Wiring II 3
ELTR 1180 - Electrical Controls 4

Choose one of the following Specializations

Electrical Construction and Maintenance 8EC2
ELTR 1205 - Residential Wiring I 3
ELTR 1210 - Residential Wiring II 3
Occupational Elective 4

Industrial Electrical Technology 8I12
ELTR 1220 - Industrial PLC’s 4
ELTR 1250 - Diagnostic Troubleshooting 2
ELTR 1270 - National Code Industrial Applications 4

Minimum credit hours for Graduation 43

Commercial Wiring CW31
Technical Certificate of Credit
Program Description
The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra 28

Location(s)
Hazlehurst
Jesup

Program Courses
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELTR 1060 - Electrical Prints, Schematics, and Symbols</td>
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<td>ELTR 1080 - Commercial Wiring I</td>
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<td>ELTR 1090 - Commercial Wiring II</td>
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<td>IDFC 1007 - Industrial Safety Procedures</td>
<td>2</td>
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<td>IDFC 1011 - Direct Current Circuit I</td>
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<td>IDFC 1012 - Alternating Current I</td>
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Minimum credit hours for Graduation 18

Electrical Lineworker EL11
Technical Certificate of Credit

Program Description
The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Other Conditions for Admission
Candidates must hold a valid driver's license and have the ability to obtain a CDL Class A permit with general knowledge, air brake, and combination vehicle endorsements.

Location(s)
Waycross

Program Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELCR 1800 - Electrical Lineworker Organization Principles</td>
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<tr>
<td>ELCR 1820 - Electrical Lineworker Workplace Skills</td>
<td>2</td>
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<tr>
<td>ELCR 1840 - Electrical Lineworker Automation Skills</td>
<td>2</td>
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<tr>
<td>ELCR 1860 - Electrical Lineworker Occupational Skills</td>
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</table>

Minimum credit hours for Graduation 12
Electronics and Telecommunications

Electronics Technology ET14 Diploma

Program Description
The Electronics Technology Diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications electronics.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
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Location(s)
Jesup
Waycross

Program Courses

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<th>Basic Skills Courses</th>
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<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
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<td>ENGL 1010 - Fundamentals of English I</td>
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<td>Choose one of the following:</td>
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<tr>
<td>MATH 1012 - Fundamentals of Mathematics</td>
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<tr>
<td>MATH 1013 - Algebraic Concepts</td>
<td></td>
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<td>MATH 1111 - College Algebra</td>
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<table>
<thead>
<tr>
<th>Occupational Courses</th>
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<tr>
<td>COMP 1000 - Introduction to Computers</td>
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<tr>
<td>ELCR 1005 - Soldering Technology</td>
<td>1</td>
</tr>
<tr>
<td>ELCR 1010 - Direct Current Circuits</td>
<td>6</td>
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<td>ELCR 1020 - Alternating Current Circuits</td>
<td>7</td>
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<tr>
<td>ELCR 1030 - Solid State Devices</td>
<td>5</td>
</tr>
<tr>
<td>ELCR 1040 - Digital and Microprocessor Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>ELCR 1060 - Linear Integrated Circuits</td>
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</table>

Specializations - Choose One of the Following:

- Biomedical Instrumentation Technology Specialization BBI2 (17 hrs)
  - ALHS 1011 - Anatomy and Physiology                                               | 5       |
  - ALHS 1090 - Medical Terminology for Allied Health Sciences                      | 2       |
  - BMET 1231 - Medical Equipment Function and Operation I                          | 4       |
  - BMET 2242 - Medical Equipment Function and Operation II                          | 4       |
  - BMET 2343 - Internship Medical Systems                                           | 3       |

- Communications Electronics Technology Specialization BCE2 (17 hrs)
  - ELCR 2210 - Advanced Circuit Analysis                                            | 5       |
  - ELCR 2220 - Advanced Modulation Techniques                                       | 3       |
  - ELCR 2230 - Antenna and Transmission Lines                                       | 3       |
  - ELCR 2240 - Microwave Communications and Radar                                  | 3       |
Electronics and Telecommunications 125

Electronics and Telecommunications Technology Specialization 8TE2 (18 hrs)
ELCR 2250 - Optical Communications Techniques 3

Industrial Electronics Technology Specialization 8IE2 (16 hrs)
ELCR 2110 - Process Control 3
ELCR 2120 - Motor Controls 3
ELCR 2130 - Programmable Controllers 3
ELCR 2140 - Mechanical Devices 2
ELCR 2150 - Fluid Power 2
ELCR 2160 - Advanced Microprocessors and Robotics 3

Field Occupation Specialization 8FC2 (16 hrs)
Occupationally Related Electives 16 hours 16

Minimum credit hours for Graduation 54

Electronics Fundamentals EF12 Diploma

Program Description
The Electronics Fundamentals program is designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment. Program graduates receive an Electronics Fundamentals diploma which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Location(s)
Camden
Jesup
Waycross

Program Courses

Basic Skills Core
EMPL 1000 - Interpersonal Relations and Professional Development 2
ENGL 1010 - Fundamentals of English I 3
Choose one of the following:
MATH 1012 - Fundamentals of Mathematics 3
MATH 1013 - Algebraic Concepts 3

Occupational Courses
COMP 1000 - Introduction to Computers 3
ELCR 1005 - Soldering Technology 1
ELCR 1010 - Direct Current Circuits 6
ELCR 1020 - Alternating Current Circuits 7
ELCR 1030 - Solid State Devices 5
ELCR 1040 - Digital and Microprocessor Fundamentals 5
Basic Electronic Assembler BE41
Technical Certificate of Credit

Program Description
The Basic Electronic Assembler certificate program is designed to prepare students for careers as entry-level production technicians in a manufacturing environment, or as service technicians or operators in the telecommunications industry. Topics include basic algebraic fundamentals, direct current circuits, and soldering techniques.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS)

<table>
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Location(s)
Waycross

Program Courses

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<td>ELCR 1010</td>
<td>Direct Current Circuits</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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</tr>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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</table>

Minimum credit hours for Graduation 9

Digital Electronics Technician DET1
Technical Certificate of Credit

Program Description
This Technical Certificate of Credit provides a basic knowledge of digital-electronics circuits and their components. Career opportunities are possible with BellSouth, Georgia Power, The southern Company, and others. Completion of this Technical Certificate of Credit leads the student into Electronics Fundamentals and/or Electronics Technology programs.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>English</th>
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Location(s)
Jesup

Program Courses

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<th>Course Name</th>
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<td>ELCR 1005</td>
<td>Soldering Technology</td>
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<td>ELCR 1030</td>
<td>Solid State Devices</td>
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<td>ELCR 1040</td>
<td>Digital and Microprocessor Fundamentals</td>
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</tr>
<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
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Minimum credit hours for Graduation 13
Basic Electricity Technician BE31
Technical Certificate of Credit

Program Description
The Basic Electricity Technician Technical Certificate of Credit provides a basic knowledge of direct current and alternating current circuits and their components.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Location(s)
Jesup

Program Courses
ELCR 1010 - Direct Current Circuits 6
ELCR 1020 - Alternating Current Circuits 7

Minimum credit hours for Graduation 13

Basic Electrical Technician BE11
Technical Certificate of Credit

Program Description
The Basic Electrical Technician Technical Certificate of Credit provides fundamental instruction in electrical construction principles and practices. Topics include safety, mathematical applications, reading and interpreting blueprints, and direct and alternating current circuits.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Location(s)
Waycross

Program Courses
MATH 1012 - Foundation of Mathematics 3
IDFC 1007 - Industrial Safety Procedures 2
ELTR 1060 - Electrical Prints, Schematics, and Symbols 2

Select one of the following courses:
IDFC 1011 - Direct Current I 3
IDSY 1101 - DC Circuit Analysis 3

Minimum credit hours for Graduation 13
Environmental Horticulture

Horticulture EH12
Diploma

Program Description
The Environmental Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
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<th>Math</th>
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Location(s)
Waycross

Program Courses

Basic Skills Courses

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<td>ENGL 1010 - Fundamentals of English I</td>
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<td>MATH 1012 - Foundations of Mathematics</td>
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Occupational Courses

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1000 - Horticulture Science</td>
<td>3</td>
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<tr>
<td>HORT 1010 - Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1020 - Herbaceous Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080 - Pest Management</td>
<td>3</td>
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<tr>
<td>HORT 1150 - Environmental Horticulture Internship</td>
<td>3</td>
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<tr>
<td>or Elective (3 hrs)</td>
<td>3</td>
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Choose One of the Following Specializations:

- General Horticulture Specialization
  - HORT 1040 - Landscape Installation | 3 |
  - HORT 1060 - Landscape Design | 3 |
  - HORT 1120 - Landscape Management | 3 |
  - HORT 1030 - Greenhouse Management | 3 |
  - Guided Elective (3 hrs) | 3 |

- Landscape Management Specialization
  - HORT 1040 - Landscape Installation | 3 |
  - HORT 1060 - Landscape Design | 3 |
  - HORT 1120 - Landscape Management | 3 |
  - HORT 1330 - Turfgrass Management | 3 |
  - HORT 1310 - Irrigation | 3 |

Minimum Credit hours for graduation 44
Nursery/Greenhouse Technician PPS1
Technical Certificate of Credit

Program Description
Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
   English 32
   Reading 70
   Math 26
   Algebra N/A

Location(s)
Alma
Waycross

Program Courses
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<th>Course Code</th>
<th>Course Title</th>
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<td>HORT 1000</td>
<td>Horticulture Science</td>
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<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
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<tr>
<td>HORT 1020</td>
<td>Herbaceous Plant Identification</td>
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<td>HORT 1030</td>
<td>Greenhouse Management</td>
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<tr>
<td>HORT 1050</td>
<td>Nursery Production and Management</td>
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</table>

Minimum credit hours for Graduation 15

Landscape Specialist LS11
Technical Certificate of Credit

Program Description
Prepare graduates for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
   English 32
   Reading 70
   Math 26
   Algebra N/A

Location(s)
Waycross

Program Courses
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<td>HORT 1000</td>
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<td>Woody Ornamental Plant</td>
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<td>HORT 1080</td>
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<tr>
<td>HORT 1120</td>
<td>Landscape Management</td>
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Minimum credit hours for Graduation 15

Floral Designer FD11
Technical Certificate of Credit

Program Description
The floral designer certificate prepares students for career opportunities in the floral and special events industry. Students will receive hands-on instruction in the identification of commonly used plant material as well as instruction in how to prepare, design arrange and care for flowers in the florist shop and used in special events.
Courses will help students become aware of the business side of floral work as well as the design theory behind standard industry practices. This program provides courses that will produce a well-rounded floral professional with a solid background in the floral industry. Technical courses apply to the degree or diploma program in horticulture. This certificate is an excellent addition to the landscape design, interior design, commercial photography, and culinary arts degrees.

**Admission Requirements**

**Minimum Required Age**

16

**High School Diploma or GED Required**

Yes

**Placement Scores for Regular Admission (COMPASS)**

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<th>Subject</th>
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**Location(s)**

Waycross

**Program Courses**

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<th>Course Title</th>
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<tr>
<td>HORT 1730</td>
<td>Advanced Floral Design</td>
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<tr>
<td>HORT 2249</td>
<td>Flower Shop Management</td>
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*Choose one of the following:*

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HORT 1150</td>
<td>Environmental Horticulture Internship</td>
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<tr>
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<td>Occupational Elective</td>
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</table>

**Minimum credit hours for Graduation**

12
Forestry Technology

Forest Technology FT13
Associate of Applied Science

Program Description
The Forest Technology program is a sequence of courses that prepares students for employment in the field of forestry. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The technical knowledge and skills in this program focus on forest biology, forest products, forest protection, forest management, forest measurements, and surveying and mapping. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive a Forest Technology Degree which qualifies them as forest technicians.

Admission Requirements
Minimum Required Age
16
High School Diploma or GED Required
Yes
Placement Scores for Regular Admission (COMPASS)
<table>
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<th>Subject</th>
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<td>79</td>
<td>N/A</td>
<td>37</td>
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Location(s)
Waycross

Program Courses

General Education Core (Required minimum: 15 Semester Credit Hours)
Area I - Language Arts/Communications
ENGL 1101 - Composition and Rhetoric
3
Area II - Social/Behavioral Sciences
Area III - Natural Sciences/Mathematics
Area IV - Humanities/Fine Arts
Specific General Education Core Elective
3

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69.

Occupational Courses
COMP 1000 - Introduction to Computers
3
FORS 1010 - Introduction to Forestry and Natural Resources
FORS 1020 - Soils and Hydrology
FORS 1030 - Dendrology
FORS 1040 - Forest Protection
FORS 1160 - Forest Surveying and Mapping
FORS 1210 - GPS/GIS Aerial Photography
FORS 1260 - Forest Measurements
FORS 1310 - Silvics and Silviculture
FORS 1410 - Forest Mensuration
FORS 2460 - Forest Management
Guided Elective (3 hrs)
3

Forest Internship/Management Course (3 hrs) Choose one of the following:
FORS 1580 - Wildlife Management
FORS 1600 - Forest Technology Internship
3

Minimum credit hours for Graduation
62

Forest Technology FT12
Diploma
Program Description
The Forest Technology program is a sequence of courses that prepares students for employment in the field of forestry. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The technical knowledge and skills in this program focus on forest biology, forest products, forest protection, forest management, forest measurements, and surveying and mapping. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive a Forest Technology Diploma which qualifies them as forest technicians.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
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<th>Language</th>
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Location(s)
Waycross

Program Courses

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<td><strong>Occupational Courses</strong></td>
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<tr>
<td>COMP 1000 - Introduction to Computers</td>
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<tr>
<td>FORS 1010 - Introduction to Forestry and Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1020 - Soils and Hydrology</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1030 - Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1040 - Forest Protection</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1160 - Forest Surveying and Mapping</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1210 - GPS/GIS Aerial Photography</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1260 - Forest Measurements</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1310 - Silvics and Silviculture</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1410 - Forest Mensuration</td>
<td>4</td>
</tr>
<tr>
<td>FORS 2460 - Forest Management</td>
<td>6</td>
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<tr>
<td><strong>Forestry Internship/Management Course (3 hrs) Choose one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>FORS 1600 - Forest Technology Internship</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1580 - Wildlife Management</td>
<td>3</td>
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</tbody>
</table>

Minimum credit hours for Graduation 52

Forest Technician Assistant FTA1
Technical Certificate of Credit

Program Description
The Forest Technician Assistant technical certificate of credit provides skills necessary for program completers to obtain entry-level employment in the area of forestry. Topics include: safety, dendrology, product identification and utilization, surveying and mapping, and forest measurements.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
<td>N/A</td>
</tr>
<tr>
<td>Math</td>
<td>26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location(s)
Waycross
Land Surveying Technician LST1
Technical Certificate of Credit

Program Description
The Land Surveying Technician technical certificate of credit program is intended to produce graduates who are prepared for employment as Land Surveying Technicians in organizations that conduct land surveying activities.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
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Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORS 1010</td>
<td>Introduction to Forestry and Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1030</td>
<td>Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>FORS 1260</td>
<td>Forest Measurements</td>
<td>4</td>
</tr>
<tr>
<td>FORS 1160</td>
<td>Forest Surveying and Mapping</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 14
Health Care

Health Care Assistant HA21
Technical Certificate of Credit

Program Description
The Health Care Assistant Certificate of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Admission Requirements
Minimum Required Age 17
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Placement Test</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>28</td>
</tr>
</tbody>
</table>

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

Location(s)
Alma
Baxley
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills &amp; Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1040 - Introduction to Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Math Option: Choose one of the following
MATH 1012 - Foundations of Mathematics 3
MATH 1013 - Algebraic Concepts 3

Specializations: Choose one of the following Specializations
Nursing Specialization BNS1
ALHS 1060 - Diet and Nutrition for Allied Health Sciences 2
NAST 1100 - Nurse Aide Fundamentals 6

Phlebotomy Specialization 8PS1
PHLT 1030 - Introduction to Venipuncture 3
PHLT 1050 - Clinical Practice 5

Medical Assisting Specialization 8MA1
BUSN 1440 - Document Processing 4
MAST 1060 - Medical Office Procedures 4

Minimum credit hours for Graduation 30
Health Care Science HS21
Technical Certificate of Credit

Program Description
The Health Care Science Certificate of Credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Admission Requirements
Minimum Required Age 17
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
English 62  Reading 79  Math NA  Algebra 37

Location(s)
Alma
Waycross

Area I - Language Arts/Communications 3
ENGL 1101 - Composition and Rhetoric
Area II - Social/Behavioral Sciences 3
PSYC 1101 - Introductory Psychology
Area III - Natural Sciences/Mathematics 3
Area IV - Humanities/Fine Arts 3

Choose a minimum of 24 credits from the following two groups:
Science/other General Education Courses  (6-18 credits)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 1111</td>
<td>Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1112L</td>
<td>Biology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 112L</td>
<td>Biology Lab II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2113L</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2114L</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2117</td>
<td>Introductory Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2117L</td>
<td>Introductory Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 1211</td>
<td>Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1211L</td>
<td>Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1110</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 1110L</td>
<td>Conceptual Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>MATH 1127</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Occupational Courses (6-18 credits)
ALHS, RADT, RESP, SURG courses

Minimum credit hours for Graduation 36
Industrial Systems Technology

Industrial Systems Technology IST4
Diploma

Program Description
The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, plc’s, instrumentation, fluidpower, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td>Placement</td>
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<td>26</td>
<td>28</td>
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</tbody>
</table>

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Fundamentals of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>3</td>
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</tbody>
</table>

Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1101</td>
<td>DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1120</td>
<td>Basic Industrial PLC’s</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1130</td>
<td>Industrial Wiring</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1190</td>
<td>Fluid Power and Piping Systems</td>
<td>5</td>
</tr>
<tr>
<td>Occupations Electives (IDSY, AIRC, CIST, ELCR, MCHT or WELD courses)</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 54

Electrical Control Systems EC22
Diploma
Program Description
The Electrical Control Systems Diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC’s, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
<tr>
<td>English</td>
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<td>NA</td>
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</table>

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EML 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IDSY 1101</td>
<td>DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1120</td>
<td>Basic Industrial PLC's</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1130</td>
<td>Industrial Wiring</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
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</tr>
<tr>
<td>IDSY 1220</td>
<td>Intermediate Industrial PLC's</td>
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<tr>
<td>IDSY 1230</td>
<td>Industrial Instrumentation</td>
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</tr>
<tr>
<td>Occupational Electives</td>
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</tr>
</tbody>
</table>

Minimum credit hours for Graduation 50

Industrial Mechanical Systems IMS2 Diploma

Program Description
The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Industrial Mechanical Systems, diploma that qualifies them for employment as an industrial maintenance mechanic.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th></th>
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<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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</thead>
<tbody>
<tr>
<td>English</td>
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<td>70</td>
<td>26</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Location(s)**

Camden County
Golden Isles
Hazlehurst
Jesup

**Program Courses**

**Basic Skills Core**

- EMPL 1000 - Interpersonal Relations and Professional Development  
  2
- ENGL 1010 - Fundamentals of English I  
  3

Choose one of the following:

- MATH 1012 - Foundations of Mathematics  
  3
- MATH 1013 - Algebraic Concepts  
  3

**Occupational Courses**

- IDSY 1020 - Print Reading and Problem Solving  
  3
- IDSY 1101 - DC Circuit Analysis  
  3
- IDSY 1105 - AC Circuit Analysis  
  3
- IDSY 1110 - Industrial Motor Controls I  
  5
- IDSY 1160 - Mechanical Laws and Principles  
  4
- IDSY 1170 - Industrial Mechanics  
  5
- IDSY 1190 - Fluid Power and Piping Systems  
  5
- IDSY 1240 - Maintenance for Reliability  
  4
- Occupational Electives (AIRC, COMP, ELCR, IDSY, MCHT, or WELD courses)  
  15

Minimum credit hours for Graduation  
55

**Industrial Fluid Power Technician IF11**

**Technical Certificate of Credit**

**Program Description**

The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

**Admission Requirements**

- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
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<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Location(s)**

Camden County
Golden Isles
Hazlehurst
Jesup

**Program Courses**

- IDSY 1170 - Industrial Mechanics  
  5
- IDSY 1190 - Fluid Power and Piping Systems  
  5

Minimum credit hours for Graduation  
10
**Industrial Motor Control Technician IM41**

**Technical Certificate of Credit**

**Program Description**
The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

**Admission Requirements**
- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Placement Scores for Regular Admission (COMPASS):
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: NA

**Location(s)**
- Camden County
- Golden Isles
- Hazlehurst
- Jesup

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
<td>5</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 10

**Manufacturing Maintenance Fundamentals MM11**

**Technical Certificate of Credit**

**Program Description**
The Manufacturing Maintenance Fundamentals Technical Certificate of Credit provides training to assist students employed in a variety of positions within the industrial equipment maintenance field to develop new or reinforce existing skills.

