



**CATALOG** *&* *Student*  
**HANDBOOK**

**2008**  
**2009**

**FLINT RIVER TECHNICAL COLLEGE**



[www.flintrivertech.edu](http://www.flintrivertech.edu)

**1533 Highway 19 South  
Thomaston, Georgia 30286  
706.646.6148**

*A unit of the Technical College System of Georgia*

# FLINT RIVER TECHNICAL COLLEGE

## 2008-2009 Catalog and Student Handbook

### Table of Contents

INTRODUCTION.....	3
GENERAL INFORMATION.....	11
ADMISSIONS.....	17
NON-CREDIT PROGRAMS.....	25
FINANCIAL INFORMATION.....	29
FINANCIAL AID.....	35
GENERAL PROVISIONS.....	37
ACADEMIC INFORMATION AND POLICIES.....	41
OTHER STUDENT INFORMATION.....	51
STUDENT HANDBOOK.....	57
INFORMAL PROCEDURES.....	62
CREDIT PROGRAMS.....	73
COURSE DESCRIPTIONS.....	131
FACULTY DIRECTORY.....	172
INDEX.....	177



# INTRODUCTION

## FLINT RIVER TECHNICAL COLLEGE

The mission of Flint River Technical College is to promote the economic development of Upson, Talbot, and Taylor counties by providing quality academic and technical education. The College will provide certificate programs, diploma programs, associate degrees, adult education, continuing education, and economic development services that meet the needs of citizens and employers.

For additional information, address inquires to:

Flint River Technical College  
1533 Highway 19 South  
Thomaston, GA 30286-4752  
706.646.6148  
800.752.9681

Flint River Technical College is accredited by the Council on Occupational Education.

Council on Occupational Education  
41 Perimeter Center East, NE  
Suite 640  
Atlanta, Georgia 30346  
Telephone 770.396.3898



## Message From The President

Greetings,

Flint River Technical College is a great place to begin your college education and build a foundation for your future. The College is constantly changing and growing, always improving what we do best—providing high quality, results-oriented education.

We offer a wide variety of excellent programs that will prepare you to begin an exciting career while you are still in high school, change careers, or to advance in your current career. Flint River Technical College faculty and staff are here to teach, mentor, and support students, which helps create a supportive learning environment where students can succeed.

As a graduate of Flint River Technical College, you will walk into a future of hope knowing that your life has been enriched by the education you received. With confidence, you will take your place in an ever-changing world. Your reward will not only be what you receive from Flint River Technical College, but what you become as a result of your education.

I invite you to explore this publication, visit our website at [www.flintrivertech.edu](http://www.flintrivertech.edu), and tour our campus to see for yourself what makes Flint River Technical College such a special place. Come join us and enhance your future by participating in an exciting learning experience that will set the foundation for the rest of your life.

Kathy S. Love, Ed.D.  
President



## Accreditation Statement

Flint River Technical College is accredited by the Council on Occupational Education to award Associate in Applied Science degrees, diplomas, and technical certificates. Inquiries regarding accreditation should be addressed to: Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 or 770.396.3898.

## Notice of Nondiscrimination

As set forth in the College catalog, Flint River Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admission policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Flint River Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Inquiries concerning application of the above policy may be directed to: Special Populations Coordinator for Section 504 and ADA information, Registrar for Title IX and Equity information, and Director of Financial Aid for Veterans Benefits information. These offices are located in Student Affairs, Building A, Room 500, Flint River Technical College, 1533 Highway 19 South, Thomaston, Georgia 30286, 706.646.6148.

## Publication Policy

The contents of this publication are for informational purposes only and do not constitute a contract between Flint River Technical College and its students. While the provisions of this publication will ordinarily be applied as stated, Flint River Technical College reserves the right to change any provision listed including, but not limited to, academic requirements for graduation, course curriculum, fee changes or additional unforeseen changes in other aspects that may occur after publication. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Student Affairs Office. It is especially important that students know that it is their responsibility to remain informed of all changes including academic requirements for graduation. This publication will remain in effect until publication of the next issue.

## Declaración De la Acreditación

La universidad técnica del río del pedernal es acreditada por el consejo en la educación ocupacional para conceder al asociado del grado aplicado de la tecnología, diplomas, y certificados técnicos. Las investigaciones con respecto a la acreditación deben tratarse a: Consejo sobre la educación ocupacional, este de centro de 41 perímetros, Ne, habitación 640, Atlanta, GA 30346 o 770.396.3898.

## Aviso del Nondiscrimination

Según lo dispuesto en el catálogo de la universidad, la universidad técnica del río del pedernal no discrimina en base de la raza, color, credo, origen nacional o étnico, género, religión, inhabilidad, edad, afiliación o creencia política, veterano lisiado, veterano de la era de Vietnam, o estado de la ciudadanía (a menos que en esas circunstancias especiales permitidas o asignadas por mandato por la ley). Esta política del nondiscrimination abarca la operación de todos los programas educativos y actividades, incluyendo políticas de las admisiones, sistema atlético y otro técnico de los programas de la beca y del préstamo, de la universidad y programas Universidad-administrados técnicos, incluyendo cualquier acto de la inversión de la mano de obra de 1998 títulos (WIA) que financie programas. También abarca el empleo del personal y de contratar para las mercancías y los servicios. La universidad técnica del río del pedernal promoverá la realización de la oportunidad igual con un programa de continuación positivo de las prácticas específicas diseñadas para asegurar la realización completa de la oportunidad igual. Las investigaciones referentes al uso de la política antedicha se pueden dirigir a: El coordinador especial de las poblaciones para la sección 504 e información del ADA, secretario para la información del título IX y de la equidad, y director de la ayuda financiera para los veteranos beneficia la información. Estas oficinas están situadas en los asuntos del estudiante, A constructiva, sitio 500, universidad técnica del río del pedernal, 1533 carretera 19 del sur, Thomaston, Georgia 30286, 706.646.6148.

## Política De la Publicación

El contenido de esta publicación está para informativo los propósitos solamente y no constituyen un contrato entre el río del pedernal técnico Universidad y sus estudiantes. Mientras que las provisiones de esta publicación la voluntad se aplique ordinariamente según lo indicado, río del pedernal técnico Universidad reserva la derecha de cambiar cualesquiera la disposición enumeró incluyendo, pero no se limitó a, los requisitos académicos para graduación, plan de estudios del curso, cambios del honorario o cambios imprevistos adicionales adentro otros aspectos que pueden ocurrir después de la publicación. Cada esfuerzo será hecho a estudiantes de la subsistencia aconsejados de cualesquiera cambios. La información sobre cambios será disponible en el estudiante mantiene la oficina. Es especialmente importante que los estudiantes saben que es su responsabilidad de seguir siendo informada de toda cambia incluyendo académico requisitos para la graduación. Seguirá habiendo esta publicación en efecto hasta publicación de la edición siguiente.

## State Board of Technical and Adult Education

Ben I. Copeland, Sr. Lakeland	Sandra B. Reed Thomasville	Lee Lee James Columbus
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## Flint River Technical College Board of Directors

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## Administrative Directory

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Vice President for Academic Affairs  
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Dean for Academic Affairs  
Steve Cromer, M.S., Education, Training & Performance Management

Dean for Academic Affairs  
Christina Hardy, B.S., Nursing

Director of Information Services  
Steve Brown, M.S., Computer Science Applied

Director of Public Relations and Information  
Kay Williamson, B.S., Communication Arts/Public Relations

# 2008-2009 Academic Calendar

## SUMMER QUARTER 2008 (200901)

July 1-3	Work Day/Annual Leave
July 4	<i>Holiday - Independence Day - College Closed</i>
July 7	Late Registration/New Student Orientation
July 8	Processing Day/Work Day
July 9	<b>Summer Quarter Begins;</b> 1st Mon & Wed Night Class
July 10	1st Tues & Thurs Night Class
July 11	Last Day to Drop Class
July 15	Last Day to Add Class
August 12	Mid-Quarter / Work Ethics Review
August 18-29	Fall Quarter Registration for Currently Enrolled Students
September 1	<i>Holiday -- Labor Day - College Closed</i>
September 2	Withdrawal after this date results in WF
September 17	Last Day of Classes
September 18-19	Final Exams Day Classes
September 22	Final Exams Mon & Wed Night Classes
September 23	Final Exams Tues & Thurs Night Classes; <b>Quarter Ends</b>
September 24	New/Returning Student Orientation/Registration
September 25	Grades Due by Noon
September 26	Work Day/Annual Leave