**Admission Requirements**
- Minimum Required Age: 16
- High School Diploma or GED Required: Yes
- Placement Scores for Regular Admission (COMPASS):
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: NA

**Location(s)**
- Camden County
- Golden Isles
- Jesup

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
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<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1012</td>
<td>Blueprint for Machine Tool</td>
<td>3</td>
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<tr>
<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
<td>5</td>
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<tr>
<td>IDSY 1190</td>
<td>Fluid Power and Piping Systems</td>
<td>5</td>
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</table>

Choose one of the following courses:
- IDFC 1011 - Direct Current I
- IDSY 1101 - DC Circuit Analysis

Minimum credit hours for Graduation: 24
Programmable Control Technician I PC81
Technical Certificate of Credit

Program Description
The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup

Program Courses Credits
IDSY 1110 - Industrial Motor Controls I 5
IDSY 1120 - Basic Industrial PLC's 5
IDSY 1220 - Intermediate Industrial PLC's 5

Minimum credit hours for Graduation 15
Machine Tool Technology

Machine Tool Technology MTT2
Diploma

Program Description
The Machine Tool Technology Diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology Degree/Diploma and have the qualification of a machine tool technician.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)
<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
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<tr>
<td>Math</td>
<td>26</td>
<td></td>
<td></td>
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<tr>
<td>Algebra</td>
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Location(s)
Camden County
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Core</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following options:

MCHT 1013 - Machine Tool Math OR MATH 1013 - Algebraic Concepts and MATH 1015 - Geometry and Trigonometry

Occupational Courses

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCHT 1011 - Introduction to Machine Tool</td>
<td>4</td>
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<tr>
<td>MCHT 1012 - Blueprint for Machine Tool</td>
<td>3</td>
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<tr>
<td>MCHT 1020 - Heat Treatment and Surface Grinding</td>
<td>3</td>
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<tr>
<td>MCHT 1119 - Lathe Operations I</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1120 - Mill Operations I</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1219 - Lathe Operations II</td>
<td>3</td>
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<tr>
<td>MCHT 1220 - Mill Operations II</td>
<td>3</td>
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<tr>
<td>AMCA 2110 - CNC Fundamentals</td>
<td>3</td>
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<tr>
<td>Occupational Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 40

Metals Technician ME31
Technical Certificate of Credit

Program Description
The Metals Technician TCC is a series of courses that prepare a student for general knowledge of maintenance and repair of machinery by combining machine shop courses with welding courses. A student will learn to operate lathes (lathe safety, threading, tapers, bearing shafts, etc.) and milling machines (indicating vises, cutting keyways, squaring parts, etc.) as well as basic welding theory, safety and operating procedures (hand tool and power machine use, measurement, welding power sources, welding codes and standards) and advanced techniques (set up; transfer modes; wire selection; shielded gas selection) required for successful gas metal arc welding.
Admission Requirements

Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Location(s)
Golden Isles
Jesup

Program Courses
MCHT 1011 - Introduction to Machine Tool 4
MCHT 1119 - Lathe Operations I 3
MCHT 1120 - Mill Operations I 3
WELD 1000 - Introduction to Welding Technology 3
WELD 1090 - Gas Metal Arc Welding 4

Minimum credit hours for Graduation 17

CNC Specialist CS51
Technical Certificate of Credit

Program Description
The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra NA

Other Conditions for Admission
Student must have completed the Machine Tool Technology diploma program or have 3-5 years experience at the machinist level.

Location(s)
Golden Isles
Jesup

Program Courses
AMCA 2110 - CNC Fundamentals 3
AMCA 2130 - CNC Mill Manual Programming 5
AMCA 2150 - CNC Lathe Manual Programming 5
AMCA 2170 - CNC Practical Applications 3
AMCA 2190 - CAD/CAM Programming 4

Minimum credit hours for Graduation 20
Marketing Management

Marketing Management MM13
Associate of Applied Science

Program Description
The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a Marketing degree with specializations in marketing management, entrepreneurship, on retail management.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 62 Reading 79 Math N/A Algebra 37

Location(s)
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required minimum: 15 Semester hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communications</td>
<td>3</td>
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<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
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<tr>
<td>Area II - Social/Behavioral Sciences</td>
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<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Electives</td>
<td>3</td>
</tr>
<tr>
<td>One additional course from Area I, II, III, or IV</td>
<td></td>
</tr>
<tr>
<td>For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69</td>
<td></td>
</tr>
</tbody>
</table>

Occupational Courses

| COMP 1000 - Introduction to Computers                         | 3       |
| MGMT 1100 - Principles of Management                          | 3       |
| ACCT 1100 - Financial Accounting I                           | 4       |
| MKTG 1100 - Principles of Marketing                          | 3       |
| MKTG 1130 - Business Regulations and Compliance              | 3       |
| MKTG 1160 - Professional Selling                              | 3       |
| MKTG 1190 - Integrated Marketing Communications              | 3       |
| MKTG 2090 - Marketing Research                               | 3       |
| Electives                                                    | 3       |

Choose one of the following courses:

| BUSN 1190 - Digital Technologies in Business                  | 2       |
| BUSN 1430 - Desktop Publishing and Presentation Application   | 4       |
| MKTG 2030 - Digital Publishing and Design                     | 3       |

Choose two of the following courses:

| MKTG 2000 - Global Marketing                                  | 3       |
| MKTG 2290 - Marketing Internship/Practicum                    | 3       |
| MKTG 2300 - Marketing Management                             | 3       |

Choose one of the following Specializations

Marketing Management Specialization 8MM3
MKTG 1370 - Consumer Behavior                                  | 3       |
Marketing Management MM12
Diploma

Program Description
The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing. Graduates of the program receive a diploma with specializations in marketing management, entrepreneurship, or retail management.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Jesup

Program Courses Credits

Basic Skills Courses
ENGL 1010 - Fundamentals of English I 3

Choose one of the following courses:
EMPL 1000 - Interpersonal Relations and Professional Development 2
PSYC 1010 - Basic Psychology 3

Choose one of the following courses:
MATH 1011 - Business Math 3
MATH 1012 - Foundations of Mathematics 3

Occupational Courses
MKTG 1100 - Principles of Marketing 3
MKTG 1130 - Business Regulations and Compliance 3
MKTG 1160 - Professional Selling 3
MKTG 1190 - Integrated Marketing Communications 3
MKTG 2090 - Marketing Research 3

Choose one of the following courses:
COMP 1000 - Introduction to Computers 3
BUSN 1190 - Digital Technologies in Business 2
BUSN 1430 - Desktop Publishing and Presentation Application 4
MKTG 2030 - Digital Publishing and Design 3
Guided Electives 3

Choose one of the following courses:
MKTG 2290 - Marketing Internship/Practicum 3
MKTG 2300 - Marketing Management 3
Guided Electives 3

Choose one of the following Specializations

Marketing Management Specialization 8MM3
MKTG 1370 - Consumer Behavior 3
MKTG 2060 - Marketing Channels 3
Marketing Elective 3

Choose one of the following courses:
MKTG 1210 - Services Marketing 3
MKTG 2070 - Buying and Merchandising 3

Entrepreneurship Specialization 8EN3
MKTG 2210 - Entrepreneurship 6
MKTG 2010 - Small Business Management 3

Choose one of the following courses:
MKTG 2070 - Buying and Merchandising 3
MKTG 1210 - Services Marketing 3

Retail Management Specialization 8RM3
MKTG 1270 - Visual Merchandising 3
MKTG 1370 - Consumer Behavior 3
MKTG 2070 - Buying and Merchandising 3
MKTG 2270 - Retail Operations Management 3

Minimum credit hours for Graduation 42

Retail Merchandise Manager RMM1
Technical Certificate of Credit

Program Description
The Retail Merchandise Manager certificate is designed to prepare students to plan and supervise the purchase and marketing of merchandise in a broad area. In department store chains, with numerous stores, many of the buying and merchandising functions are centralized in one location. Managers decide which merchandise is best for their own stores.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A
Location(s)
Camden County
Golden Isles
Jesup

Program Courses

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG 1270</td>
<td>Visual Merchandising</td>
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<td>MKTG 1370</td>
<td>Consumer Behavior</td>
<td>3</td>
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<tr>
<td>MKTG 2070</td>
<td>Buying and Merchandising</td>
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<tr>
<td>MKTG 2270</td>
<td>Retail Operations Management</td>
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Choose one of the following courses:

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG 1100</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MKTG 2010</td>
<td>Small Business Management</td>
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</table>

Minimum credit hours for Graduation: 15

Small Business Marketing Manager SB51
Technical Certificate of Credit

Program Description
This program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

Admission Requirements
Minimum Required Age: 16
High School Diploma or GED Required: Yes
Placement Scores for Regular Admission (COMPASS)

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<thead>
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<th>Math</th>
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Location(s)
Golden Isles
Jesup

Program Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>MKTG 1100</td>
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</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
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</tr>
<tr>
<td>MKTG 1160</td>
<td>Professional Selling</td>
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<td>MKTG 1190</td>
<td>Integrated Marketing Communications</td>
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<tr>
<td>MKTG 2010</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 15
Medical Assisting

Medical Assisting MA22
Diploma

**Program Description**
The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

**Program Accreditation**
Medical Assisting, Waycross Campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street  Clearwater FL 33756
Phone 727-210-2350
www.caahep.org

**Certification Information**
Graduates of the Waycross campus program are eligible to take the Certified Medical Assistant (CMA) certification exam offered by the Certifying Board of the American Association of Medical Assistants (AAMA) as well as the RMA via the American Medical Technologist.

Graduates of the Golden Isles campus program are eligible to take the Registered Medical Assistant (RMA) certification exam via the American Medical Technologist (AMT) or the National Certified Medical Assistant certification exam via the National Center for Competency Testing (NCCT).

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**
Minimum Required Age 17
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English Reading Math Algebra 32 70 26 N/A

**Other Conditions for Admission**
Criminal background checks and drug screens may be required based on the requirements for participation on clinical experiences.

**Location(s)**
Golden Isles
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Basic Skills</th>
<th>Credits</th>
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<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
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<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
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</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
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</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
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<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
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<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
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<tr>
<td>MAST 1010 - Legal and Ethical Concerns in the Medical Office</td>
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<td>MAST 1030 - Pharmacology in the Medical Office</td>
<td>4</td>
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<td>MAST 1060 - Medical Office Procedures</td>
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<td>Course Title</td>
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<td>MAST 1080</td>
<td>Medical Assisting Skills I</td>
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<tr>
<td>MAST 1090</td>
<td>Medical Assisting Skills II</td>
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<td>MAST 1100</td>
<td>Medical Insurance Management</td>
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<td>MAST 1110</td>
<td>Administrative Practice Management</td>
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<tr>
<td>MAST 1170</td>
<td>Medical Assisting Externship</td>
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<tr>
<td>MAST 1180</td>
<td>Medical Assisting Seminar</td>
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<tr>
<td>MAST 1120</td>
<td>Human Pathological Conditions in the Medical Office</td>
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</table>

Minimum credit hours for Graduation 54
Naval Apprentice Technology

Naval Maintenance Apprentice NM11
Technical Certificate of Credit

Program Description
This TCC is designed as a specialty area for students employed at Trident Refit Facility. Upon completion of this TCC, students are eligible to move into other specialty diploma areas such as Machine Tool or Industrial Systems Technology.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
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<tbody>
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<td>English</td>
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<td>70</td>
<td>26</td>
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</table>

Other Conditions for Admission
Student must be employed at Trident Refit Facility as a Naval Apprentice.

Location(s)
Camden County

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
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<td>MATH 1111</td>
<td>College Algebra</td>
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<td>MATH 1112</td>
<td>College Trigonometry</td>
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<tr>
<td>ENGL 1105</td>
<td>Technical Communications</td>
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<td>PHYS 1111</td>
<td>Introductory Physics I</td>
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<td>PHYS 1111L</td>
<td>Introductory Physics I Lab</td>
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<td>MGMT 1115</td>
<td>Leadership</td>
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<tr>
<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
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</table>

Minimum credit hours for Graduation 25
Neuromuscular Massage Therapist

Diploma

Program Description
The Neuromuscular Therapist program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Curriculum fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care prepare the graduate for an entry level position. Specialized training in nervous system pathology, postural analysis, neuromuscular therapy, muscle energy techniques, myofascial release and clinical reasoning establish this program and its graduates as specialists in their field. Program graduates receive a Neuromuscular Therapy diploma, which qualifies them to take the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Board and apply for Georgia Licensure through The Georgia Board of Massage Therapy.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Golden Isles

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
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<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1011</td>
<td>Business Math</td>
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<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
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</tr>
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<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
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<td>NEUT 1001</td>
<td>Musculoskeletal Anatomy and Physiology I</td>
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</tr>
<tr>
<td>NEUT 1005</td>
<td>Musculoskeletal Anatomy and Physiology II</td>
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<td>NEUT 1010</td>
<td>Neural Science</td>
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<td>NEUT 1020</td>
<td>Pathology for the Neuromuscular Therapist</td>
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<td>NEUT 1030</td>
<td>Neuromuscular Therapy Fundamentals</td>
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<td>NEUT 1050</td>
<td>Technique and Theory I</td>
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<td>NEUT 1060</td>
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<td>NEUT 1080</td>
<td>Techniques and Theory II</td>
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<td>NEUT 1081</td>
<td>Techniques and Theory III</td>
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<td>NEUT 1100</td>
<td>Adjunctive Modalities</td>
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<td>NEUT 1110</td>
<td>Licensure Review</td>
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<td>NEUT 1120</td>
<td>Clinic II</td>
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<tr>
<td>NEUT 1230</td>
<td>Professional Leadership for Neuromuscular Therapist</td>
<td>2</td>
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</table>

Minimum credit hours for Graduation 56
Paramedicine

Paramedicine PT12
Diploma

Program Description
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 Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Program Approval
The Paramedicine program is approved by the Georgia Department of Public Health, Office of Emergency Medical Services and Trauma (SOEMST).

Licensure/Certification Information
Graduates of the Paramedicine program are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Other Conditions for Admission
Hold certifications and/or licensure as an:
EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT I to AEMT course); EMT I/99; or AEMT. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Location(s)
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
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<td>MATH 1012 - Foundations of Mathematics</td>
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<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
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<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
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<td>EMSP 2110 - Foundations of Paramedicine</td>
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<td>EMSP 2120 - Applications of Pathophysiology for Paramedics</td>
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<td>EMSP 2130 - Advanced Resuscitative Skills for Paramedics</td>
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EMS Professions EP12
Diploma

Program Description
Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Program Approval
The EMS Professions program is approved by the Georgia Department of Public Health, Office of Emergency Medical Services and Trauma (SOEMST).

Licensure/Certification Information
Upon successful completion of the EMS Professions diploma, students may be able to sit for the National Registry of Emergency Medical Technicians (NREMT) AEMT certification examination. http://www.nremt.org/
After successful completion of the NREMT examination for AEMT, students may apply for Georgia state licensure through the State Office of Emergency Medical Services and Trauma (SOEMST). http://ems.ga.gov/

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements

Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

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<td>70</td>
<td>N/A</td>
</tr>
<tr>
<td>Math</td>
<td>26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Conditions for Admission
Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.
To complete the AEMT portion: Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160.

Location(s)
Golden Isles
Program Courses

<table>
<thead>
<tr>
<th>Basic Skills</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 1110 - Introduction to the EMT Profession</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1120 - EMT Assessment/Airway Management &amp; Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1130 - Medical Emergencies for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1140 - Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1160 - Shock and Trauma for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1160 - Clinical and Practical Applications for the EMT</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 1510 - Advanced Concepts for the AEMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1520 - Advanced Patient Care for the AEMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1530 - Clinical Applications for the AEMT</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 1540 - Clinical and Practical Applications for the AEMT</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 39

Emergency Medical Technician (EMT) EMJ1 Technical Certificate of Credit

Program Description
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. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. This technical certificate of credit replaces the previous Emergency Medical Technician (Basic) technical certificate of credit.

Program Approval
The Emergency Medical Technician (EMT) program is approved by Georgia Department of Public Health, Office of Emergency Medical Services and Trauma (SOEMST).

Licensure/Certification Information
Graduates of the Emergency Medical Technician (EMT) program are eligible to sit for the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT.

Admission Requirements
Minimum Required Age: 18
High School Diploma or GED Required: Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Score</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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

Location(s)
Baxley
Camden County
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1110</td>
<td>Introduction to the EMT Profession</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1120</td>
<td>EMT Assessment/Airway Management &amp; Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1130</td>
<td>Medical Emergencies for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1140</td>
<td>Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1150</td>
<td>Shock and Trauma for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1160</td>
<td>Clinical and Practical Applications for the EMT</td>
<td>1</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 16

Advanced Emergency Medical Tech (AEMT) EMH1
Technical Certificate of Credit

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

This technical certificate of credit replaces the previous Emergency Medical Technician (Intermediate) technical certificate of credit.

Program Approval
The Advanced Emergency Medical Technician (AEMT) program is approved by Georgia Department of Public Health, Office of Emergency Medical Services and Trauma (SOEMST).

Licensure/Certification Information
Graduates of the Advanced Emergency Medical Technician (AEMT) program are eligible to sit for the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT.

Admission Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Age</th>
<th>High School Diploma or GED Required</th>
<th>Placement Scores for Regular Admission (COMPASS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Required Age</td>
<td>18</td>
<td>Yes</td>
<td>English 32, Reading 70, Math 26, Algebra N/A</td>
</tr>
</tbody>
</table>

Other Conditions of Admission
Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to AEMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Location(s)
Baxley
Camden County
Golden Isles
Jesup
Waycross
**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1510</td>
<td>Advanced Concepts for the AEMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1520</td>
<td>Advanced Patient Care for the AEMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1530</td>
<td>Clinical Applications for the AEMT</td>
<td>1</td>
</tr>
<tr>
<td>EMSP 1540</td>
<td>Clinical and Practical Applications for the AEMT</td>
<td>3</td>
</tr>
</tbody>
</table>

*Minimum credit hours for Graduation: 10*
Practical Nursing and Related Programs

Practical Nursing PN12
Diploma

Program Description
Program Description: The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen in order to be placed in a clinical health care facility to complete the clinical portions of their educational training.

Program Approval
The Practical Nursing program is approved by the Georgia Board of Examiners of Licensed Practical Nurses. http://sos.georgia.gov/plb/lpn/

Licensure Information
Graduates of the program are eligible to sit for the NCLEX-PN licensure required to obtain licensure as a Georgia LPN.
For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Test</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other Conditions for Admission
Students most commonly will have to submit a satisfactory criminal background check as well as drug screen in order to be placed in a clinical healthcare facility to complete the clinical portions of their educational training.

Location(s)
Alma
Baxley
Golden Isles
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1060 - Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2010 - Introduction to Pharmacology and Clinical Calculations</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2030 - Nursing Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>PNSG 2035 - Nursing Fundamentals Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PNSG 2210 - Medical-Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2220 - Medical-Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2230 - Medical-Surgical Nursing III</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2240 - Medical-Surgical Nursing IV</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2310 - Medical-Surgical Nursing Clinical I</td>
<td>2</td>
</tr>
</tbody>
</table>
Nurse Technician NT31  
**Technical Certificate of Credit**

**Program Description**
The purpose of this program is to provide a quality didactic and clinical education to provide completers of the program with the ability to work at a level above the Certified Nursing Assistant. Individuals will gain the skills to work with the disoriented patient, provide some respiratory care, provide basic wound care, provide IV care, apply EKG leads, provide blood glucose monitoring, and provide catheter maintenance.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**
- Minimum Required Age: 17
- High School Diploma or GED Required: Yes
- Placement Scores for Regular Admission (COMPASS):
  - English: 32
  - Reading: 70
  - Math: 26
  - Algebra: N/A

**Location(s)**
- Alma
- Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1040</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>PCTA 1105</td>
<td>Advanced Patient Care</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 28

**Nurse Aide CN21**

**Technical Certificate of Credit**

**Program Description**
The Nurse Aide Technical Certificate of Credit 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 care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

**Program Approval**
The Nurse Aide program is approved by the Georgia Medical Care Foundation.
Certification Information
Graduates of the Nurse Aide program are 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
Minimum Required Age 16
High School Diploma or GED Required No
Placement Scores for Regular Admission (COMPASS) English Reading Math Algebra
32 70 26 N/A

Other Conditions for Admission
Students enrolled in the Nurse Aide program may be required to successfully pass both criminal background checks and drug screening procedures to participate in clinical experiences with patients in licensed facilities.

Location(s)
Alma
Baxley
Camden
Golden Isles
Hazlehurst
Jesup
Waycross

Program Courses
Credits
ALHS 1040 - Introduction to Health Care 3
ALHS 1060 - Diet and Nutrition for Allied Health Sciences 2
ALHS 1090 - Medical Terminology for Allied Health Sciences 2
NAST 1100 - Nurse Aide Fundamentals 6
Minimum credit hours for Graduation 13
Radiologic Technology

Radiologic Technology RT23
Associate of Applied Science

Program Description
The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Program Accreditation
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive Suite 2850 Chicago IL 60606-3182
http://www.jrcert.org/

Program Web Page
http://www.coastalpines.edu/programs/radiologic-technology-program/

Certification Information
Graduates of the Radiologic Technology program are eligible to sit for the American Registry of Radiologic Technologists (AART) certification examination.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English Reading Math Algebra

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

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required Minimum: 15 Semester hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111 - College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Area IV Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Elective</td>
<td>3</td>
</tr>
<tr>
<td>One course from Area I, II, III, or IV</td>
<td>3</td>
</tr>
<tr>
<td>For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non General Education Degree Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2113 - Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2113L - Anatomy and Physiology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2114 - Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2114L - Anatomy and Physiology Lab II</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>RADT 1010 - Introduction to Radiology</td>
<td>4</td>
</tr>
<tr>
<td>RADT 1030 - Radiographic Procedures I</td>
<td>3</td>
</tr>
</tbody>
</table>
Computed Tomography Specialist CT91
Technical Certificate of Credit

Program Description
The Computed Tomography (CT) technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

Admission Requirements
Minimum Required Age: 18
High School Diploma or GED Required: Yes
Placement Scores for Regular Admission (COMPASS):

<table>
<thead>
<tr>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>70</td>
<td>32</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other conditions for Admission
Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists).
Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 2201</td>
<td>Introduction to Computed Tomography</td>
<td>2</td>
</tr>
<tr>
<td>RADT 2220</td>
<td>Computed Tomography Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RADT 2250</td>
<td>Computed Tomography Clinical I</td>
<td>4</td>
</tr>
<tr>
<td>RADT 2210</td>
<td>Computed Tomography Physics and Instrumentation</td>
<td>5</td>
</tr>
<tr>
<td>RADT 2230</td>
<td>Computed Tomography Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RADT 2265</td>
<td>Computed Tomography Clinical II</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 21
Railroad Technology

Railroad Systems Management Technology RSM3
Associate of Applied Science

Program Description
The Railroad Systems Management Technology AAS prepares graduates for careers as supervisors in the rail industry.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English Reading Math Algebra
62 79 N/A 37

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required Minimum: 15 Semester Credit Hours)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I - Language Arts/Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td></td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Specific General Education Core Elective</td>
<td>3</td>
</tr>
<tr>
<td>One course from Area I, II, III, or IV</td>
<td></td>
</tr>
</tbody>
</table>

For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69

Occupational Courses

| COMP 1000 - Introduction to Computers                           | 3       |
| ACCT 1100 - Financial Accounting                                | 4       |
| MGMT 1100 - Principles of Management                            | 3       |
| MGMT 1110 - Employment Law                                      | 3       |
| MGMT 2120 - Labor Management Relations                          | 3       |
| MGMT 2135 - Management Communication Techniques                 | 3       |
| SCMA 1003 - Introduction to Transportation and Logistics Management | 3       |
| SCMA 2103 - Supply Chain Management Concepts                    | 3       |

Choose one of the following specializations:

Mechanical Specialization

| IDFC 1007 - Industrial Safety Procedures                        | 2       |
| RRTC 1010 - Introduction to the Rail Industry                   | 4       |
| RRTC 1040 - Locomotive Mechanical Systems                       | 3       |
| ELCR 2140 - Mechanical Devices                                  | 2       |
| ELCR 2150 - Fluid Power                                         | 2       |
| Advisor Approved Electives                                      |         |

Electrical Specialization

| IDFC 1007 - Industrial Safety Procedures                        | 2       |
| RRTC 1010 - Introduction to the Rail Industry                   | 4       |
| RRTC 1020 - Locomotive Electrical Systems                       | 4       |
| IDSY 1100 - Basic Circuit Analysis                              | 5       |
| ELCR 2120 - Motor Controls                                      | 3       |
| Advisor Approved Electives                                      | 2       |

Minimum credit hours for Graduation 60
Locomotive Car Repair Systems Technology LRS2
Diploma

Program Description
The Locomotive Car Repair Systems Technology diploma prepares students for a career in the railroad/locomotive industry as a Car Repairman, Sheet Metal Worker, or Pipe Fitter.

Program Accreditation
For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
| Minimum Required Age | 18 |
| High School Diploma or GED Required | Yes |
| Placement Scores for Regular Admission (COMPASS) | English 32, Reading 70, Math 26, Algebra N/A |

Location(s)
Waycross

Program Courses

| Basic Skills Core | Credits |
| MATH 1012 - Foundations of Mathematics | 3 |
| EMPL 1000 - Interpersonal Relations and Professional Development | 2 |
| ENGL 1010 - Fundamentals of English I | 3 |

| Occupational Courses |
| COMP 1000 - Introduction to Computers | 3 |
| RRTC 1010 - Introduction to the Rail Industry | 4 |
| RRTC 1040 - Locomotive Mechanical Systems | 3 |
| WELD 1000 - Introduction to Welding Technology | 3 |
| WELD 1010 - Oxyfuel Cutting | 3 |
| WELD 1030 - Blueprint Reading for Welding Technology | 3 |
| WELD 1040 - Flat Shielded Metal Arc Welding | 4 |
| WELD 1050 - Horizontal Shielded Metal Arc Welding | 4 |
| WELD 1060 - Vertical Shielded Metal Arc Welding | 4 |
| WELD 1070 - Overhead Shielded Metal Arc Welding | 4 |
| WELD 1153 - Flux Cored Arc Welding | 4 |
| ELCR 2140 - Mechanical Devices | 2 |

Minimum credit hours for Graduation 49

Locomotive Electrical and Mechanical Technology LEA2
Diploma

Program Description
The Locomotive Electrical/Mechanical Technology program will prepare students for employment in the railroad industries. Students will gain skills to become locomotive electricians, locomotive mechanics, car repairman, and sheet metal workers.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc.,

Admission Requirements
| Minimum Required Age | 18 |
| High School Diploma or GED Required | Yes |
| Placement Scores for Regular Admission (COMPASS) | English 32, Reading 70, Math 26, Algebra N/A |
Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Basic Skills Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000 - Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>RRTC 1010 - Introduction to the Rail Industry</td>
<td>4</td>
</tr>
<tr>
<td>RRTC 1020 - Locomotive Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>RRTC 1040 - Locomotive Mechanical Systems</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1000 - Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010 - Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1030 - Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1040 - Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1050 - Horizontal Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1090 - Gas Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>IDSY 1100 - Basic Circuit Analysis</td>
<td>5</td>
</tr>
<tr>
<td>ELCR 2120 - Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELCR 2140 - Mechanical Devices</td>
<td>2</td>
</tr>
<tr>
<td>ELCR 2150 - Fluid Power</td>
<td>2</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 55

Locomotive Mechanical Systems  LM31
Technical Certificate of Credit

Program Description
The Locomotive Mechanical Systems certificate is designed to prepare students to work as mechanical technicians in the rail industry with specific knowledge and skills for diesel/electric locomotives. Upon completion of this technical certificate of credit students will be trained for entry-level positions in the rail industry as locomotive mechanical technicians.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Employment Condition
Federal regulations require Railroad employees to be at least 19 years of age.

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>IDFC 1007 - Industrial Safety Procedures</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCR 2140 - Mechanical Devices</td>
<td>2</td>
</tr>
<tr>
<td>ELCR 2150 - Fluid Power</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1030 - Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>RRTC 1010 - Introduction to the Railroad industry</td>
<td>4</td>
</tr>
</tbody>
</table>
RRTC 1040 - Locomotive Mechanical Systems 3

Minimum credit hours for Graduation 16

**Locomotive Electrical Systems LE51**

**Technical Certificate of Credit**

**Program Description**
The Locomotive Electrical Systems certificate is designed to prepare students to work as electrical technicians in the rail industry with specific knowledge and skills for diesel/electric locomotives. Upon completion of this technical certificate of credit students will be trained for entry-level positions in the rail industry as locomotive electrical technicians.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**
Minimum Required Age 18
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS) English 32  Reading 70  Math NA  Algebra 28

**Employment Condition**
Federal regulations require Railroad employees to be at least 19 years of age.

**Location(s)**
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDFC 1007 - Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IDSY 1100 - Basic Circuit Analysis</td>
<td>5</td>
</tr>
<tr>
<td>ELCR 2120 - Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>RRTC 1010 - Introduction to the Railroad industry</td>
<td>4</td>
</tr>
<tr>
<td>RRTC 1020 - Locomotive Electrical Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 18

**Locomotive Car Repair Technician LCR1**

**Technical Certificate of Credit**

**Program Description**
Diagnose, adjust, repair, or overhaul railroad cars. Students will become familiar with the rail industry; knowledge of locomotives (EMD and GE) and locomotive air brake systems; Department of Transportation and FRA rules and OSHA regulations; fundamental concepts and operations of locomotive mechanical systems. Students will be proficient with safety practices, equipment, and techniques necessary for metal heating and cutting principles; cutting torches and apparatus; metal heating techniques; metal cutting techniques; manual and automatic oxyfuel cutting techniques; oxyfuel pipe cutting; reading welding and related blueprints and sketches; shielded metal arc welding (SMAW) in flat positions; horizontal SMAW safety and health practices; selection and applications of electrodes, selection and applications for horizontal SMAW; horizontal SMAW joints; techniques required for shielded metal arc welding (SMAW) in the vertical position; selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification; overhead SMAW safety techniques required for successful flux cored arc welding (FCAW); machine set up and operation; shielded gas and selection; and FCAW joints in all positions.

**Admission Requirements**
Minimum Required Age 18
High School Diploma or GED Required Yes

Placement Scores for Regular Admission (COMPASS) English 32  Reading 70  Math 26  Algebra NA
**Location(s)**
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRTC 1010</td>
<td>Introduction to the Rail Industry</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1050</td>
<td>Horizontal Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1060</td>
<td>Vertical Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1070</td>
<td>Overhead Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>ELCR 2140</td>
<td>Mechanical Devices</td>
<td>2</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation 21
Respiratory Therapy Technology

Respiratory Care RCT3
Associate of Applied Science

Program Description
The respiratory care associate degree is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive a respiratory care associate degree which qualifies them to take the examinations to become a Registered Respiratory Therapist. Students may become certified by taking the Entry Level Certification Examination administered by the National Board for Respiratory Care. Upon successful completion of the Certification (CRT) Exam, the graduate is eligible to take both parts of the Registry (RRT) Exams. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The only way to obtain a license is to pass at least the Entry Level Certification Exam.

Program Accreditation
Commission on Accreditation for Respiratory Care (CoARC)
1248 Hardwood Rd. Bedford TX 76021-4244
http://www.coarc.com/

Programmatic Data Information
http://www.coarc.com/47.html

Certification Information
Graduates of the Respiratory Therapy Technology are eligible to sit for the Entry Level Certification Examination (CRT). Upon successful completion of the certification (CRT) exam, graduates are eligible to take both parts of the Registry (RRT) exams.

Admission Requirements
Minimum Required Age 18
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>62</td>
<td>79</td>
<td>N/A</td>
<td>37</td>
</tr>
</tbody>
</table>

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

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Area I - Language Arts/Communications (3 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area II - Social/Behavioral Sciences (3 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1111 - College Algebra</td>
</tr>
<tr>
<td>CHEM 1211 - Chemistry I</td>
</tr>
<tr>
<td>CHEM 1211L - Chemistry Lab I</td>
</tr>
<tr>
<td>PHYS 1110 - Conceptual Physics</td>
</tr>
<tr>
<td>PHYS 1110L - Conceptual Physics Lab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area IV Humanities/Fine Arts (3 hrs)</th>
</tr>
</thead>
</table>

Credits
### Non General Education Degree Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2113L</td>
<td>Anatomy and Physiology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2114L</td>
<td>Anatomy and Physiology Lab II</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2117</td>
<td>Introductory Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2117L</td>
<td>Introductory Microbiology Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

### Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1110</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2090</td>
<td>Clinical Practices I</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2110</td>
<td>Pulmonary Disease</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1130</td>
<td>Respiratory Therapy Lab I</td>
<td>4</td>
</tr>
<tr>
<td>RESP 1120</td>
<td>Introduction to Respiratory Therapy</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2100</td>
<td>Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2140</td>
<td>Advanced Critical Care Monitoring</td>
<td>1</td>
</tr>
<tr>
<td>RESP 2180</td>
<td>Clinical Practice III</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2120</td>
<td>Critical Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2130</td>
<td>Mechanical Ventilation and Airway Management</td>
<td>4</td>
</tr>
<tr>
<td>RESP 2160</td>
<td>Neonatal Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2190</td>
<td>Clinical Practice IV</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2200</td>
<td>Clinical Practice V</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2170</td>
<td>Advanced Respiratory Care Seminar</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2270</td>
<td>Rehabilitation and Home Care</td>
<td>1</td>
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<tr>
<td>RESP 2220</td>
<td>Clinical Practice VI</td>
<td>7</td>
</tr>
<tr>
<td>RESP 2150</td>
<td>Pulmonary Function Testing</td>
<td>1</td>
</tr>
<tr>
<td>RESP 1193</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>7</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: **89**
Surgical Technology

Surgical Technology ST13
Associate of Applied Science

Program Description
The surgical technology degree program prepares students for employment in a variety of positions in the surgical field. The surgical technology degree program provides learning opportunities which introduce, develop, and re-inforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology associate of applied science degree and are qualified for employment as surgical technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program Accreditation
Commission on Accreditation of Allied Health Educational Programs (CAAHEP) as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/TSA).

Certification Information
Graduates of the Surgical Technology program are eligible to take the Certified Surgical Technologist exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 17
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
<td>79</td>
<td>N/A</td>
<td>37</td>
</tr>
</tbody>
</table>

Other Conditions for Admission
Students participating in coursework in Surgical Technology may be required to successfully pass criminal background checks and drug screening procedure as prescribed by the college or clinical institutions in which clinical experience will be performed.