## FALL QUARTER 2008 (200902)

September 29	Late Registration/New Student Orientation
September 30	Processing Day/Work Day
October 1	<b>Fall Quarter Begins;</b> 1st Mon & Wed Night Class
October 2	1st Tues & Thurs Night Class
October 6	Last Day to Drop Class
October 8	Last Day to Add Class
November 4	Mid-Quarter / Work Ethics Review
November 10	<i>Holiday -- Veterans Day (Observed)</i>
November 11-24	Winter Quarter Registration for Currently Enrolled Students
November 19	President's Planning Retreat
November 24	Withdrawal after this date results in WF
November 25	<i>Student Holiday - Staff Development</i>
November 26	<i>Holiday -- Robert E. Lee's Birthday (Observed)</i>
November 27	<i>Holiday -- Thanksgiving Day</i>
December 15	Last Mon & Wed Classes
December 16	Last Day of Class; Last Tues & Thurs Classes
December 17	Final Exams Day Classes; Final Exams Mon & Wed Night Classes
December 18	Final Exams Tues & Thurs Night Classes; <b>Quarter Ends</b>
December 22	New/Returning Student Orientation/Registration
December 23	Grades Due by Noon - Holiday Luncheon
December 24	<i>Holiday -- Confederate Memorial Day (Observed)</i>
December 25	<i>Holiday -- Christmas Day</i>
December 29	<i>Holiday - Columbus Day (observed)</i>
December 30	<i>Holiday -- Washington's Birthday (Observed)</i>
December 31	Work Day/Annual Leave

## WINTER QUARTER 2009 (200903)

January 1	<i>Holiday - New Year's Day - College Closed</i>
January 5	Late Registration/New Student Orientation
January 6	Processing Day/Work Day
January 7	<b>Winter Quarter Begins;</b> 1st Mon & Wed Night Class
January 8	1st Tues & Thurs Night Class
January 12	Last Day to Drop Class
January 14	Last Day to Add Class
January 19	<i>Holiday -- Martin Luther King's Birthday (Observed) - College Closed</i>
February 5	<i>Student Holiday -- Staff Development</i>
February 12	Mid-Quarter / Work Ethics Review
February 16-26	Spring Quarter Registration for Currently Enrolled Students
February 23	<i>Student Holiday -- College wide Planning day</i>
March 4	Withdrawal after this date results in WF
March 19	Last Tues & Thurs Classes
March 23	Last Day of Class; Last Mon & Wed Classes
March 24	Final Exams Day Classes; Final Exams Tues & Thurs Night Classes
March 25	Final Exams Day Classes; Final Exams Mon & Wed Night Classes; <b>Quarter Ends</b>
March 26	New/Returning Student Orientation/Registration
March 30	Grades Due by Noon - Work Day/ Annual Leave
March 31	Work Day/Annual Leave

## SPRING QUARTER 2009 (200904)

April 1-2	Work Day/Annual Leave
April 6	Late Registration/New Student Orientation
April 7	Processing Day/ Work Day
April 8	<b>Spring Quarter Begins;</b> 1st Mon & Wed Night Class
April 9	1st Tues & Thurs Night Class
April 13	Last Day to Drop Class
April 15	Last Day to Add Class
May 7	Mid-Quarter / Work Ethics Review
May 11-22	Summer Registration for Currently Enrolled Students
May 15	<i>Student Holiday -- Staff Development</i>
May 25	<i>Holiday -- Memorial Day - College Closed</i>
June 2	Withdrawal after this date results in WF
June 4	Graduation
June 17	Last Mon & Wed Classes
June 18	Last Day of Class; Last Tues & Thurs Classes
June 22	Final Exams Day Classes; Final Exams Mon & Wed Night Classes
June 23	Final Exams Tues & Thurs Night Classes; <b>Quarter Ends</b>
June 24	New/Returning Student Orientation/Registration
June 25	Grades Due by Noon - Work Day/Annual Leave
June 29-30	Work Day/ Annual Leave

**Note:** Four-Day Work Schedule with College Closed on Friday Begins Fall 2008 Quarter





# GENERAL INFORMATION



# GENERAL INFORMATION

## History of Flint River Technical College

In April 1961, an agreement between Upson County and the City of Thomaston created the Upson County Area Vocational-Technical School. Upson Tech was the seventh vocational-technical school established in Georgia. After two years of planning and organizing, the school began classes in September of 1963, in a temporary building in north Thomaston. The school offered four programs of study.

In September 1964, a new facility was completed on U.S. Highway 19 South that is now considered the main campus. The new facility allowed for programs of instruction to increase to 11. The school served an eight-county area. Additional facilities were added in 1975, 1978, 1991, 1996, and 2007.

The institution received its first accreditation with The Southern Association of Colleges and Schools (SACS) in 1973. The institution maintained its accreditation with SACS until 1995 when the accreditation was transferred to the accrediting commission of the Council on Occupational Education (COE).

In 1988, the Georgia Legislature created a new Georgia Department of Technical and Adult Education. The change allowed local schools to become a part of a unified state system with governance vested in a state board. This change became effective for this institution in 1988. The change also caused the institution's name to become Upson Technical Institute.

Since 1963, several programs of instruction have been added to reflect the changing employment opportunities in the institution's service area. Likewise, programs have been deleted due to a lack of student interest and/or employer needs.