Location(s)
Waycross

Program Courses

<table>
<thead>
<tr>
<th>General Education Core (Required Minimum: 15 Semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area I - Language Arts/Communication (3 hrs)</strong></td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
</tr>
<tr>
<td><strong>Area II - Social/Behavioral Sciences (3 hrs)</strong></td>
</tr>
<tr>
<td><strong>Area III - Natural Sciences/Mathematics (3 hrs)</strong></td>
</tr>
<tr>
<td><strong>Area IV Humanities/Fine Arts (3 hrs)</strong></td>
</tr>
<tr>
<td>Specific General Education Core Elective (3 hrs)</td>
</tr>
<tr>
<td>Choose an additional course from Area I, II, III, or IV</td>
</tr>
<tr>
<td>For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non General Education Degree Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2113 - Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 2113L - Anatomy and Physiology Lab I</td>
</tr>
<tr>
<td>BIOL 2114 - Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIOL 2114L - Anatomy and Physiology Lab II</td>
</tr>
<tr>
<td>BIOL 2117 - Introductory Microbiology</td>
</tr>
</tbody>
</table>
BIOL 2117L - Introductory Microbiology Lab  

**Occupational Courses**

- ALHS 1090 - Medical Terminology for Allied Health Sciences  
- SURG 1010 - Introduction to Surgical Technology  
- SURG 1020 - Principles of Surgical Technology  
- SURG 1080 - Surgical Microbiology  
- SURG 1100 - Surgical Pharmacology  
- SURG 2030 - Surgical Procedures I  
- SURG 2040 - Surgical Procedures II  
- SURG 2110 - Surgical Technology Clinical I  
- SURG 2120 - Surgical Technology Clinical II  
- SURG 2130 - Surgical Technology Clinical III  
- SURG 2140 - Surgical Technology Clinical IV  
- SURG 2240 - Seminar in Surgical Technology  

For a complete listing of General Education courses and electives review: General Education Courses on page 69

Minimum credit hours for Graduation 70

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**Surgical Technology ST12 Diploma**

**Program Description**

The surgical technology diploma program prepares students for employment in a variety of positions in the surgical field. The surgical technology diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology diploma and are qualified for employment as surgical technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

**Program Accreditation**

Commission on Accreditation of Allied Health Educational Programs (CAAHEP) as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/TSA).  
1361 Park Street Clearwater FL 33756  
www.caahep.org

**Certification Information**

Graduates of the Surgical Technology program are eligible to take the Certified Surgical Technologist exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

**Admission Requirements**

- Minimum Required Age 17
- High School Diploma or GED Required Yes
- Placement Scores for Regular Admission (COMPASS)  
  - English: 32  
  - Reading: 70  
  - Math: 26  
  - Algebra: N/A

**Other Conditions for Admission**

Students participating in coursework in Surgical Technology may be required to successfully pass criminal background checks and drug screening procedure as prescribed by the college or clinical institutions in which clinical experience will be performed.

**Location(s)**

Waycross
Program Courses

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010 - Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012 - Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010 - Basic Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1090 - Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1011 - Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>SURG 1010 - Introduction to Surgical Technology</td>
<td>8</td>
</tr>
<tr>
<td>SURG 1020 - Principles of Surgical Technology</td>
<td>7</td>
</tr>
<tr>
<td>SURG 1080 - Surgical Microbiology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1100 - Surgical Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 2030 - Surgical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2040 - Surgical Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2110 - Surgical Technology Clinical I</td>
<td>3</td>
</tr>
<tr>
<td>SURG 2120 - Surgical Technology Clinical II</td>
<td>3</td>
</tr>
<tr>
<td>SURG 2130 - Surgical Technology Clinical III</td>
<td>3</td>
</tr>
<tr>
<td>SURG 2140 - Surgical Technology Clinical IV</td>
<td>3</td>
</tr>
<tr>
<td>SURG 2240 - Seminar in Surgical Technology</td>
<td>2</td>
</tr>
</tbody>
</table>

Minimum credit hours for Graduation: 57

Technical Studies TS23
Associate of Applied Science

Program Description
The Technical Studies Associate Degree program is designed to prepare students for employment in a variety of positions in today's technical industry fields. This program offers students learning opportunities that develop higher level academic skills required for job acquisition, retention, and advancement. It is specifically open to students who have already completed another approved technical or industrial program of study. The program emphasizes a continuation of technical studies theory and practical applications necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Technical Studies and will be qualified for employment as technicians.

Admission Requirements
Minimum Required Age: 16
High School Diploma or GED Required: Yes
Placement Scores for Regular Admission (COMPASS):
- English: 62
- Reading: 79
- Math: N/A
- Algebra: 37

Other Conditions for Admission
Students must have completed a minimum of 45 hours of an occupational program in an appropriate field of study. See your advisor for program eligibility.
Instructor of the occupational program must have SACSCOC approved teaching credentials for associate degree level courses.

Campus Locations
Golden Isles
Jesup

Program Courses

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core (Required minimum: 15 Semester Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>Area I - Language Arts/Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1101 - Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>
Area III - Natural Sciences/Mathematics
MATH 1100 Quantitative Skills and Reasoning  
MATH 1101 Mathematical Modeling  
MATH 1111 College Algebra  
Area IV - Humanities and Fine Arts  
Specific General Education Core Electives  
One course from Area I, II, III, or IV  
For a complete listing of General Education courses and electives select the following link: General Education Courses on page 69.

**Occupational Courses**

Minimum credit hours for Graduation  
45

Minimum credit hours for Graduation  
60
Welding and Joining Technology

Welding and Joining Technology WAJ2
Diploma

Program Description
The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

For more information regarding this program including job placement rate, on-time graduation rate, costs, occupational information, etc., Please Click Here.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>32</td>
<td>70</td>
<td>26</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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Occupational Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>WELD 1000</td>
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<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
</tr>
<tr>
<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
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<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1050</td>
<td>Horizontal Shielded Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1060</td>
<td>Vertical Shielded Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1070</td>
<td>Overhead Shielded Metal Arc Welding</td>
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<tr>
<td>WELD 1090</td>
<td>Gas Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 1110</td>
<td>Gas Tungsten Arc Welding</td>
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<tr>
<td>WELD 1120</td>
<td>Preparation for Industrial Qualification</td>
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<td>Program elective (6 hrs)</td>
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Minimum credit hours for Graduation 50

Basic Shielded Metal Arc Welder FS31
Technical Certificate of Credit

Program Description
The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required  Yes
Placement Scores for Regular Admission (COMPASS)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English</th>
<th>Reading</th>
<th>Math</th>
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<tr>
<td>COMPASS</td>
<td>32</td>
<td>70</td>
<td>26</td>
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**Location(s)**
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
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<td>Oxyfuel Cutting</td>
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</tr>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
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</tbody>
</table>

Minimum credit hours for Graduation 10

**Gas Tungsten Arc Welder GTA1 Technical Certificate of Credit**

**Program Description**
The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

**Admission Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Age</th>
<th>Required Grade</th>
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<tr>
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<tr>
<td>Placement Scores for Regular Admission (COMPASS)</td>
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<td>70</td>
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**Location(s)**
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
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<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
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<tr>
<td>WELD 1110</td>
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Choose one of the following courses:

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<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1150</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1151</td>
<td>Fabrication Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1152</td>
<td>Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1153</td>
<td>Flux Cored Arc Welding</td>
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</tr>
<tr>
<td>WELD 1154</td>
<td>Plasma Cutting</td>
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</tr>
</tbody>
</table>

Minimum credit hours for Graduation 13

**Advanced Shielded Metal Arc Welder OSM1 Technical Certificate of Credit**
Program Description
The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

Program Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Vertical Shielded Metal Arc Welding</td>
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</tr>
<tr>
<td>WELD 1070</td>
<td>Overhead Shielded Metal Arc Welding</td>
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</table>

Minimum credit hours for Graduation 12

Gas Metal Arc Welder GM31 Technical Certificate of Credit

Program Description
The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

Admission Requirements
Minimum Required Age 16
High School Diploma or GED Required Yes
Placement Scores for Regular Admission (COMPASS) English 32 Reading 70 Math 26 Algebra N/A

Location(s)
Camden County
Golden Isles
Hazlehurst
Jesup
Waycross

Program Courses
<table>
<thead>
<tr>
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<tr>
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<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
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<td>Choose one of the following courses:</td>
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<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
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<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
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<tr>
<td>WELD 1150</td>
<td>Advanced Gas Tungsten Arc Welding</td>
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<td>WELD 1151</td>
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<td>WELD 1154</td>
<td>Plasma Cutting</td>
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</tbody>
</table>

Minimum credit hours for Graduation 13
COURSE DESCRIPTIONS

After each course title are printed the number of semester credit hours awarded for the successful completion of the course.

**ACCT 1100 Financial Accounting I (4)**
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.
Prerequisites: Program Admission or Advisor Approval

**ACCT 1105 Financial Accounting II (4)**
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.
Prerequisite: ACCT 1100

**ACCT 2000 Managerial Accounting (3)**
Prerequisite: ACC 1105

**ACCT 1115 Computerized Accounting (3)**
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.
Prerequisite: COMP 1000, ACCT 1100

**ACCT 1120 Spreadsheet Applications (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.
Prerequisite: COMP 1000

**ACCT 1125 Individual Tax Accounting (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 (3)**
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.
Prerequisite: ACCT 1100

**ACCT 2100 Accounting Internship (4)**
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.

Prerequisites: All non-elective courses required for program completion.

ACCT 2105 Accounting Internship II (8)
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.

Prerequisites: All non-elective courses required for program completion.

ACCT 2125 Capstone Review - Accounting Principles (3)
Guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and the relation to fraud, and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

Prerequisites: ACCT 1105, ACCT 1125, ACCT 1130

ACCT 2135 Introduction to Government & Nonprofit Accounting (3-0-3)
Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

Prerequisite: ACCT 1105

ACCT 2140 Legal Environment of Business (3)
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)
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACCT 2155 Principles of Fraud Examination (3)
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)
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 Auto Components Repair & Replacement (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.

Prerequisite/Corequisite: ACRP 1000

ACRP 1010 Foundation of Collision Repair (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.
Prerequisite/Corequisite: ACRP 1000, ACRP 1005

ACRP 1015 Fundamentals of Automotive Welding (4)
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.
Pre requisite/Corequisite: ACRP 1000

ACRP 1017 Mechanical and Electrical Systems I (4)
This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.
Prerequisite/Corequisite: ACRP 1000

ACRP 1019 Mechanical & Electrical Systems II (5)
This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.
Prerequisite/Corequisite: ACRP 1000

ACRP 2001 Intro to Auto Painting & Refinishing (5)
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.
Prerequisites/Corequisites: ACRP 1000, ACRP 1010

ACRP 2002 Paint & Refinishing Techniques (5)
This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.
Prerequisites/Corequisites: ACRP 1000, ACRP 2001

ACRP 2009 Refinishing Internship (3)
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.
Prerequisite ACRP 1000
Prerequisite/Corequisite: ACRP 2000, ACRP 2008

ACRP 2010 Major Collision Repair (5)
This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course also provides instruction on the hydraulic repair systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.
Prerequisite: ACRP 1000 Corequisite: ACRP 1005

ACRP 2015 Major Collision Replacements (5)
This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.
Prerequisite: ACRP 1000 Corequisite: ACRP 2010

ACRP 2019 Major Collision Repair Intern (3)
Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.
Prerequisite: ACRP 1000 Corequisite: ACRP 2010, ACRP 2015

AIRC 1005 Refrigeration Fundamentals (4)
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 & Practices (4)
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, and reclamation, evacuation, charging, and safety.
Prerequisite/Corequisite: AIRC 1005

AIRC 1020 Refrigeration Systems Components (4)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.
Prerequisite/Corequisite: AIRC 1010

AIRC 1030 HVACR Electrical Fundamentals (4)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 HVACR Electrical Motors (4)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.
Prerequisite/Corequisite: AIRC 1030

AIRC 1050 HVACR Electrical Components & Control (4)
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.
Prerequisite/Corequisite: AIRC 1030

AIRC 1060 Air Conditioning Systems Application & Installation (4)
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.
Prerequisite/Corequisite: AIRC 1010, AIRC 1030

AIRC 1070 Gas Heat (4)
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.
Prerequisite: AIRC 1030

AIRC 1080 Heat Pumps and Related Systems (4)
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.
Prerequisite: AIRC 1010, AIRC 1030

AIRC 1090 Troubleshooting Air Conditioning Systems (4)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.
Prerequisite: AIRC 1010, AIRC 1030

AIRC 2070 -Commercial Refrigeration Design 2-2-3
Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes and safety.
Prerequisite/Corequisite: AIRC 1090

AIRC 2080 Commercial Refrigeration Application (4)
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.
Prerequisites/Corequisite: AIRC 1090

**AIRC 2090 Troubleshooting & Servicing Commercial Refrigeration (4)**
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety. 
*Prerequisite/Corequisite: AIRC 1090*

**ALHS 1010 Introduction to Anatomy and Physiology (4)**
Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

**ALHS 1011 Structure and Function of the Human Body (5)**
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.
*Prerequisite: Regular Admission*

**ALHS 1040 Introduction to Health Care (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, infection control/blood and air-borne pathogens.

**ALHS 1060 Diet & Nutrition for AHS (2)**
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)**
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 (3)**
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, introduction to CAD/CAM.
*Prerequisites: MCHT 1012, MCHT 1013, MCHT 1011*

**AMCA 2130 CNC Mill Manual Programming (5)**
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.
*Co-requisites: AMCA 2110*

**AMCA 2150 CNC Lathe Manual Programming (5)**
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.
*Co-requisites: AMCA 2110*
AMCA 2170 CNC Practical Applications (3)
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.

Prerequisites: AMCA 2110, AMCA 2130, AMCA 2150

AMCA 2190 CAD/CAM Programming (4)
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.

Co-requisites: AMCA 2110

ARTS 1101 Art Appreciation (3)
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.

Prerequisite: ENGL 1101

AUTT 1010 - Automotive Technology Introduction (2)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 Automotive Electrical Systems (7)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

Prerequisite/Corequisite: AUTT 1010

AUTT 1030 Automotive Brake Systems (4)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Prerequisite/Corequisite: AUTT 1010

AUTT 1040 Automotive Engine Performance (7)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020

AUTT 1050 Automotive Suspension/Steering Systems (4)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Prerequisite/Corequisite: AUTT 1010

AUTT 1060 Automotive Climate Control Systems (5)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.
Prerequisite: AUTT 1020

AUTT 2010 Automotive Engine Repair (6)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.
Prerequisite/Corequisite: AUTT 1010

AUTT 2020 Automotive Manual Drive Train & Axles (4)
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.
Prerequisite/Corequisite: AUTT 1010

AUTT 2030 Automotive Automatic Transmissions and Transaxles (5)
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.
Prerequisite: AUTT 1020

BIOL 1111 Biology I (3)
Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.
Corequisite: BIOL 1111L

BIOL 1111L Biology Lab I (1)
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.
Corequisite: BIOL 1111

BIOL 2113 Anatomy and Physiology I (3)
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.
Prerequisite/Corequisites: ENGL 1101, BIOL 2113L

BIOL 2113L Anatomy & Physiology Lab I (1)
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.
Corequisites: BIOL 2113, ENGL 1101

BIOL 2114 Anatomy and Physiology II (3)
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.
Prerequisite: BIOL 2113, BIOL 2113L
Corequisite: BIOL 2114L

BIOL 2114L Anatomy & Physiology Lab II (1)
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.
Prerequisite: BIOL 2113, BIOL 2113L
Corequisite: BIOL 2114

**Biol 2117 Introductory Microbiology (3)**
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, microorganisms and human disease.

*Prerequisite: BIOL 2113 and BIOL 2113L*

Corequisite: BIOL 2117L

**Biol 2117L Introductory Microbiology Lab (1)**
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.

*Prerequisite: BIOL 2113 and BIOL 2113L*

Corequisite: BIOL 2117

**Biol 2107 Biological Principles I (3)**
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

*Pre/Corequisites: ENGL 1101, BIOL 2107L*

**Biol 2107L Biological Principles I Lab (1)**
This course is comprised of selected laboratory exercises that parallel the topics covered in BIOL 2107 and is intended for students majoring in biological or other sciences. The course provides a hands-on approach to fundamental biological processes and interactions occurring at the molecular, cellular levels, and organismal, and population levels of organization. The laboratory exercises for this course include: laboratory safety; scientific method and investigation; microscopy; basic biochemistry; cell biology; bioenergetics; molecular genetics; principles of inheritance; evolution and natural selection.

*Pre/Corequisites: ENGL 1101, BIOL 2107*

**BMET 1231 Medical Equipment Functions & Operation I (4)**
This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

*Prerequisite: ALHS 1010*

**BMET 2242 Medical Equipment Functions & Operation II (4)**
Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

*Prerequisite: BMET 1231*

**BMET 2343 Internship Medical Systems (3)**
Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

*Prerequisite: BMET 1231*

**BUSN 1100 Introduction to Keyboarding (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 (2)**
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

*Prerequisite: COMP 1000*
**BUSN 1200 Machine Transcription (2)**
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies, maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

*Prerequisites:* ENGL 1010, COMP 1000, BUSN 1440

**BUSN 1240 Office Procedures (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.

*Prerequisite:* COMP 1000

**BUSN 1300 Introduction to Business (3)**
Introduces organization and management concepts of the business world in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

**BUSN 1400 Word Processing Applications (4)**
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

*Prerequisite:* COMP 1000

**BUSN 1410 Spreadsheet Concepts & Applications (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.

*Prerequisite:* COMP 1000

**BUSN 1420 Database Applications (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.

*Prerequisite:* COMP 1000

**BUSN 1430 Desktop Publishing & Presentation Applications (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.

*Prerequisite:* COMP 1000

**BUSN 1440 Document Production (4)**
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.

*Prerequisite/Corequisite:* The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

*Prerequisite/Corequisite:* COMP 1000
BUSB 2160 Electronic Mail Applications (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.
Prerequisite: COMP 1000

BUSB 2170 Web Site Design (2)
This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyper link Creation, Test, and Repair, Integration, Web Site Navigation, and Web Site Management.
Prerequisites: COMP 1000

BUSB 2180 Speed and Accuracy Keying (1)
Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed and accuracy and straight-copy proofreading.
Prerequisites: BUSN 1100 or the ability to key 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSB 2190 Business Document Proofreading & Editing (3)
Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.
Prerequisite: ENGL 1010 OR ENGL 1101
Prerequisite/Corequisite: BUSN 1440

BUSB 2200 Office Accounting (4)
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSB 2210 Applied Office Procedures (3)
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.
Prerequisites: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Corequisites: BUSN 2190, ACCT 1100 or BUSN 2200

BUSB 2230 Office Management (3)
Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.
Prerequisites: BUSN 1240

BUSB 2240 Business Administrative Assistant Internship I (4)
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.
Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
BUSN 2250 Business Administrative Assistant Internship II (6)
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

BUSN 2300 Medical Terminology (2)
Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

BUSN 2310 Anatomy and Terminology for the Medical Administrative Assistant (3)
Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

BUSN 2320 Medical Document Processing/Transcription (4)
Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Prerequisites: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310, ENGL 1010, BUSN 1440

BUSN 2330 Advanced Medical Document Processing/Transcription (4)
Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

Prerequisites: BUSN 2320

BUSN 2340 Medical Administrative Procedures(4)
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical regulations and ethics, and the medical administrative assistant’s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting procedures, medical regulations ethics, medical records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

Prerequisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011, COMP 1000, BUSN 1440

BUSN 2370 Medical Office Billing/Coding/Insurance (3)
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

Prerequisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011
BUSN 2380 Medical Administrative Assistant Internship I (4)
Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last quarter courses.