In 1989, in addition to the main campus located in Upson County, a major effort was begun to establish outreach centers in the three other primary counties served by the institution. As a result of this effort, the institution developed full-time services in Crawford, Taylor, and Talbot counties. Associated with this expansion of services, the institution changed its name to Flint River Technical Institute. The name was selected to reflect the geographic area served by the institution that borders the Flint River.

Major changes occurred in the year 2000. Flint River Technical Institute applied for and received permission to offer the Associate of Applied Technology degree in Computer Information Systems, Electronics, Early Childhood Care and Education, and Secretarial Science. The first associate degree general education courses were offered in Spring Quarter, beginning March 20, 2000. On July 6, 2000, the name of Flint River Technical Institute officially became Flint River Technical College.

Continued growth necessitated further expansion in 2004, when the Flint River Technical College Foundation acquired the former Thomaston Mills corporate office complex. This location in downtown Thomaston served as new locations for Adult Education, Economic Development Programs, and the Child Care Resource and Referral Agency. The Community Development Center (as named) provided more space to deliver these programs and freed up locations on main campus for new credit classes.

In 2006, the Georgia Legislature approved funding for a new industrial training center to be placed on the main campus location with approved funding of \$7.55 million. A new building (Building D) consisting of 16,000 square feet was also started in 2006. Phase one has been completed providing much needed classroom and lab space to the Welding and Joining Technology program. A phase two construction on Building D is currently underway with plans to complete the remaining two thirds of the interior for classroom and lab space for Air Conditioning Technology, Commercial Truck Driving, and Construction trades. It was also in 2006 that the Associate of Applied Technology degree was changed to Associate in Applied Science degree.

In 2007, the One Georgia Authority and the Department of Community Affairs awarded approximately one million dollars for an 8,000 square foot expansion of the Taylor County Center. This center will provide expanded classroom and lab areas for training programs for the citizens of Taylor County and surrounding areas. Also in 2007, a \$300,000 donation from the Windhover Foundation of Quad Graphics was obtained that will expand and renovate the library on the main campus. The addition will add floor space for library materials as well as designated space for computer stations and office space. The addition will add approximately 1,400 square feet to the current area.

## Mission of Flint River Technical College

The mission of Flint River Technical College is to promote the economic development of Upson, Talbot, and Taylor counties by providing quality academic and technical education. The College will provide certificate programs, diploma programs, associate degrees, adult education, continuing education, and economic development services that meet the needs of citizens and employers.

## **Vision**

Flint River Technical College is a teaching and learning institution that subscribes to the belief that its primary mission is to provide technical and adult education for the citizens in its service area. The College's programs of study enable students to develop skills, knowledge, attitudes, and work ethics essential for securing and maintaining employment. Further, it will enable them to function as responsible citizens in the community. The College will provide special support services that identify and remove potential barriers for individuals demonstrating a genuine desire to pursue their educational and career goals. It is firmly believed that students successfully completing a program of study will have a greater opportunity of employment, a better understanding of their role in society, and a better quality of life in their community. Flint River Technical College is dedicated to developing and maintaining an active partnership with local businesses, industries, and governmental and public service agencies. This shall be accomplished by active participation of employees in the exchanging of ideas and information with community organizations. It is the College's belief that this active partnership will assure a greater quality and validity of its programs and services. In addition, the partnership will contribute to an environment which maximizes the effectiveness of each party's effort toward community economic growth and development.

## **Accreditation**

Flint River Technical College is fully accredited by the Council on Occupational Education. In addition, a number of the educational programs are accredited by the appropriate professional accrediting associations.

## **Advisory Committees**

Program advisory committees provide expert support for all programs offered by Flint River Technical College. The committees are established to promote interaction between the program faculty and the businesses and industries served by the program. Faculty use the expertise of the advisory committees to improve program content and operation.

Committee members also assist in the evaluation of program effectiveness, career development, career placement, program promotion, evaluation in relation to standards, and program advocacy. Recommendations regarding program-related changes are forwarded to the appropriate local administration or state level technical committee for review.

## **Flint River Technical College Local Board of Directors**

Standards of training are maintained through the guidance and recommendation of a local board of directors which is comprised of respected, competent leaders of business and industry from Flint River Technical College's service area.

The Local Board of Directors interprets State Board policies and provides supplemental local policies to ensure that the needs of citizenry, business, and industry in Flint River Technical College's service area are met to the highest degree and in the most cost effective manner.

## **Nature of Instruction and Description of Facilities**

The instructional approaches used at Flint River Technical College are primarily traditional with varying combinations of classroom instruction and laboratory instruction, depending on the course. In addition, some courses may be offered online or a combination of traditional classroom and online instruction. Some courses emphasize unstructured group classroom learning. Others emphasize teacher-assisted learning activities. Practical performance labs emphasize instruction, which requires the application and practice of occupational competencies, while occupation-based instruction emphasizes supervised work experience activities requiring the application of occupational competencies. These various instructional methods are used to assure that the student has a mastery of the competencies presented in program courses.

The Flint River Technical College campus is comprised of five classroom buildings that contain computer labs, general classrooms, and laboratory facilities for all programs offered. In addition, a full service child care facility is located in the campus building used for Early Childhood Care and Education classes and labs.

## **Off-Campus Programs**

A selected number of credit classes are also offered at Flint River Technical College's Technical Education Center conveniently located in Taylor County. These include classes in Certified Customer Service Specialist, Certified Nursing Assistant, Commercial Truck Driving, Criminal Justice Specialist, Entrepreneurship, Microsoft Office Application Professional, and other approved programs. In addition, students may participate in the Adult Education and Business and Industry training programs at Taylor County, Talbot County, and the Community Development Center (downtown Thomaston). For information regarding credit course offerings and hours of operation at these centers, contact the Office of Student Affairs at 706.646.6148 or 800.752.9681. You may also call these centers directly at 478.862.2323 in Taylor County or 706.665.2206 in Talbot County for Adult Education and Business and Industry training programs.

## Credit Programs

Flint River Technical College offers associate degree, diploma, and certificate programs. The length of program completion is determined by the total hours a student takes per quarter. **The Associate in Applied Science (AAS) degree is considered to be a terminal degree and not designed for transfer of credit.** The associate degree, diploma, and certificate programs are tailored for students planning to go directly into the workplace upon graduation.

### Associate in Applied Science Degree Programs

Associate in Applied Science (AAS) Degree programs range in length from 90-110 quarter credit hours

AAS-Health ◆  
Accounting  
Applied Manufacturing Technology  
Business Administrative Technology  
Criminal Justice Technology  
Early Childhood Care and Education  
Electronics Technology  
Management and Supervisory Development  
Medical Assisting

◆ Requires 60 credit hours of occupational courses related to a Health Science program.

### Diploma Programs

Diploma programs range in length from 65-103 total quarter credit hours.

Accounting  
Air Conditioning Technology ❖  
Applied Manufacturing Technology  
Automotive Fundamentals ❖  
Automotive Technology  
Barbering ❖  
Business Administrative Technology  
Cosmetology ❖

Criminal Justice Technology  
Early Childhood Care and Education ❖  
Electronics Fundamentals  
Electronics Technology  
Industrial Systems Technology  
Management and Supervisory Development  
Medical Assisting  
Plumbing ❖  
Practical Nursing ◆◆  
Public Works Civil Technology  
Welding and Joining Technology ❖

❖ GED/High School diploma is **not** required for admission but is required prior to graduation.  
◆◆ Requires completion of Patient Care Technician.

### Technical Certificate of Credit Programs

The Technical Certificate of Credit Programs are shorter in length while still providing excellent entry-level training. These programs range in length from 15-48 quarter credit hours.

Apprentice Lineworker - Basic ★  
Automotive Automatic Transmission/Transaxle Technician ★  
Automotive Brake Technician ★  
Automotive Electrical/Electronic Systems Technician ★  
Automotive Engine Performance Technician ★  
Automotive Engine Repair Technician ★  
Automotive Heating and Air Conditioning Technician ★  
Automotive Manual Drive Train and Axle Repair Technician ★  
Automotive Suspension and Steering Technician ☒  
Banking and Finance Fundamentals ☒  
Barbering for Cosmetologists ☘  
Basic Welding ❖  
Certified Customer Service Specialist ★  
Certified Manufacturing Specialist ★  
Certified Nursing Assistant ❖  
Certified Warehousing and Distribution Specialist ❖  
Child Development Associate I ❖

Child Development Specialist ★  
 Commercial Straight Truck and Passenger Driving ❖  
 Commercial Truck Driving ❖  
 Cosmetic Esthetician ☒  
 Criminal Justice Specialist ☒  
 Direct Support Professional (DCP)  
 Early Childhood Program Administration ☒○☒  
 Entrepreneurship ❖\*  
 Family Childcare Provider ☒  
 Flat Shielded Metal Arc Welder ❖\*  
 Gas Metal Arc Welder Fabricator ❖\*  
 General Maintenance Mechanic ☒  
 Industrial Fluid Power Technician ☒  
 Light Commercial Air Conditioning Specialist ☒☒  
 Microsoft Office Applications Professional ❖  
 Nail Technician ☒  
 Patient Care Technician ☒  
 Public Works Civil Technician Aide ☒  
 Residential Plumber ❖\*  
 Residential Wiring Technician ❖  
 SMAW Pipe Welding ❖  
 Tax Preparation Specialist ☒