BUSN 2390 Medical Administrative Assistant Internship II (6)
Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements

Prerequisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

CHEM 1211 Chemistry I (3)
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.
Prerequisite: MATH 1111
Corequisite: CHEM 1211L

CHEM 1211L Chemistry Lab I (1)
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.
Prerequisite: MATH 1111
Corequisite: CHEM 1211

CHEM 1212 Chemistry II (3)
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.
Prerequisite: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212L

CHEM 1212L Chemistry Lab II (1)
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.
Prerequisite: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212

CHEM 1151 Survey of Inorganic Chemistry I (3)
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.
Prerequisite: MATH 1111 or MATH 1101

CHEM 1151L Survey of Inorganic Chemistry (1)
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.
Prerequisites: MATH 1111 or MATH 1101
Corequisites: CHEM 1151

CIST 1001 Computer Concepts (4)
Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

**CIST 1121 Microcomputer Troubleshooting (4)**
Emphasizes the use of system theory and diagnostic routines to isolate failures, replace the defective module or subsystem, and verify proper operations. Topics include: basic system theory, operating systems use, diagnostic programs, subsystem isolation, upgrading systems, preventive maintenance, and service reports preparation.

*Prerequisites: CIST 1130, CIST 1122*

**CIST 1122 Hardware Installation & Maintenance (4)**
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1130 Operating Systems Concepts (3)**
Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

**CIST 1141 Network + Preparation (4)**
To fundamentally prepare the student for the CompTIA Network+ certification examination. Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining local and wide area networks. Topics include: an introduction to networking, networking standards and the OSI model, network protocols, transmission basics and networking media, physical and logical topologies, networking hardware, WANs and remote connectivity, network operating systems and Windows 2000 - based networking, NetWare - based networking, networking with UNIX, networking with TCP/IP and the Internet, troubleshooting network problems, maintaining and upgrading a network, ensuring integrity and availability, network security and managing network design and implementation.

**CIST 1220 Structured Query Language (4)**
Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

*Prerequisite: COMP 1000, CIST 1001*

**CIST 1305 Program Design and Development (3)**
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1401 Computer Networking Fundamentals (4)**
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 tool and network security.

**CIST 1510 Web Development I (3)**
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.
CIST 1530 Web Graphics I (3)
Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 Web Animation I (3)
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601 Information Security Fundamentals (3)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 Security Policies & Procedures (3)
This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

CIST 2114 Fundamentals of Wireless LANs (4)
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

Prerequisites: CIST 1401 or CIST 2451

CIST 2120 Supporting Application Software (4)
This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, for matting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

CIST 2122 A+ Preparation (3)
This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, net working, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

CIST 2126 Comprehensive Presentations & eMail Techniques (3)
This course provides students with knowledge in PIM (Personal Information Management) and presentation software. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

CIST 2127 Comprehensive Word Processing Techniques (3)
This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.
CIST 2128 Comprehensive Spreadsheet Techniques (3)
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 Comprehensive Database Techniques (4)
This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

CIST 2130 Desktop Support Concepts (3)
This course is designed to give an overview to Desktop Support Management.

CIST 2311 Visual Basic I (4)
Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.
Prerequisites: CIST 1305

CIST 2361 C++ Programming I (4)
Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.
Prerequisites: CIST 1305

CIST 2411 Microsoft Client (4)
Provides the ability to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 MS Server Directory Services (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Directory Services.

CIST 2413 MS Server Infrastructure (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Network Infrastructure.

CIST 2414 MS Server Administrator (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2420 MS Exchange Server (4)
Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.
Prerequisites: CIST 2413, CIST 2414

CIST 2431 UNIX/Linux Introduction (4)
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2451 Cisco Network Fundamentals (4)
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.
CIST 2452 Cisco Routing Protocol & Concept (4)
The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM an CIDR, routing table in-depth, link state routing, and link state routing protocols.
Prerequisite: CIST 2451

CIST 2453 Cisco LAN Switching & Wireless (4)
The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.
Prerequisite: CIST 2451

CIST 2454 Cisco Accessing the WAN (4)
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.
Prerequisite: CIST 2452, CIST 2453

CIST 2455 Cisco CCNA Security (4)
Cisco Networking Academy CCNA Security course provides a next step to build upon the concepts and skills acquired in the four Cisco Networking Academy CCNA courses. It is for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. It covers network security principles, tools, and configuration practices to enhance network security. Students will acquire the skills needed to design, implement, and support network security.

CIST 2510 Web Technologies (3)
In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2550 Web Development II (Dbase Connect) (3)
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 2602 Network Security (4)
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.
Prerequisite: CIST 1401 or CIST 2451 or CIST 2441, CIST 1601

CIST 2611 Implementing Inter/Intranet Firewalls (4)
Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.
Prerequisite: CIST 1401 or CIST 2451, CIST 1601

CIST 2612 Computer Forensics (4)
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.
Prerequisite: CIST 1122, CIST 1601

CIST 2921 IT Analysis Design & Project Management (4)
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.
Prerequisite: CIST 1305

CLBT 1010 Introduction to Clinical Laboratory Technology (2)
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 (2)
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.
Prerequisites/Corequisites: BIOL 2113, BIOL 2113L, CLBT 1010

CLBT 1040 Hematology/Coagulation (5)
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, and process improvement.
Prerequisites/Corequisites: BIOL 2113, BIOL 2113L, CLBT 1010, ALHS 1090

CLBT 1050 Serology/Immunology (3)
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.
Prerequisite/Corequisite: CLBT 1010

CLBT 1060 Immunohematology (4)
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.
Prerequisite: CLBT 1050

CLBT 1070 Clinical Chemistry (4)
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.
Prerequisite: BIOL 2114, BIOL 2114L

CLBT 1080 Microbiology (5)
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.
Prerequisite: CLBT 1010

CLBT 2090 Clinical Phlebotomy, Urinalysis, and Serology Practicum (3)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.
Prerequisite: CLBT 1010, CLBT 1030, CLBT 1050

CLBT 2100 Clinical Immunohematology Practicum (4)
Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in
a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.  
**Prerequisite: CLBT 1060**

**CLBT 2110 Clinic Hematology/Coagulation Practicum (4)**
Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.  
**Prerequisite: CLBT 1040**

**CLBT 2120 Clinical Microbiology Practicum (4)**
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; antimicrobial 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.  
**Prerequisite: CLBT 1080**

**CLBT 2130 Clinical Chemistry Practicum (4)**
Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immunology; 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.  
**Prerequisite: CLBT 1070**

**CLBT 2200 CLT Certification Review (2)**
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.  
**Prerequisites: CLBT 1010, CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080**

**COLL 1000 College Success and Survival Skills (2)**
This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.  
**Institutional Credit**

**COMP 1000 Introduction to Computers (3)**
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

**COSM 1000 Introduction to Cosmetology Theory (4)**
Introduces fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations; state regulatory agency, image; bacteriology;
decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

**COSM 1010 Chemical Texture Services (3)**
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.
Corequisite: COSM 1000

**COSM 1020 Hair Care and Treatment (3)**
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.
Corequisite: COSM 1000

**COSM 1030 Haircutting (3)**
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.
Corequisite: COSM 1000

**COSM 1040 Styling (3)**
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.
Corequisite: COSM 1000

**COSM 1050 Hair Color (3)**
Introduces the theory and application of temporary, semi-permanent, demi-permanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.
Corequisite: COSM 1000

**COSM 1060 Fundamentals of Skin Care (3)**
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.
Corequisite: COSM 1000

**COSM 1070 Nail Care & Advanced Techniques (3)**
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).
Corequisite: COSM 1000

**COSM 1080 Physical Hair Service Practicum I (3)**
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.
Prerequisites: COSM 1000, COSM 1020, COSM 1030, COSM 1040
COSM 1090 Hair Services Practicum I (3)
This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.
Prerequisites: COSM 1000, COSM 1020, COSM 1030, COSM 1040, COSM 1050

COSM 1100 Hair Services Practicum II (3)
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; haircolor and lightening; hair and scalp treatment; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.
Corequisite: COSM 1090

COSM 1110 Hair Services Practicum III (3)
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.
Corequisite: COSM 1100

COSM 1120 Salon Management (3)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.
Corequisite: COSM 1000

COSM 1115 Hair Services Practicum IV (3)
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.
Prerequisite: COSM 1110

COSM 1125 Skin and Nail Care Practicum (2)
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.
Corequisite: COSM 1060, COSM 1070

CRJU 1010 Introduction to Criminal Justice (3)
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)
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 in-
clude: 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)**
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)**
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

**CRJU 1043 Probation and Parole (3)**
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

**CRJU 1050 Police Patrol Operations (3)**
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills.

**CRJU 1052 Criminal Justice Administration (3)**
This course explores the managerial aspects of effective and efficient criminal justice administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

**CRJU 1056 Police Traffic Control and Investigation (3)**
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

**CRJU 1062 Methods of Criminal Investigation (3)**
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 we ll as the procedures used for investigating various crimes. 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.

*Prerequisites: Program Admission*

**CRJU 1065 Community-Oriented Policing (3)**
 Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.
CRJU 1068 Criminal Law for Criminal Justice (3)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1072 Introduction to Forensic Science (3)
The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

CRJU 1074 Applications in Introductory Forensics (3)
This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

CRJU 1075 Report Writing (3)
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 Ethic & Cultural Perspectives from Criminal Justice (3)
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)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 Criminal Procedure (3)
Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Law Enforcement/Overview of Constitutional Law.

CRJU 2060 Criminology (3)
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)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.
CRJU 2090 Criminal Justice Practicum (3)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100 Criminal Justice Externship (0-9-0)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110 Homeland Security (3-0-3)
The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counter terrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 Criminal Courts (3)
This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.

CTDL 1010 Fundamentals of Commercial Driving (3)
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 Combination Vehicle Basic Operation & Range Work (2)
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.
Corequisite: CTDL 1010

CTDL 1030 Combination Vehicle Advanced Operations (4)
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.
Corequisite: CTDL 1020

CTDL 1040 Commercial Driving Internship (4)
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students’ driving skills. 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) or range and street/road driving. Note: state law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.
Co-requisites: CTDL 1020

CUUL 1000 Fundamentals of Culinary Arts (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 food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality
factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Corequisites: MATH 1012

**CUUL 1110 Culinary Safety and Sanitation (2)**
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. Insert and 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 (6)**
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.

Prerequisite/Corequisite: CUUL 1110

**CUUL 1129 Fundamentals of Restaurant Operations (4)**
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 Education 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, and 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.

Prerequisites: CUUL 1120

**CUUL 1220 Baking Principles (5)**
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.

Prerequisites: CUUL 1120

**CUUL 1320 Garde Manger (4)**
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 pates and terrines. Laboratory practice parallels class work.

Prerequisites: CUUL 1120

**CUUL 1370 Culinary Nutrition and Menu Development (4)**
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.

Prerequisites: CUUL 1120
CUUL 2130 Culinary Practicum and Leadership (6)
This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

Prerequisites: CUUL 1220, CUUL 1320

CUUL 2140 Advanced Baking and International Cuisine (6)
This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Prerequisites: CUUL 1220, CUUL 1320

CUUL 2160 Contemporary Cuisine (4)
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.

Prerequisites: CUUL 1220, CUUL 1320

CUUL 2190 Principles of Culinary Leadership (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 market place, 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 an Effective Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

DFTG 2010 Engineering Graphics (4)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020 Visualization and Graphics (3)
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized

DIET 1000 Introduction to Diesel Technology, Tools, and Safety (3)
This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety,
and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

**DIET 1010 Diesel Electrical and Electronic Systems (7)**

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

*Prerequisite: DIET 1000*

**DIET 1020 Preventive Maintenance (5)**

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

*Prerequisite: DIET 1010*

**DIET 1030 Diesel Engines (6)**

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

*Prerequisite: DIET 1010*

**DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems (3)**

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

*Prerequisite: DIET 1010*

**DIET 1050 Diesel Equipment Technology Internship (4)**

This internship provides the student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student’s internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

*Prerequisites: DIET 1000, DIET 1010, DIET 1030*

**DIET 2001 Heavy Equipment Hydraulics (6)**

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

*Co-requisites: DIET 1000*

**DIET 2011 Off Road Drivelines (6)**

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

*Co-requisites: DIET 1000, DIET 1010*

**ECCE 1101 Introduction to ECCE (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)
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 Health, Safety and Nutrition (3)
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 Curriculum and Assessment (3)
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. 
Prerequisite/Corequisite: ECCE 1103

ECCE 1113 Creative Activities for Children (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.

ECCE 1121 ECCE Practicum (3)
Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management. 
Prerequisite/Corequisite: ECCE 1105

ECCE 2115 Language and Literacy (3)
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. 
Prerequisite/Corequisite: ECCE 1103

ECCE 2116 Math and Science (3)
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. 
Prerequisite/Corequisite: ECCE 1103

ECCE 2201 Exceptionalities (3)
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.

**Prerequisite:** ECCE 1103

**ECCE 2202 Social Issues & Family Involvement (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.

**Prerequisite/Corequisite:** ECCE 1103

**ECCE 2203 Guidance & Classroom Management (3)**
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

**Prerequisite/Corequisite:** ECCE 1103

**ECCE 2240 ECCE Internship (12)**
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

**Prerequisites:** ECCE 1101, ECCE 1103

**Prerequisite/Corequisite:** ECCE 1105

**ECCE 2310 Paraprofessional Methods & Materials (3)**
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.

**Prerequisite/Corequisite:** ECCE 1103

**ECCE 2312 Paraprofessional Roles & Practices (3)**
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

**Prerequisite/Corequisite:** ECCE 1103

**ECET 1101 Circuit Analysis I (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 dependant sources and 2-port parameters. Laboratory work parallels class work.

**Prerequisites:** ENGT 1000, MATH 1111

**ECET 1110 Digital Systems I (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.

**Prerequisites:** ENGT 1000

**ECET 2101 Circuit Analysis II (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.

Prerequisites: ECET 1101, MATH 1111

ECET 2120 Electronic Circuits I (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.

ECON 1101 Principles of Economics (3)
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.

Prerequisite: Regular Admission

ELCR 1003 Introduction Electrical & Electronic Theory (3)
This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor; transistor; semiconductor and integrated circuit applications; and safety practices and procedures.

ELCR 1005 Soldering Technology (1)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 Direct Current Circuits (6)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

ELCR 1020 Alternating Current Circuits (7)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

Prerequisite: ELCR 1010

ELCR 1030 Solid State Devices (5)
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

Prerequisite: ELCR 1020

ELCR 1040 Digital & Microprocessor Fundamentals (5)
This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, display, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

Prerequisite/Corequisites: ELCR 1020, ELCR 1030
ELCR 1060 Linear Integrated Circuits (3)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.
Prerequisite: ELCR 1030

ELCR 1230 Communications Electronics Survey (3)
Introduces the fundamental concepts and devices used in electronics communications. Topics include: transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELCR 1240 Industrial Electronics Survey (3)
Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include: process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ELCR 1800 Electrical Lineworker Organization Principles (3)
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 Lineworker Workplace Skills (2)
This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.

ELCR 1840 Electrical Lineworker Automotive Skills (2)
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 Lineworker Occupational Skills (5)
This course provides an introduction to the basic skills necessary for an electrical lineman. Topics include an understanding of ratios and proportions, blueprint reading, CDL training and testing, lineman simulations, and observation-based instruction.

ELCR 2110 Process Control (3)
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.
Prerequisite: ELCR 1030

ELCR 2120 Motor Controls (3)
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.
Prerequisite/Corequisite: ELCR 1030

ELCR 2130 Programmable Controllers (3)
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.
Prerequisite: ELCR 1030

ELCR 2140 Mechanical Devices (2)
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 Fluid Power (2)
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 Advanced Microprocessors & Robotics (3)
This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and trouble-
shooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Prerequisites: ELCR 2130, ELCR 2140, ELCR 2150

ELCR 2170 Computer Hardware (5)
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELCR 2180 Operating Systems Technologies (4)
Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include operating system fundamentals; installing, configuration, and upgrading; diagnosing and troubleshooting; and networks.

Prerequisite: ELCR 2170

ELCR 2190 Networking I (3)
Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

ELCR 2210 Advanced Circuit Analysis (5)
This course provides an in-depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

Prerequisite: ELCR 1040

ELCR 2220 Advanced Modulation Techniques (3)
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modification techniques, and sampling techniques.

Corequisite: ELCR 2210

ELCR 2230 Antenna and Transmission Lines (3)
Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

Corequisite: ELCR 2220

ELCR 2240 Microwave Communications and Radar (3)
Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

Prerequisite: ELCR 2230

ELCR 2250 Optical Communication Techniques (3)
Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Corequisite: ELCR 2240

ELCR 2560 CET License Preparation (3)
Prepares the student for taking a certifying examination developed by Iowa State University and administered by the Electronic Technician's Association. Topics include: mathematics; electrical properties; series and parallel circuits; oscillators, detectors, comparators, and demodulators; test equipment and measurement; electronic components and nomenclature; semiconductors; digital concepts; computer basics; communications electronics; safety precautions and checks; television and video; antennas and signal distribution; consumer electronics; and block diagrams and troubleshooting.

ELCR 2590 Fiber Optic Systems (3)
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics in-
cludes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

**ELCR 2600 Telecommunication & Data Cabling (3)**
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

*Prerequisite: ELCR 1010*

**ELCR 2620 Telecommunications Systems Installation, Programming & Data Transmission (4)**
This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

*Prerequisite: ELCR 1010  
Corequisite: ELCR 2600*

**ELCR 2860 CompTIA A+ Certification (4)**
Prepares the student for taking the CompTIA A+ examination by reviewing the A+ CORE and A+ Operating Systems Objectives. Topics include A+ Core Hardware and A+ Operating System Technologies.

**ELTR 1020 Electrical Systems Basics I (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 (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 (5)**
This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

**ELTR 1090 Commercial Wiring II (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 1110 Electric Motors (4)**
Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

**ELTR 1180**

**ELTR 1205 Residential Wiring I (3)**
Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

**ELTR 1210 Residential Wiring II (3)**
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

**ELTR 1220 Industrial PLC’s (4)**
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering
systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**Prerequisites:** ELTR 1110, ELTR 1180

**ELTR 1250 Diagnostic Troubleshooting (2)**
Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

**ELTR 1270 National Electrical Code Industrial Applications (4)**
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

**ELTR 1510 Electrical Worker (3)**
Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include hazards of electricity, safe use of electrical tools and equipment, and the repair of electrical cords, plugs, lights, and switches.

**ELTR 1520 Grounding and Bonding (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 1530 Conduit Sizing (2)**
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

**ELTR 1540 Wire Pulling and Codes (3)**
The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

**EMPL 1000 Interpersonal Relations & Professional Development (2-0-2)**
Emphasizes human relations and professional development in today’s rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

**EMSP 1010 Emergency Medical Responder (4)**
The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

**EMSP 1110 Introduction to the EMT Profession (3)**
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services
environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Prerequisites: Program Admission

**EMSP 1120 EMT Assessment/Airway Management and Pharmacology (3)**

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Prerequisites: Program Admission

**EMSP 1130 Medical Emergencies for the EMT (3)**

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology;Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Prerequisite: Program Admission

**EMSP 1140 Special Patient Populations (3)**

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.