- ☒ Requires completion of another program of study prior to entry
- ❖ High school diploma or satisfaction of High School Equivalency Certificate is **not** required
- ☒ Requires high school diploma or satisfaction of High School Equivalency Certificate prior to admission
- ★ High school diploma or satisfaction of High School Equivalency Certificate is **not** required for admission but **is** required prior to graduation
- Must be at least 21 years of age
- \* Asset placement testing is not required





# ADMISSIONS



# ADMISSIONS

## Introduction

All qualified applicants who are able to benefit from a course or program of study at Flint River Technical College will be served by the College. Programs of study have admission requirements determined by the Technical College System of Georgia and Flint River Technical College. These requirements are based on criteria developed to help students achieve their potential for success in that program of study. Placement tests, satisfactory academic performance, personal interests, and other appropriate evaluations are used to determine readiness for program entrance.

Counselors are available to provide students with assistance in interpreting test results, answering admission or placement questions, and other guidance and counseling services. These counselors may assist students with educational, career and/or personal problems, and are trained to refer students to service agencies in the community for services.

## Admission Steps

All applicants entering degree, diploma, or certificate programs must complete all of the admission steps listed below:

1. Complete the Flint River Technical College Application for Admission and submit a \$15 application fee (this application fee is non-refundable). Applications from persons who do not actually enroll in Flint River Technical College will be maintained for one year. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.
2. Take the required admissions test ASSET or COMPASS. Applicants may waive this requirement if they can submit SAT or ACT minimum scores taken within the last five years. Call the Admissions Office for more information. Please note that some certificate programs do NOT require ASSET or COMPASS placement testing. See the Admissions Office for more information. Official transcripts from an accredited institution documenting equivalent program-level English and math coursework successfully completed at other postsecondary institutions may be used to document a student's basic education skills and satisfy the requirement to test.
3. Provide a final official high school transcript or General Education Development (GED) diploma. Provide official transcript from all postsecondary colleges and schools attended. Send official transcripts directly to the Admissions Office. This requirement is for all applicants entering programs that require a high school diploma or GED. Some programs do not require a GED or high school graduation prior to entry but do require the GED or high school graduation prior to an award being conferred. Official documents and credentials submitted to the College

for admission and placement purposes, become and remain the property of Flint River Technical College and will not be returned to the applicant, duplicated, nor transferred to another institution.

4. Be at least 16 years of age. Some programs have state licensing requirements of 17 or older such as the Practical Nursing program. High school students attending Dual Enrollment programs who are 15 years of age may request special permission to attend. Applicants should note that some programs such as Certified Nursing Assistant, Patient Care Technician, Medical Assisting, Practical Nursing, Early Childhood Care and Education, and Commercial Truck Driving also require a screening process and additional admission steps. The Admissions Office and program advisors will notify students of these additional admission steps and requirements.
5. Home-schooled applicants must present an official transcript with a graduation date from an accredited home-school program as proof of high school completion. Home-schooled applicants who did not receive their diploma from an accredited home-study program must provide the following additional documentation to the Office of Admissions:
  - a. Letter from the local superintendent's office showing that the parents conformed to the requirements of Georgia's Department of Education. The letter must state that the parents notified the superintendent of their intent to home school and must also state that the parents submitted the required attendance reports to the superintendent's office on a monthly basis as required by the regulation.
  - b. Final or exit-exam scores from an accredited national testing program.
  - c. Annual progress reports for the equivalent of the home-schooled student's junior and senior year.
  - d. Minimum SAT scores (430 Verbal, 400 Math) or ACT scores (18 Verbal, 16 Math).
  - e. Appropriate placement test scores.

Applicants may also be required to complete additional admission requirements for certain programs and will be notified by the Admissions Office of any additional requirements. **Applicants must note that completion of the Admission Steps listed below does NOT guarantee acceptance into a program of study.** Minimum admission test score requirements and other admission criteria also must be met and are outlined in the Admission Requirement Section.

Note: Applicants without a high school diploma or GED who are applying for Title IV funds must have the entrance exam administered and demonstrate the ability to benefit. Ability To Benefit (ATB) students who take the test will be ineligible for Federal assistance until they meet ATB test scores. ATB Scores are as follows:

ASSET:	Reading	35	COMPASS:	Reading	62
	Writing	35		Writing	32
	Math	33		Math	25

Official transcripts, test scores, or other required documents must be sent directly from the issuing school or agency to the following:

Office of Admissions  
Flint River Technical College  
1533 Highway 19 South  
Thomaston, GA 30286

If submitted by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency.

## Categories of Admission

### Regular Admission

Regular admission of students to a credit program is contingent upon meeting statewide minimum placement test score requirements and proper completion of application, assessment, and placement procedures. Also, some programs require a screening selection process where only a limited number of students can be admitted due to program restrictions. Please note that a select number of certificate programs do NOT require placement testing. Admission score requirement information sheets are available in the Admissions Office, Room A500.

### Provisional Admission

Provisional admission to a credit program may be granted to qualified students not meeting the regular admission requirements for their desired program of study. Provisionally admitted students whose English, math, and/or reading achievement levels do not meet regular admission requirements are required to enroll in learning support courses approved by the State Board of Technical and Adult Education. Provisionally admitted students are allowed to take learning support courses and certain occupational courses based upon program-specific standards and course corequisite requirements. The student's advisor will assist the student in choosing permissible coursework. Priority will be given to completing learning support course work within the student's first three quarters. Attainment of regular admission scores in all program required areas must be met in order to earn regular admission status.

### Learning Support Admission

Learning support admission is granted to students who do not meet the regular or provisional admission requirements. Students in this category may only enroll in learning support until he or she achieves regular or provisional status. Learning Support students are not permitted to receive federal financial aid but may receive the HOPE grant if eligible. Attainment of regular admission scores in all program required areas must be met in order to earn regular admission status.

## Additional Student Admission Categories

### Special Admission

The Special Admission category is designed for non-award seeking students. The following specifics define the parameters of this classification. The student must: be classified as non-award seeking at time of entry; be granted special student status upon recommendation of the Admissions Office; receive credit for regular program coursework which is satisfactorily completed; and receive credit for an unlimited number of courses; but may transfer only 25 credit hours into a specific program for award seeking purposes. If a special admit student decides to pursue a credit program, they must complete the official admission process and be formally admitted to a program of study. **Students in the Special Admission category are NOT eligible to receive any type of financial aid.**

### Transient Admission

Students may receive permission from their home college or postsecondary institution to attend Flint River Technical College. The steps for admission as a transient student include:

1. Submit the Application for Admission and \$15 application fee;
2. Submit a Transient Letter of Permission from the home college or postsecondary school. The Transient Letter of Permission is good for only one quarter unless otherwise specified;
3. Submit a transcript request following course completion to have grades sent to the home college or postsecondary school.

Students who wish to be transient should see the registrar of the home college and the registrar of Flint River Technical College for more information.

### Transfer Student Admission Requirements

Applicants to Flint River Technical College who have been previously enrolled at another college or university will be considered for admission as transfer students.

Transfer students must meet all new-student admission requirements. Students who have completed a degree level program at another accredited college or university and who present an official transcript from that college or university documenting the degree will not be required to submit a high school diploma.

Students who have completed college level English and mathematics coursework with a grade of "C" or better and who present official transcripts showing the coursework will not be required to undergo additional testing prior to acceptance into diploma or certificate level programs. Associate degree programs with competitive acceptance processes may require valid test scores.

## **International Student Admission Requirements**

International students must meet all new student admission requirements.

Applicants must present original documentation certifying immigrant or non-immigrant status (permanent resident alien card, visa, passport, etc.)

International students who wish to transfer credits from an institution outside the U.S. must have their credentials professionally evaluated by an approved agency. An original copy of the report must be presented to Flint River Technical College.

International applicants must furnish an official English translation of secondary and postsecondary records and transcripts. The records must show completion of a secondary school education that is comparable to a United States high school graduation.

Any transcript or document presented to the College for consideration in admission, advanced placement, or other academic decisions must be officially translated into English.

Applicants must submit proof of English proficiency by presenting any one of the following:

1. SAT scores of 460-verbal
2. ACT scores of 24-English
3. COMPASS scores of 70-Reading, 23-Writing
4. ASSET scores of 38-Reading and 35-Writing

Flint River Technical College is not authorized to issue I-20 forms.

## **Former Student Admission Requirements**

Students who are inactive at Flint River Technical College for one full quarter or more will be required to:

1. Submit a completed application form to the Admissions Office.
2. Meet program admission requirements in effect at the time of readmission, including assessment (testing) requirements. If test scores are more than five years old or are not sufficient based on program requirements, the student may be required to re-test or provide acceptable transfer coursework prior to readmission.
3. Submit official transcripts from all colleges, universities, or institutions attended since their last enrollment.
4. Must attend an orientation.

Students who withdraw during a quarter may return to the same program of study the following quarter after filing a new application for admission.

## **Georgia Amendment 23 Admission Requirements**

Amendment 23 to the Georgia Constitution provides for the enrollment of persons 62 years of age or older in postsecondary education in Georgia. Provisions of the amendment include:

1. The applicant must be 62 years of age or older at the time of registration and must present a birth certificate or other comparable written documentation of age.
  2. Upon admission, the applicant may enroll as a regular or auditing student in courses offered for resident credit on a space-available basis without payment of matriculation fees.
  3. However, the applicant will be responsible for payment of other applicable fees.
- The applicant must meet all admission requirements.