Prerequisite: Program Admission

**EMSP 1150 Shock and Trauma for the EMT (3)**

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.

Prerequisite: Program Admission

**EMSP 1160 Clinical and Practical Applications for the EMT (1)**

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

Prerequisite: Program Admission

**EMSP 1510 Advanced Concepts for the AEMT (3)**

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.

Prerequisite: Program Admission

**EMSP 1520 Advanced Patient Care for the AEMT (3)**

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. 

Prerequisite: Program Admission

EMSP 1530 Clinical Applications for the AEMT (1)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals. 

Prerequisite: Program Admission

EMSP 1540 Clinical and Practical Applications for the AEMT (3)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management. 

Prerequisite: Program Admission

EMSP 2110 Foundations of Paramedicine (3)
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. 

Prerequisite: Program Admission

EMSP 2120 Applications of Pathophysiology for Paramedics (3)
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. 

Prerequisite: Program Admission

EMSP 2130 Advanced Resuscitative Skills for Paramedics (3)
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. 

Prerequisite: Program Admission

EMSP 2140 Advanced Cardiovascular Concepts (4)
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. 

Prerequisite: Program Admission

EMSP 2310 Therapeutic Modalities of Cardiovascular Care (3)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).
EMSP 2320 Therapeutic Modalities of Medical Care (5)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 Therapeutic Modalities of Trauma Care (4)
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.
Prerequisite: Program Admission

EMSP 2340 Therapeutic Modalities of Special Patients Populations
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 Clinical Applications for the Paramedic I (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in 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). Topics include: Clinicals.

EMSP 2520 Clinical Applications for the Paramedic II (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in 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). Topics include: Clinicals.

EMSP 2530 Clinical Applications for the Paramedic III (2)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in 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). Topics include: Clinicals.

EMSP 2540 Clinical Applications for the Paramedic IV (1)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in 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). Topics include: Clinicals.
Prerequisite: Program Admission

**EMSP 2550 Clinical Applications for the Paramedic V (1)**
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in 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). Topics include: Clinicals.

**EMSP 2560 Clinical Applications for the Paramedic VI (1)**
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in 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). Topics include: Clinicals.

**EMSP 2570 Clinical Applications for the Paramedic VII (1)**
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in 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). Topics include: Clinicals.

**EMSP 2710 Field Internship for the Paramedic (2)**
Provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 Practical Applications for the Paramedic (3)**
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

**ENGL 0090 Learning Support English (3)**
This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

**ENGL 0096 English I (3)**
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development. 
**Prerequisite: Appropriate placement exam score**

**ENGL 0097 English II (3)**
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills. 
**Prerequisite: ENGL 0096 or appropriate placement exam score**

**ENGL 0098 English III (3)**
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising. 
**Prerequisite: ENGL 0097 or appropriate English and Reading placement exam score**
ENGL 1010 Fundamentals of English I (3)
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.
Prerequisite: ENGL 0097 or appropriate English and Reading placement exam score

ENGL 1101 Composition and Rhetoric (3)
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.
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

ENGL 1102 Literature and Composition (3)
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.
Prerequisite: ENGL 1101

ENGL 1105 Technical Communications (3)
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.
Prerequisite: ENGL 1101

ENGL 2130 American Literature (3)
Emphasizes American literature as a reflection of culture and ideas. The course provides 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.
Prerequisite: ENGL 1101

ENGT 1000 Intro to Engineering Technology (3)
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

FORS 1010 Introduction to Forestry & Natural Resources (3)
Introduces the fundamentals of forestry and natural resources. Topics include: history of forestry, importance of forestry, forest safety, harvesting equipment, and natural resource careers.

FORS 1020 Soils and Hydrology (3)
Introduces the role of forest soils and hydrology in the forest ecosystem and the importance of forest soil properties as they relate to modern forestry practices. Topics include: forest soil formation, forest soil properties and site productivity, soils and silvicultural recommendations, fertilization, soil hydrology, and erosion sedimentation.

FORS 1030 Dendrology (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.

FORS 1040 Forest Protection (3)
Provides experience in identification and control of destructive and harmful agents in the forest environment. Topics include: detrimental growth factors; biological and economic factors of forest pests, chemical pest control; classification and description of wildfires; and fire fighting methods, tools and equipment.
FORS 1100 Forest Technology (3)
This course introduces basic forest management concepts and techniques. Topics include forest protection, products, harvesting, silviculture, and measurements. Upon completion students should have a fundamental understanding of the different aspects of forest management in the southeastern United States.

FORS 1160 Forest Surveying and Mapping (4)
Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping equipment, surveying, surveying and mapping methods, deed search and tract location.
Corequisite: MATH 1012

FORS 1210 GPS/GIS Aerial Photography (4)
Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include: Global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.
Prerequisites: FORS 1160, MATH 1012

FORS 1260 Forest Measurements (4)
Emphasizes identification of primary and secondary forest products and their manufacturing processes and uses. Topics include: history of forest products manufacturing and raw forest resource identification. Introduces the fundamental principles and practices of timber cruising. Emphasizes fixed plot method of statistical sampling. Topics include: importance of forest measurements, forest measurement tools and equipment, forest measurement methods, and cruising and scaling methods.
Corequisite: MATH 1012

FORS 1310 Silvics and Silviculture (4)
Provides an overview of the activities that are involved in regeneration and maintenance of forest stands. Topics include: timber stand improvement methods, regeneration methods and environmental impact of silvicultural practices.

FORS 1410 Forest Mensuration (4)
Focuses on the application of the fundamental principles and practices of timber cruising. Emphasizes fixed plot and prism method of statistical sampling. Topics include: map construction, cruising methods and volume determination.
Prerequisite/Corequisite MATH 1012
Prerequisite: FORS 1260

FORS 1580 Wildlife Management (3)
Develops a basic understanding of the classification of animals and habitat. Emphasizes effects of forest management on wildlife. Topics include: animal classification, adaptation, and evolution; population parameters; basic principles of game management; and managing the forest for wildlife.

FORS 1600 Forest Technology Internship (3)
Focuses on the application and reinforcement of forest technology skills in an actual workplace environment. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into forestry applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of forest technology skills in a workplace setting, and professional development.

FORS 2460 Forest Management (6)
Introduces the techniques of multiple-use forest resource management. Topics include: multiple-use management, prescribed burning, site preparation methods, logging, forest management plan, land ownership, and timber marking.
Corequisites: FORS 1260, FORS 1310

HIST 1111 World History (3)
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.
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
HIST 1112 World History II (3)
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.
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

HIST 2111 U.S. History I (3)
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.
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

HIST 2112 U.S. History II (3)
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.
Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

HORT 1000 Horticulture Science (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 Ornamental Plant Identification I (3)
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 Herbaceous Plant Identification (3)
Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 Greenhouse Management (4)
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 (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 & Management (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 (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 (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 1120 Landscape Management (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 (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; operations and administration.

HORT 1150 Horticulture Internship (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 1310 Irrigation and Water Management (4)
Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

HORT 1330 Turfgrass Management (4)
A study of turf grass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices.

HORT 1560 Computer Aided Landscape Design (3)
Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; drawing and design.

HORT 1720 Introductory Floral Design (4)
This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

HORT 1730 Advanced Floral Design (4)
Advanced floral design theory; techniques and skills which enhances students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

HORT 2249 Flower Shop Management (3)
Introduces the student to the development and operational procedures of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: overview of the floral industry and starting a floral business.

HUMN 1101 Introduction to Humanities (3)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.
Prerequisite: ENGL 1101
**IDFC 1005 Principles of Electricity II (5)**
This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

**IDFC 1007 Industrial Safety Procedures (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 (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.

*Co-requisites: MATH 1012 or MATH 1013*

**IDFC 1012 Alternating Current I (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.

*Co-requisites: IDFC 1011*

**IDSY 1020 Print Reading and Problem Solving (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 1100 Basic Circuit Analysis (5)**
This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

**IDSY 1101 DC Circuit Analysis (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 (3)**
This course introduces alternating current concepts, theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 Industrial Motor Controls I (5)**
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1120 Basic Industrial PLC’s (6)**
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1130 Industrial Wiring (5)**
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, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.
**IDSY 1150 DC and AC Motors (3)**
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

*Pre-requisites: IDFC 1011, IDFC 1012*

**IDSY 1160 Mechanical Laws and Principles (4)**
Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

**IDSY 1170 Industrial Mechanics (5)**
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 1180 Magnetic Starters and Braking (3)**
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in acrossthe-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

*Co-requisites: IDSY 1150*

**IDSY 1190 Fluid Power and Piping Systems (5)**
This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

**IDSY 1210 Industrial Motor Controls II (5)**
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

**IDSY 1220 Intermediate Industrial PLC's (6)**
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

*Co-requisites: IDSY 1120*

**IDSY 1230 Industrial Instrumentation (6)**
Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

**IDSY 1240 Maintenance for Reliability (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.

*Prerequisites: IDSY 1170*

**IDSY 1260 Machine Tool for Industrial Repairs (4)**
Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

**MAST 1010 Legal & Ethical Concerns of the Medical Office (2)**
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)**
Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.
Prerequisite: MATH 1012

**MAST 1060 Medical Office Procedures (4)**
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 Medical Assisting Skills I (4)**
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.
Prerequisites: ALHS 1011, ALHS 1090

**MAST 1090 Medical Assisting Skills II (4)**
Furthers student knowledge of the more complex activities in a physician’s office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.
Prerequisites: ALHS 1011, ALHS 1090

**MAST 1100 Medical Insurance Management (2)**
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.
Prerequisites: ENGL 1010, COMP 1000, ALHS 1011, ALHS 1090

**MAST 1110 Administrative Practice Management (3)**
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.
Prerequisites: ENGL 1010, COMP 1000, ALHS 1011, ALHS 1090

**MAST 1120 Human Pathological Conditions in Medical Office (3)**
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 (6)**
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

**MAST 1180 Medical Assisting Seminar (3)**
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.
MATH 0090 Learning Support Mathematics (3)
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, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module.

MATH 0096 Math I (3)
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.

MATH 0097 Math II (3)
Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry and application problems.

Prerequisite: MATH 0096 or appropriate placement exam score

MATH 0098 Elementary Algebra (3)
Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

Prerequisite: MATH 0097 or appropriate placement exam score

MATH 0099 Intermediate Algebra (3)
Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope and applications, systems of equations, radical expressions and equations, and quadratic equations.

Prerequisite: MATH 0098 or appropriate placement exam score

MATH 1011 Business Math (3)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

Prerequisite: MATH 0097 or appropriate placement exam score

MATH 1012 Foundations of Mathematics (3)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

Prerequisite: MATH 0097 or appropriate placement exam score

MATH 1013 Algebraic Concepts (3)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Prerequisite: MATH 0098 or appropriate placement exam score

MATH 1015 Geometry and Trigonometry (3)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013 or appropriate placement exam score

MATH 1017 Trigonometry (3)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

Prerequisite: MATH 1013 or appropriate placement exam score

MATH 1100 Quantitative Skills and Reasoning (3)
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, and mathematics of finance.
MATH 1101 Mathematical Modeling (3)
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.
Prerequisites: Appropriate algebra placement test score.

MATH 1111 College Algebra (3-0-3)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.
Prerequisite: Appropriate placement exam score

MATH 1112 College Trigonometry (3)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.
Prerequisites: MATH 1111

MATH 1113 Precalculus (3)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.
Prerequisites: MATH 1111

MATH 1127 Introduction to Statistics (3)
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.
Prerequisites: Appropriate algebra placement test score

MATH 1132 Calculus II (4)
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, polar graphs, and power series.
Prerequisites: MATH 1131

MCHT 1011 Introduction to Machine Tool (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 Blueprint for Machine Tool (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 and tolerancing, and assembly drawings.

MCHT 1013 Machine Tool Math (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.
Prerequisites: MATH 1012 - Foundations of Mathematics

MCHT 1020 Heat Treatment and Surface Grinding (3)
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 1030 Applied Measurement (3)
This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of comparison gauges, and analysis of measurements.
Corequisites: MCHT 1011,MCHT 1013
MCHT 1119 Lathe Operations I (3)
Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCHT 1120 Mill Operations I (3)
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 (3)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.
Prerequisites: MCHT 1119

MCHT 1220 Mill Operations II (3)
Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.
Prerequisites: MCHT 1120

MEGT 1010 Manufacturing Processes (3)
This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.
Corequisite: ENGT 1000

MEGT 1321 Machining and Welding (2)
An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.
Corequisite: MEGT 1010

MGMT 1100 Principles of Management (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 market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers 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)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 Employment Rules and Regulations (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)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 2120 Labor Management Relations (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)
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2135 Management Communication Techniques (3)
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 & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MKTG 1100 Principles of Marketing (3)
This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

MKTG 1130 Business Regulations and Compliance (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.

MKTG 1160 Professional Selling (3)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1190 Integrated Marketing Communications (3)
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 1270 Visual Merchandising (3)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1370 Consumer Behavior (3)
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.
Prerequisites: MKTG 1160

**MKTG 2000 Global Marketing (3)**
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing. 
Prerequisites: MKTG 1100

**MKTG 2010 Small Business Management (3)**
This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

**MKTG 2030 Digital Publishing and Design (3)**
This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications. 
Prerequisites: COMP 1000

**MKTG 2060 Marketing Channels (3)**
Emphasizes the design and management of marketing channels. Topics include: Role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

**MKTG 2070 Buying and Merchandising (3)**
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

**MKTG 2090 Marketing Research (3)**
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths. 
Prerequisites: MKTG 1100

**MKTG 2160 Advanced Selling (3)**
This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling. 
Prerequisites: MKTG 1160

**MKTG 2210 Entrepreneurship (6)**
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

**MKTG 2270 Retail Operations Management (3)**
This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

**MKTG 2290 Marketing Internship/Practicum (3)**
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. 
Prerequisites: Program Instructor Approval
MKTG 2300 Marketing Management (3)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.
Prerequisites: Program Instructor Approval & MKTG 1100

MUSC 1101 Music Appreciation (3)
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.
Prerequisites: appropriate degree level Writing and Reading placement test scores

NAST 1100 Nurse Aide Fundamentals (6)
Introduces students 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 resident's/patient's condition, vital signs, nutrition and diet therapy, disease processes, vital signs, observing, reporting and documenting changes in a resident's/patient's condition, nutrition, emergency concerns, ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings, mental health and psychosocial well-being of the elderly, use and care of mechanical devices and equipment, communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide, communication and interpersonal skills, topography, structure and function of the body systems, injury prevention and emergency preparedness, residents' rights, basic patient care skills, personal care skills and restorative care.

NEUT 1001 - Musculoskeletal Anatomy & Physiology I (4)
This is the first of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones; joints; terminology; and muscles by region.
Prerequisite/Corequisite: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060

NEUT 1005 - Musculoskeletal Anatomy & Physiology II (4)
This is the second of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones; joints; terminology; and muscles by region.
Prerequisite/Corequisite: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060

NEUT 1010 - Neural Science (3)
This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous systems structure and function: communication of the neural and endocrine system.
Prerequisite / Corequisite: NUET 1030, NEUT 1050, NEUT 1060, NEUT 1080

NEUT 1020 - Pathology for the Neuromuscular Therapist (3)
This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage for specific body systems as stated: musculoskeletal, endocrine, nervous, integumentary, circulatory and lymphatic, respiratory, gastrointestinal, urinary, and reproductive systems. Topics include: review of basic anatomy and physiology per body system; identification of pathologic conditions per body system; physiologic effects of manual therapies upon each body system; formation of a treatment plan; indications versus contraindications for treatment; dysfunction versus disease; critical reading; and NMT Foundational Platform.
Prerequisite/Corequisite: NEUT 1060

NEUT 1030 - Neuromuscular Therapy Fundamentals (3)
Provides students with knowledge and practice of basic skills necessary for maintaining a successful and responsible career as a Neuromuscular therapist. This course prepares students in practical application for clinic by developing the proper skills necessary for interviewing clients, collecting data, assessment of data collection, developing patient care plan, and proper documentation. Topics include: history of massage and body work; professionalism, effective communication skills; documentation and charting; formation of a treatment plan utilizing assessment procedures; and critical reading.
Prerequisite/Corequisite: NEUT 1050
NEUT 1050 - Technique and Theory I (5)
This course lays the foundation for other neuromuscular courses as it provides the essential basic skills for soft tissue manipulations. Students will learn how to incorporate the basic Swedish strokes as well as integrate each body region into a full body treatment session. Topics include: therapeutic environment; client positioning, bolstering, and draping; endangerment sites; Swedish strokes per NCE; integrated routine; mobile practice; and self care.
Prerequisite/Corequisite: NEUT 1030

NEUT 1060 - Clinic I (2)
Students begin clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients; document assessment findings; discern indications and contraindications; develop and implement proper treatment plans; and deliver and evaluate effective Swedish and Deep tissue sessions for a minimum of three clients per week. Students will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation; effective communication skills; effective treatment; preceptor shadowing; case study; community outreach; and self care.
Prerequisite/Corequisite: NEUT 1020

NEUT 1080 - Techniques and Theory II (3)
This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self care.
Prerequisites: NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060
Corequisite: NEUT 1010

NEUT 1081 - Techniques and Theory III (3)
This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self care.
Prerequisites: NEUT 1100, NEUT 1110, NEUT 1120, NEUT 1230

NEUT 1100 - Adjunctive Modalities (3)
This course is intended to be an overview of other adjunctive modalities. Further supervised study and training in these modalities is necessary for responsible therapy. Topics include: pregnancy massage, lymphatic drainage, advanced assessment techniques, muscle lengthening techniques, thermotherapy, passive and active engagement, positional release techniques, myofascial release overview, and critical reading.
Prerequisites: NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060
Corequisites: NEUT 1110, NEUT 1230

NEUT 1110 - Licensure Review (3)
This course is an integration and review of didactic instruction in order to prepare students to take the National Certification Examination (NCETM/NCETMB) or an equivalent licensure exam approved by the Therapist’s chosen state of practice. Students will be self directed in review of competencies of NCBTMB or other chosen licensing exam. Also, students will participate in simulated registry exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics and business practices; clinical reasoning; and Eastern modalities.
Prerequisites: NEUT 1010, NEUT 1020, NEUT 1030, NEUT 1050, NEUT 1060, NEUT 1080, NEUT 1120
Corequisites: NUET 1100, NEUT 1230

NEUT 1120 - Clinic II (2)
Students will continue clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document assessment findings, discern indications and contraindications, develop and implement proper treatment plans, and deliver and evaluate effective treatment plan sessions for a minimum of three clients per week utilizing combined therapies of NMT routines, Swedish, and
deep tissue. Student will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation, advanced communication skills, effective treatment, preceptor shadowing, community outreach and self care.

Prerequisites: NEUT 1060, NEUT 1080

**NEUT 1230 - Professional Leadership for Neuromuscular Therapist (2)**

This course is designed to prepare students to develop professional leadership skills and maintain a successful practice as a Neuromuscular Therapist. This course will explore local and Georgia law as it pertains to the regulation and licensure of Massage Therapy. Also addressed are professional ethics and standards for practice per chosen professional massage therapy organization. Topics include: networking; business promotion; business management; start-up plan portfolio; financial management; State (Georgia) law; Local Law; and Professional Ethics.

Prerequisites: NEUT 1080
Corequisite: NEUT 1110

**PCTA 1105 Advanced Patient Care (4)**

An introduction to patient care techniques and skills needed to function in a hospital and/or health care setting. Topics include: growth and development, communication skills, pain assessment, care of the disoriented client, vital signs, heights, weights, patient safety, patient education, and advanced technical skills.

Prerequisites: ENGL 1010, COMP 1000, ALHS 1011, PSYC 1010, MATH 1012, ALHS 1090, ALHS 1040, ALHS 1060

**PHLT 1030 Introduction to Venipuncture (3)**

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.

Prerequisites: ENGL 1010, COMP 1000, ALHS 1011, PSYC 1010, MATH 1012, ALHS 1090, ALHS 1040, ALHS 1060

**PHLT 1050 Clinical Practice (5)**

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.

Prerequisite/Corequisite: PHLT 1030

**PHYS 1110 Conceptual Physics (3)**

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.

Prerequisites: ENGL 1101, MATH 1111
Corequisite: PHYS 1110L

**PHYS 1110L Conceptual Physics Lab (1)**

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.

Prerequisites: ENGL 1101, MATH 1111
Corequisite: PHYS 1110

**PHYS 1111 Introductory Physics I (3)**

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.

Prerequisites: ENGL 1101, MATH 1112 or MATH 1113
Corequisite: PHYS 1111L

**PHYS 1111L Introductory Physics I Lab (1)**

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.

**Prerequisites: ENGL 1101, MATH 1112 or MATH 1113**

**Corequisite: PHYS 1111**

**PHYS 1112 Introductory Physics II (3)**

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).

**Prerequisites:** PHYS 1111, PHYS 1111L

**Corequisite: PHYS 1112**

**PHYS 1112L Introductory Physics Lab II (1)**

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.

**Prerequisites:** PHYS 1111, PHYS 1111L

**Corequisite: PHYS 1112**

**PNSG 2010 Introduction to Pharmacology & Clinical Calculations (2)**

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.

**Pre-requisites: Program Admission**

**PNSG 2030 Nursing Fundamentals (6)**

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/bloodborne/airborne pathogens; and basic emergency care/first aid and triage.

**Pre-requisites: Program Admission**

**PNSG 2035 Nursing Fundamentals Clinical (2)**

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

**Pre-requisites: Program Admission**

**PNSG 2210 - Medical-Surgical Nursing I (4)**

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.

**Pre-requisites: Program Admission**

**PNSG 2220 - Medical-Surgical Nursing II (4)**

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.

**Prerequisites: Program Admission**
PNSG 2230 - Medical-Surgical Nursing III (4)
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.
Pre-requisites: Program Admission

PNSG 2240 - Medical-Surgical Nursing IV (4)
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.
Pre-requisites: Program Admission

PNSG 2250 - Maternity Nursing (3)
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission

PNSG 2255 - Maternity Nursing Clinical (1)
Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.
Pre-requisites: Program Admission

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)
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 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.
Pre-requisites: Program Admission

PNSG 2320 Medical-Surgical Nursing Clinical II (2)
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 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition
and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**Pre-requisites: Program Admission**

**PNSG 2330 Medical-Surgical Nursing Clinical III (2)**
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 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**Pre-requisites: Program Admission**

**PNSG 2340 Medical-Surgical Nursing Clinical IV (2)**
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 pediatric experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**Pre-requisites: Program Admission**

**PNSG 2410 - Nursing Leadership (1)**
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.

**Pre-requisites: Program Admission**

**PNSG 2415 - Nursing Leadership Clinical (2)**
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.

**Pre-requisites: Program Admission**

**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.

**Prerequisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores**

**PSYC 1010 Basic Psychology (3)**
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social psychology.

**Prerequisite: Provisional Admission**
PSYC 1101 Introductory Psychology (3)  
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.  
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

RADT 1010 Introduction to Radiology (4)  
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.  
Corequisites: RADT 1030, RADT 1320

RADT 1030 Radiographic Procedures I (3)  
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radio graphs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.  
Prerequisites: BIOL 2114, BIOL 2114L, RADT 1010

RADT 1060 Radiographic Procedures II (3)  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; and biliary system procedures.  
Prerequisites: RADT 1010, RADT 1030  
Corequisite: RADT 1330

RADT 1200 Principles of Radiation Biology & Protection (2)  
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 Clinical Radiography I (4)  
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.  
Prerequisite/Corequisite: RADT 1030

RADT 1330 Clinical Radiography II (7)  
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.  
Prerequisites: RADT 1010, RADT 1030, RADT 1320  
Corequisite: RADT 1060

RADT 2090 Radiographic Procedures III (2)  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine
projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses, and special procedures.

**Prerequisites:** RADT 1060  
**Corequisite:** RADT 1330, RADT 2340

**RADT 2201 Intro to Computed Tomography (2)**  
Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.  
**Corequisite:** RADT 2220, RADT 2250

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.  
**Co-requisites:** RADT 2230, RADT 2265

**RADT 2220 Computed Tomography Procedures I (3)**  
Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.  
**Corequisites:** RADT 2201, RADT 2250

**RADT 2260 Radiologic Technology Review (3)**  
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.  
**Prerequisite:** RADT 2090, RADT 1200, RADT 2350  
**Corequisite:** RADT 2360

**RADT 2230 Computed Tomography Procedures II (3)**  
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.  
**Corequisites:** RADT 2210, RADT 2265

**RADT 2250 Computed Tomography Clinical I (4)**  
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.  
**Corequisites:** RADT 2201, RADT 2220

**RADT 2265 Computed Tomography Clinical II (4)**  
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.  
**Corequisites:** RADT 2210, RADT 2230

**RADT 2340 Clinical Radiography III (6)**  
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.  
**Prerequisite:** RADT 1330

**RADT 2360 Clinical Radiography V (9)**  
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of
Course Descriptions

angiographic, interventional, minor special procedures; integration of procedures and/or observation of special
equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and
final completion of all required clinical competencies. Execution of radiographic procedures will be conducted
under direct and indirect supervision.

**Prerequisite:** RADT 2350

**Corequisite:** RADT 2260

**READ 0090 Learning Support Reading (3)**

This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vo-
cabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress
at their own pace to master each module.

**READ 0096 Reading I (3)**

Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, compre-
hension skills, and study skills.

**READ 0097 Reading II (3)**

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills,
comprehension skills, critical reading skills, study skills, and content area reading skills.

**READ 0098 Reading III (3)**

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include
vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

**RESP 1110 Pharmacology (3)**

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the
preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the
body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles,
delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

**Prerequisites:** BIOL 2114, BIOL 2114L, MATH 1111

**RESP 1120 Introduction to Respiratory Therapy (3)**

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the
application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in
patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment.
Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy,
humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and
hospital safety.

**Prerequisites:** BIOL 2114, BIOL 2114L, MATH 1111

**Prerequisites/Corequisite:** RESP 1130, RESP 1193

**RESP 1130 Respiratory Therapy Lab I (4)**

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and
simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy,
humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures,
and medical ethics.

**Prerequisite:** BIOL 2114, BIOL 2114L, MATH 1111

**Corequisite:** RESP 1120

**RESP 1193 Cardiopulmonary Anatomy & Physiology (7)**

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures
commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical ap-
plications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory
mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood
flow and pressure, and cardiac function; renal physiology and related topics.

**Prerequisites:** BIOL 2114, BIOL 2114L, MATH 1111

**RESP 2090 Clinical Practice I (2)**

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical
affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory
PIP/PEP devices, patient assessment, and basic life support (BLS).

**Prerequisite:** RESP 1110
RESP 2100 Clinical Practice II (2)
Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.
Prerequisite/Corequisite: RESP 2090

RESP 2110 Pulmonary Disease (3)
Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.
Prerequisite/Corequisite: RESP 1110, RESP 1120, RESP 1193

RESP 2120 Critical Respiratory Care (3)
Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.
Prerequisites: RESP 1120, RESP 1130

RESP 2130 Mechanical Ventilation & Airway Management (4)
Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.
Prerequisites: RESP 1120, RESP 1130
Prerequisite/Corequisite: RESP 2120

RESP 2140 Advanced Critical Care Monitoring (1)
Provides a study of advanced critical care techniques for hemodynamic and noninvasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and noninvasive monitoring techniques.
Prerequisites: RESP 1120, RESP 1130, RESP 1193

RESP 2150 Pulmonary Function Testing (1)
Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.
Prerequisite: RESP 1193

RESP 2160 Neonatal Pediatric Respiratory Care (3)
Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.
Prerequisites: RESP 1120, RESP 1130

RESP 2170 Advanced Respiratory Care Seminar (3)
Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRT exam preparation, and CRTT exam preparation.
Prerequisites: RESP 2120, RESP 2130

RESP 2180 Clinical Practice III (2)
Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.
Prerequisite: RESP 2100
RESP 2190 Clinical Practice IV (2)
Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.
Prerequisite/Corequisite: RESP 2180

RESP 2200 Clinical Practice V (3)
Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.
Prerequisite: RESP 2180
Prerequisite/Corequisite: RESP 2120, RESP 2130, RESP 2190

RESP 2220 Clinical Practice VI (7)
Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.
Prerequisite/Corequisite: RESP 2190

RESP 2270 Rehabilitation and Home Care (1)
Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.
Prerequisite/Corequisite: RESP 2190

RRTC 1010 Introduction to the Railroad Industry (4)
Introduces the fundamental concepts and operations in the Railroad Industry. Topics include introduction to the rail industry, locomotive familiarization, EMD locomotives, GE locomotives, introduction to locomotive air brake systems, introduction to the Department of Transportation, and FRA rules overview.
Corequisite: IDFC 1007

RRTC 1020 Locomotive Electrical Systems (4)
Introduces a basic understanding of locomotive electrical systems and how to use blueprints and charts for reference.
Prerequisite/Corequisite: RRTC 1010

RRTC 1030 Basic Engine Theory (3)
Provides instruction in the theory of operation, components, and the major operating systems of diesel engines. Topics include: two- and four-cycle diesel engine theory, engine components, fuel systems, intake and exhaust systems, lubrication systems and cooling systems.
Prerequisites/Corequisites: RRTC 1020, RRTC 1040

RRTC 1040 Locomotive Mechanical Systems (3)
Introduces the fundamental concepts and operations of locomotive mechanical systems.
Prerequisite/Corequisite: RRTC 1010

SMCA 1003 Intro to Transportation and Logistics Mgmt (3)
Businesses today cannot be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today’s supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.
Prerequisite/Corequisite: None
SCMA 2103 Supply Chain Management Concepts (3)
Logistics and Supply Chain Management today represents a great challenge as well as a tremendous opportunity for most firms. This course will view the supply chain from the point of view of a front-line supervisor. Logistics and Supply Chain Management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.
Prerequisite/Corequisite: SCMA 1003

SOCI 1101 Introduction to Sociology (3)
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and the logical 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.
Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

SPCH 1101 Public Speaking (3)
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.
Prerequisite: Regular Admission or ENGL 0098

SURG 1010 Introduction to Surgical Technology (8)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: introduction to preoperative, intraoperative, and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

SURG 1020 Principles of Surgical Tech (7)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

SURG 1080 Surgical Microbiology (2)
Introduces the fundamentals of surgical microbiology. Topics include: cell structure; introduction to microbiology; microorganisms; process of infection; hypersensitivity; fluid movement concepts; and immunologic defense mechanisms.

SURG 1100 Surgical Pharmacology (2)
Introduces the concepts of pharmacology and anesthesia. Topics include: terminology; medication measurement; medications used in surgery; care and handling of medications and solutions; and anesthesia.

SURG 2030 Surgical Procedures I (4)
Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 Surgical Procedures II (4)
Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.
SURG 2110 Surgical Technology Clinical I (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include:
general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 Surgical Technology Clinical II (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include:
general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2130 Surgical Technology Clinical III (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include:
general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2140 Surgical Technology Clinical IV (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include:
general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery.

**SURG 2240 Seminar in Surgical Technology (2)**
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: employability skills and professional preparation.

**WELD 1000 Intro to Welding Technology (3)**
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.
Pre/Corequisite: WELD 1010

**WELD 1010 Oxyfuel Cutting (3)**
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.
Corequisite: WELD 1000

**WELD 1030 Blueprint Reading for Welding Technology (3)**
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.
Prerequisite/Corequisite: WELD 1000

**WELD 1040 Flat Shielded Metal Arc Welding (4)**
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.
Prerequisite: WELD 1000, WELD 1010

**WELD 1050 Horizontal Shielded Metal Arc Welding (4)**
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and application of electrodes, horizontal SMAW joints, and horizontal SMAW to specification.
Corequisite: WELD 1040

**WELD 1060 Vertical Shielded Metal Arc Welding (4)**
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.
Prerequisites/Corequisites: WELD 1040, WELD 1050

**WELD 1070 Overhead Shield Metal Arc Welding (4)**
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.
Corequisite: WELD 1060

**WELD 1090 Gas Metal Arc Welding (4)**
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GM AW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
Corequisite: WELD 1000
WELD 1110 Gas Tungsten Arc Welding (4)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.
Corequisite: WELD 1000

WELD 1120 Preparation for Industrial Qualification (3)
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.
Prerequisites: WELD 1060, WELD 1070, WELD 1090, WELD 1153
Prerequisite/Corequisite: WELD 1110

WELD 1150 Advanced Gas Tungsten Arc Welding (3)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.
Prerequisites: WELD 1000

WELD 1150 Advanced Gas Tungsten Arc Welding (3)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.
Prerequisites: WELD 1000

WELD 1153 Flux Cored Arc Welding (4)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas s election, and FCAW joints in all positions.
Prerequisite: WELD 1000

WELD 1154 Plasma Cutting (3)
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.
Prerequisites: WELD 1000

WELD 1330 Metal Welding & Cutting Techniques (2)
This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

**College Directory**

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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigdon, Sheila</td>
<td>Library Assistant</td>
<td>912-630-0128</td>
</tr>
<tr>
<td>Sloan, Robert</td>
<td>Library Assistant</td>
<td>912-427-4329</td>
</tr>
<tr>
<td>Swanson, Chad</td>
<td>Director of Distance Education</td>
<td>912-427-4329</td>
</tr>
<tr>
<td>Wedington, Denise</td>
<td>Administrative Assistant</td>
<td>912-280-4000</td>
</tr>
<tr>
<td>Wilkerson, Patsy</td>
<td>Dean for Academic Affairs</td>
<td>912-280-4000</td>
</tr>
<tr>
<td>Allbritton, Susan</td>
<td>Purchasing Technician</td>
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</tr>
<tr>
<td>Brock, Cathy</td>
<td>Administrative Support Assistant</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Cox, Christina</td>
<td>Bookstore Assistant</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Crews, Angie</td>
<td>Administrative Services Manager</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Deloach, Lisa</td>
<td>Accounting Technician</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Grant, Guynell</td>
<td>Bookstore Assistant</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Howard, Katrina</td>
<td>Human Resources Coordinator</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Hutcheson, Ann</td>
<td>Administrative Assistant</td>
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</tr>
<tr>
<td>Johnson, Mary D.</td>
<td>Payroll Technician</td>
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</tr>
<tr>
<td>Kovach, Kathy</td>
<td>Procurement Officer</td>
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</tr>
<tr>
<td>Lamb, Melissa</td>
<td>Director of Accounting</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Lastinger, Glenna</td>
<td>Accounts Payable Technician</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Lewis, Windi</td>
<td>Accounts Receivable Supervisor</td>
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</tr>
<tr>
<td>Linder, Cynthia</td>
<td>Human Resources Coordinator</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>MaGaw, Lindsay</td>
<td>Bookstore Assistant</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Nelson, Cheryl</td>
<td>Accounts Receivable Technician</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Pritchett, Patty</td>
<td>Accounts Payable Supervisor</td>
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</tr>
<tr>
<td>Redish, Marlene</td>
<td>Administrative Support Assistant</td>
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</tr>
<tr>
<td>Shipes, Bertie</td>
<td>College Store Manager</td>
<td>912-689-4239</td>
</tr>
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<td>Brinson, Franklin</td>
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<tr>
<td>Butler, Markisha</td>
<td>Director, Business and Community Affairs</td>
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<td>Coffee, Hazel</td>
<td>Administrative Services Assistant</td>
<td>912-689-4239</td>
</tr>
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<td>Frawley, Antonia</td>
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</tr>
<tr>
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<td>Coordinator, Business and Community Affairs</td>
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</tr>
<tr>
<td>Harrell, Krystal</td>
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</tr>
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<td>Mock, James C</td>
<td>Campus Police Chief</td>
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</tr>
<tr>
<td>Moore, Sue</td>
<td>Administrative Assistant</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Peacock, Kelly</td>
<td>Assistant Director, Adult Education</td>
<td>912-689-4239</td>
</tr>
<tr>
<td>Rubenbauer, Jason</td>
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<td>912-689-4239</td>
</tr>
<tr>
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</tr>
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<td>Clifton, Chris</td>
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<td>Institutional Effectiveness Director</td>
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</tr>
<tr>
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<td>Recruiter/High School Coordinator</td>
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<td>Carter, Shelia</td>
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</tr>
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</tr>
<tr>
<td>Fish, Laura</td>
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</tr>
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</tr>
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<tr>
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</tr>
<tr>
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<td>912-689-4239</td>
</tr>
</tbody>
</table>
# INDEX

## A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Achievement</td>
<td>24</td>
</tr>
<tr>
<td>Academic Advisement and Registration</td>
<td>19</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>24</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>48</td>
</tr>
<tr>
<td>Academic Load</td>
<td>19</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>24</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>24</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>25</td>
</tr>
<tr>
<td>Academic Suspension/Dismissal Appeals</td>
<td>18</td>
</tr>
<tr>
<td>Acceptable Computer &amp; Internet Use</td>
<td>46</td>
</tr>
<tr>
<td>Accounting</td>
<td>72</td>
</tr>
<tr>
<td>Accounting AC12</td>
<td>72</td>
</tr>
<tr>
<td>Accounting AC13</td>
<td>72</td>
</tr>
<tr>
<td>Accreditation and Program Approvals</td>
<td>5</td>
</tr>
<tr>
<td>Additional Conditions — Cohort Programs</td>
<td>25</td>
</tr>
<tr>
<td>Administrative Support Assistant AS21</td>
<td>90</td>
</tr>
<tr>
<td>Admissions</td>
<td>9, 10</td>
</tr>
<tr>
<td>Admissions Categories</td>
<td>10</td>
</tr>
<tr>
<td>Admissions Statement</td>
<td>9</td>
</tr>
<tr>
<td>Advanced Commercial Refrigeration AC81</td>
<td>77</td>
</tr>
<tr>
<td>Advanced Emergency Medical Tech (AEMT) EMH1</td>
<td>154</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>15</td>
</tr>
<tr>
<td>Advanced Shielded Metal Arc Welder OSM1</td>
<td>173</td>
</tr>
<tr>
<td>Air Conditioning Electrical Technician ACK1</td>
<td>76</td>
</tr>
<tr>
<td>Air Conditioning Repair Specialist ACY1</td>
<td>75</td>
</tr>
<tr>
<td>Air Conditioning Technician Assistant AZ31</td>
<td>76</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>75</td>
</tr>
<tr>
<td>Air Conditioning Technology ACT2</td>
<td>75</td>
</tr>
<tr>
<td>Allied Health</td>
<td>5</td>
</tr>
<tr>
<td>Application Procedure for Non-Pell Eligible Programs</td>
<td>38</td>
</tr>
<tr>
<td>Application Procedures for Pell Eligible Programs</td>
<td>38</td>
</tr>
<tr>
<td>Approval Process</td>
<td>45</td>
</tr>
<tr>
<td>Approved Clientele</td>
<td>46</td>
</tr>
<tr>
<td>Articulated Credit</td>
<td>16, 19</td>
</tr>
<tr>
<td>Assessment</td>
<td>14</td>
</tr>
<tr>
<td>Assurances</td>
<td>67</td>
</tr>
<tr>
<td>Attendance Appeal Process</td>
<td>21</td>
</tr>
<tr>
<td>Attendance Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Auto Collision Repair</td>
<td>79</td>
</tr>
<tr>
<td>Auto Collision Repair ACR2</td>
<td>79</td>
</tr>
<tr>
<td>Auto Electrical/Electronic Systems Technician AE41</td>
<td>84</td>
</tr>
<tr>
<td>Automotive Chassis Technician Specialist ASG1</td>
<td>84</td>
</tr>
<tr>
<td>Automotive Climate Control Technician AH21</td>
<td>83</td>
</tr>
<tr>
<td>Automotive Collision Repair Assistant I AB51</td>
<td>80</td>
</tr>
<tr>
<td>Automotive Collision Repair Assistant II AZ51</td>
<td>80</td>
</tr>
<tr>
<td>Automotive Engine Performance Technician AE51</td>
<td>86</td>
</tr>
<tr>
<td>Automotive Engine Repair Technician AE61</td>
<td>85</td>
</tr>
<tr>
<td>Automotive Fundamentals AF12</td>
<td>82</td>
</tr>
<tr>
<td>Automotive Refinishing Assistant II AP71</td>
<td>80</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>82</td>
</tr>
<tr>
<td>Automotive Technology AT14</td>
<td>82</td>
</tr>
<tr>
<td>Automotive Transmission/Transaxle Tech Specialist AA71</td>
<td>85</td>
</tr>
</tbody>
</table>

## B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electrical Technician BE11</td>
<td>128</td>
</tr>
<tr>
<td>Basic Electricity Technician BE31</td>
<td>128</td>
</tr>
<tr>
<td>Basic Electronic Assembler BE41</td>
<td>127</td>
</tr>
<tr>
<td>Basic Shielded Metal Arc Welder FS31</td>
<td>172</td>
</tr>
<tr>
<td>Bookstore</td>
<td>34</td>
</tr>
<tr>
<td>Bookstore Purchasing Procedures</td>
<td>34</td>
</tr>
<tr>
<td>Breaks</td>
<td>43</td>
</tr>
<tr>
<td>Business Administrative Technology</td>
<td>87</td>
</tr>
<tr>
<td>Business Administrative Technology BA22</td>
<td>88</td>
</tr>
<tr>
<td>Business Administrative Technology BA23</td>
<td>87</td>
</tr>
</tbody>
</table>

## C

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates for Placement Testing</td>
<td>14</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>41</td>
</tr>
<tr>
<td>Career Services</td>
<td>41</td>
</tr>
<tr>
<td>Career Services Seminars</td>
<td>41</td>
</tr>
<tr>
<td>Catalog Statement</td>
<td>2</td>
</tr>
<tr>
<td>Catering Specialist CS61</td>
<td>112</td>
</tr>
<tr>
<td>Child Development Specialist CD61</td>
<td>120</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>43</td>
</tr>
<tr>
<td>Cisco Network Specialist CN71</td>
<td>100</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>92</td>
</tr>
<tr>
<td>Clinical Laboratory Technology CLT3</td>
<td>92</td>
</tr>
<tr>
<td>CNC Specialist CS51</td>
<td>143</td>
</tr>
<tr>
<td>Coastal Pines Board of Directors</td>
<td>2</td>
</tr>
<tr>
<td>Coastal Pines Technical College</td>
<td>2015-2016 Catalog and Student Handbook</td>
</tr>
<tr>
<td>College Directory</td>
<td>237</td>
</tr>
<tr>
<td>College Security Statistics</td>
<td>50</td>
</tr>
<tr>
<td>Commencement Ceremony Participation Fee</td>
<td>25</td>
</tr>
<tr>
<td>Commercial Truck Driving</td>
<td>94</td>
</tr>
<tr>
<td>Commercial Truck Driving CT61</td>
<td>94</td>
</tr>
<tr>
<td>Commercial Wiring CW31</td>
<td>123</td>
</tr>
<tr>
<td>Competitive Admissions Programs</td>
<td>12</td>
</tr>
<tr>
<td>CompTIA A+ Certified Preparation CA61</td>
<td>102</td>
</tr>
<tr>
<td>CompTIA A+ Certified Technician Preparation CA7199</td>
<td>160</td>
</tr>
<tr>
<td>Computed Tomography Specialist CT91</td>
<td>95</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>53</td>
</tr>
<tr>
<td>Computer Support Specialist CS14</td>
<td>104</td>
</tr>
<tr>
<td>Computer Support Specialist CS23</td>
<td>104</td>
</tr>
<tr>
<td>Conduct Rules and Regulations</td>
<td>32</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>111</td>
</tr>
<tr>
<td>Cosmetology CO12</td>
<td>104</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>175</td>
</tr>
<tr>
<td>Crime Awareness and Reporting</td>
<td>51</td>
</tr>
<tr>
<td>Crime Scene Fundamentals CZ31</td>
<td>110</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>107</td>
</tr>
<tr>
<td>Criminal Justice Specialist CJ21</td>
<td>109</td>
</tr>
<tr>
<td>Criminal Justice Technology CJT2</td>
<td>108</td>
</tr>
<tr>
<td>Criminal Justice Technology CJT3</td>
<td>107</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>111</td>
</tr>
<tr>
<td>Culinary Arts CA43</td>
<td>111</td>
</tr>
<tr>
<td>Culinary Arts CA44</td>
<td>112</td>
</tr>
</tbody>
</table>

## D

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's List</td>
<td>24</td>
</tr>
<tr>
<td>Declaración de no-discriminación y cumplimiento</td>
<td>8</td>
</tr>
</tbody>
</table>
Degree/Diploma ............................................. 25
Designation of Credit ..................................... 17
Diesel Electrical & Electronic Systems Technician DE11 ........................................... 115
Diesel Engine Service Technician DE21 ........................................... 116
Diesel Equipment Technology ........................................... 115
Diesel Equipment Technology DET4 ........................................... 115
Digital Electronics Technician DET2 ........................................... 127
Diploma to Degree Transfers ........................................... 12
Directory Information ........................................... 26
Disabilities Act ........................................... 68
Disciplinary Records ........................................... 27
Discrimination Grievances ........................................... 9
Distance Education ........................................... 27
Distance Education Fees ........................................... 31
Drop/Add a Course ........................................... 20
Drug Free Campus ........................................... 59
Dual Enrollment ........................................... 17
Dual Majors ........................................... 12

E
Early Childhood Care and Education ........................................... 118
Early Childhood Care and Education Basics EC31 ........................................... 120
Early Childhood Care and Education EC13 ........................................... 118
Early Childhood Care and Education ECC2 ........................................... 119
Early College Essentials EC21 ........................................... 121
Electrical Construction and Maintenance ........................................... 123
Electrical Control Systems EC22 ........................................... 137
Electrical Lineworker EL11 ........................................... 124
Electrical Systems Technology ES12 ........................................... 123
Electronics and Telecommunications ........................................... 125
Electronics Fundamentals EF12 ........................................... 126
Electronics Technology ET14 ........................................... 125
Eligibility Requirements ........................................... 35
Eligible Programs ........................................... 45
E-Mail ........................................... 43
Emergency Closing ........................................... 51
Emergency Medical Technician (EMT) EMJ1 ........................................... 153
Emergency Procedures ........................................... 51
EMS Professions EP12 ........................................... 152
Enrollment Verification ........................................... 20
Environmental Horticulture ........................................... 129
Exceptions ........................................... 13

F
Family Educational Rights and Privacy Act ........................................... 26
Federal Pell Grant Program ........................................... 35
Federal Supplemental Educational Opportunity Grant (FSEOG) ........................................... 35
Federal Work Study (FWS) ........................................... 35
Fee Payment ........................................... 32
Fees and Local Accounting Procedures ........................................... 46
FERPA ........................................... 26
FERPA Objection ........................................... 27
Field Trips ........................................... 43
Financial Aid Appeals ........................................... 40
Financial Aid for High School Students ........................................... 19
Financial Aid Programs ........................................... 35
Financial Aid Suspension ........................................... 40
Financial Aid Warning ........................................... 40
Financial Assistance ........................................... 34
Financial Information ........................................... 30
Financial Obligations ........................................... 33
Floral Designer FD11 ........................................... 130
Food and Beverages ........................................... 43
Food Production Worker I ........................................... 113
Forest Technician Assistant FTA1 ........................................... 133
Forest Technology FT12 ........................................... 132
Forest Technology FT13 ........................................... 132
Forestry Technology ........................................... 132
Fund Disbursement ........................................... 39

G
Gas Metal Arc Welder GM31 ........................................... 174
Gas Tungsten Arc Welder GTA1 ........................................... 173
General Education Courses ........................................... 70
General Student Information ........................................... 41
Georgia HERO Scholarship (Helping Educate Reservists and their Offspring) ........................................... 37
Georgia Occupational Award of Leadership (GOAL) ........................................... 44
Georgia Residency Requirements ........................................... 13
GOAL ........................................... 44
Grade and Other Academic Appeals ........................................... 22
Grade Point Average (GPA) Calculation and Definitions ........................................... 23
Grading System ........................................... 21
Graduation Rate ........................................... 25
Graduation/Commencement ........................................... 25
Grievance/Compliant Appeals Officers ........................................... 9

H
Health Care ........................................... 135
Health Care Assistant HA21 ........................................... 135
Health Care Science HS21 ........................................... 136
Heavy Diesel Service Technician HD31 ........................................... 116
Help Desk Specialist HD41 ........................................... 101
Honor Graduate ........................................... 25
Honor Graduate with Distinction ........................................... 25
HOPE GED Grant Program ........................................... 37
HOPE Grant (Helping Outstanding Pupils Educationally) ........................................... 36
HOPE Scholarship (Helping Outstanding Pupils Educationally) ........................................... 36
Horticulture EH12 ........................................... 129

I
Industrial Fluid Power Technician IF11 ........................................... 139
Industrial Mechanical Systems IMS2 ........................................... 138
Industrial Motor Control Technician IM41 ........................................... 140
Industrial Systems Technology ........................................... 137
Industrial Systems Technology IST4 ........................................... 137
Information about Schedule Confirmation ........................................... 20
Information Security Specialist IS81 ........................................... 100
Institutional Exemption Exam ........................................... 17
Institutional GPA ........................................... 23
Instructional Live Work Project Procedures ........................................... 45
Instructional Technology Fee ........................................... 31
Internet Career Search ........................................... 41
Introduction to Criminal Justice IT51 ........................................... 108

J
Joint Enrollment ........................................... 18
Parking Guidelines ........................................... 51
Personal Checks .................................................. 32
Phi Beta Lambda (PBL) ........................................... 44
Phlebotomy Technician PT21 .................................. 93
Photo Identification ............................................... 43
Placement Services ............................................... 41
Placement Testing ................................................ 14
Practical Nursing and Related Programs ...................... 156
Practical Nursing PN12 ......................................... 156
Prep Cook PC51 .................................................. 113
President’s List .................................................... 24
Prior Learning Assessment (PLA) ................................ 17
Professional Organizations ....................................... 44
Program GPA (Graduation GPA) ............................ 24
Program Transfer ................................................. 11
Program/Lab Fees ............................................... 32
Programmable Control Technician I PC81 ....................... 141
Projects of Study ................................................ 71
Project Approval Process ........................................ 45
Provisional Status ............................................... 11

Radiologic Technology ........................................ 159
Radiologic Technology RT23 ................................ 159
Railroad Systems Management Technology RSM3 . 161
Railroad Technology ............................................. 161
Readmission after Academic Dismissal ....................... 25
Readmission to the College .................................... 12
Refund Guidelines ................................................ 33
Registration and Records ....................................... 19
Regular Status ..................................................... 11
Release of Educational Record Information .................. 26
Residence Requirements for Completion of Degree/Diploma/Certificate ........................................ 16
Residential Air Conditioning Technician RA21 .............. 77
Respiratory Care RCT3 ......................................... 166
Respiratory Therapy Technology ............................. 166
Retail Merchandise Manager RM1 ............................ 146
Retention .......................................................... 42
Retesting Procedures .......................................... 15

Safety ............................................................. 50
Safety, Security and Wellness ................................... 50
Sale of Goods and Services ....................................... 44
Satisfactory Academic Progress (SAP) ......................... 39
Scholarship Opportunities ....................................... 37
School Safety Zone Weapons Restriction ...................... 63
Section 504 - ADA - Title VI Grievance Procedure . 69
Section 504 Compliance and ADA Compliance .......... 68
Senior Citizen Tuition Exemption ............................. 31
Sex Discrimination ............................................... 68
Shampoo Technician ST11 ...................................... 105
SkillsUSA ........................................................... 44
Small Business Marketing Manager SB51 .................... 147
Software Piracy .................................................... 48
Solomon Amendment ............................................ 26
Special Admit Status (Non-credential seeking) .............. 11
Special Procedures – Allied Health Programs ............... 12
Standardized Exam Credit ...................................... 16
State Board of the Technical College System of Georgia .. 4

Land Surveying Technician LST1 ............................. 134
Landscape Specialist LS11 ....................................... 130
Late Registration Fee ............................................ 32
Learning Support Status ......................................... 11
Library ............................................................. 42
Locomotive Car Repair Systems Technology LRS2 .... 162
Locomotive Car Repair Technician LCR1 ................. 164
Locomotive Electrical and Mechanical Technology LEA2 ........................................ 162
Locomotive Electrical Systems LE51 ......................... 164
Locomotive Mechanical Systems LM31 ...................... 163

Machine Tool Technology ...................................... 142
Machine Tool Technology MTT2 ................................ 142
Main Campus and Instructional Sites ........................ 6
Manufacturing Maintenance Fundamentals MM11 ......... 140
Marketing Management ........................................ 144
Marketing Management MM12 ................................ 145
Marketing Management MM13 ................................ 144
Matriculation ....................................................... 19
Medical Assisting ............................................... 148
Medical Assisting MA22 ........................................ 148
Medical Language Specialist MLS1 .......................... 91
Metals Technician ME31 ........................................ 142
Microsoft Network Administrator MS11 ..................... 102
Microsoft Office Application Professional MF11 .... 89
Microsoft Office Application Specialist MF51 .......... 99
Microsoft Word Application Professional MWA1 ........ 90
Military Training Credit ......................................... 16
Mission ............................................................. 2
Move on When Ready ............................................ 18

Nail Technician NT11 ............................................. 105
National Technical Honor Society (NTHS) ............... 44
Naval Apprentice Technology .................................. 149
Naval Maintenance Apprentice NM11 ....................... 149
Neuromuscular Massage Therapy ............................ 150
Networking Specialist NS13 .................................... 95
Networking Specialist NS14 ................................... 96
News Releases/Publications ................................... 43
Non-Citizen ......................................................... 14
Non-Citizen Tuition and Fees ................................. 31
Non-Resident ...................................................... 14
Notification of Student Rights to Records .................. 27
Nurse Aide CN21 ................................................. 157
Nurse Technician NT31 ......................................... 157
Nursery/Greenhouse Technician PPS1 ....................... 130

Office Accounting Specialist OA31 ......................... 73
Other Financial Aid Options ................................... 37
Out of State Tuition and Fees .................................. 31
Overall GPA ....................................................... 23
Ownership of Intellectual Property ......................... 49

Paramedicine ....................................................... 151
Paramedicine PT12 .............................................. 151
Parking ............................................................ 51
State Resident Procedure .......................... 13
Statement of Non-Discrimination and Compliance .. 7
Strategic Industries Workforce Development Grant
(SIWGD) ........................................ 37
Student Access Loans (SAL) (SALT) ............. 37
Student Activity Fee ................................ 31
Student Ambassadors ................................ 44
Student Code of Conduct ........................... 53
Student Disciplinary Procedure ..................... 57
Student Dress Code .................................. 52
Student Leadership Council (SLC) ................. 44
Student Liability Insurance Fee ...................... 31
Student Organizations and Opportunities ........ 44
Student Rights and Responsibilities .............. 40
Support Services for Students with Disabilities ... 42
Surgical Technology ................................ 168
Surgical Technology ST12 .......................... 169
Surgical Technology ST13 .......................... 168

T
Technical Certificate of Credit ....................... 25
Technical Studies TS23 .............................. 170
Textbooks, Supplies and Uniforms ................ 32
Tickets, Additional Decals, Fines and Penalties ... 51
Title IX Compliance .................................. 68
Title IX Grievance Procedure ....................... 68
Tobacco Usage ....................................... 60
Transfer Credit ....................................... 15
Transfer GPA ........................................ 23
Transient Students .................................. 11
Tuition and Fees ...................................... 30
Tuition Payment Plan (Nel-Net) .................... 38

U
Unlawful Harassment & Discrimination .......... 63

V
Verification .......................................... 39
Verification of Lawful Presence in the United States
.................................................... 32
Veterans Assistance .................................. 37
Vision ............................................... 2
Voter Registration .................................... 42

W
Warranty ................................................. 7
Weapons, Firearms and Explosives ............... 61
Welcome from the President ....................... 1
Welding and Joining Technology .................. 172
Welding and Joining Technology WAJ2 ........ 172
Withdrawal from College ............................ 20
Withdrawals and Title IV Aid ................. 41
Work Ethics ......................................... 23
Workplace Violence .................................. 61

Z
Zell Miller Grant ...................................... 36
Zell Miller Scholarship ............................... 36