## **Admission Appeal Procedures**

If an applicant is denied admission and wishes to appeal the decision, the applicant may follow the Flint River Technical College appeals policy found in the Student Handbook section of this catalog.

## **Audit**

With permission, a student may audit certain courses on a space available basis. Coursework taken as an audit student may never be applied as credit toward graduation requirements. Tuition for audit classes is the same as tuition for regular credit classes. For further information, call or visit the Office of Student Affairs.

## **Placement Testing Information**

Prospective students entering all degree/diploma and certain certificate programs must: (1) take the ASSET or COMPASS admission test, or (2) submit acceptable SAT or ACT scores or (3) provide an official transcript from an accredited postsecondary institution showing satisfactory completion of appropriate English and math courses.

## ATB Requirements for Non-High School Graduates

Students who wish to be considered eligible for Federal financial assistance must have a high school diploma or GED or demonstrate the “Ability to Benefit” (ATB) for assistance. ATB applicants must make the following scores on the ASSET or COMPASS exam in order to receive Federal Financial assistance. A student must take and pass all three tests in one session.

### ATB Required Minimum Scores

ASSET:	Reading: 35	Writing: 35	Math: 33
COMPASS:	Reading: 62	Writing: 32	Math: 25

## Dual Enrollment

The Dual Enrollment program is a collaboration between the Georgia Department of Education and the Technical College System of Georgia. The purpose of the program is to offer additional educational opportunities for secondary students. Students can earn credit at both their high school and Flint River Technical College.

Tuition cost for eligible students may be funded through the HOPE Grant. See section on the HOPE Grant.

In addition to being on track at the high school and receiving approval from their high school counselor, students must also meet the admissions requirements for the technical college program of study before enrolling as a dual enrolled student.

Potential students should submit an admission application to Flint River Technical College and earn satisfactory scores on either the ASSET or COMPASS placement exam. They should also submit a HOPE Grant application for financial aid. Students must have approval from a parent or guardian to be a dual enrolled student.

The High School Schedule of Dual Enrollment Courses is offered by Flint River Technical College to coincide with the schedule of the high school when the courses are offered on the high school campus. When high school students dually enroll in classes offered at Flint River Technical College, they will most often adhere to the Flint River Technical College Calendar. While a number of dual enrolled classes are taught on the high school campus, most of the dual enrollment classes are offered on the campus of Flint River Technical College. Students taking classes on the campus of Flint River Technical College are responsible for their transportation to and from Flint River Technical College.

Students interested in the dual enrollment program should obtain and return a completed Dual Enrollment Pre-Registration form to their high school counselor.

## Joint Enrollment

Students who are interested in beginning their college career earlier by taking classes at Flint River Technical College to earn only technical college credit may enroll as joint enrolled students. Potential joint enrolled students must meet the admission requirements for the technical college program of study before enrolling as a joint enrolled student.

The HOPE Grant may provide tuition and a book allowance for eligible joint enrolled students. See section on HOPE Grant.

## Articulated Credit

Students may receive advanced credit at any technical college in Georgia for courses identified in the articulated agreement. This advanced placement credit is based on the articulation agreement developed between the Georgia Department of Education and the Technical College System of Georgia.

In order to receive articulated credit, students must earn an 85 or higher in the approved articulated courses, request and submit an articulated credit certificate with a high school transcript to the High School Coordinator, enroll in Flint River Technical College within 18 months of high school graduation, and pass a course competency exam.

**For more information about DUAL ENROLLMENT, JOINT ENROLLMENT, or articulated credit, contact the High School Coordinator at Flint River Technical College at 706.646.6122.**

## Advanced Placement and Transfer Credit

Flint River Technical College may recognize previous postsecondary course work by accepting credits that were earned from other nationally or regionally accredited institutions and that can be verified as equivalent to specific course work required in the student’s current program of work. The following conditions apply to the transfer of credit: The student must be accepted in a program of study;

1. The course must be verified as being essentially the same as the course under standards with a maximum of five years shelf life or evidence of current proficiency in the areas of course competency;
2. The student may be required to verify the recency of his/her knowledge and/or skills in the course;
3. An official transcript covering the course to be considered for transfer of credit must be provided to the registrar; the registrar may request a copy of course description(s) from college catalogs from the time period the course(s) were taken;
4. The course must have been passed with a final grade of at least a “C.”
5. The student must complete a Transfer Credit Evaluation Request form.

## Change of Program

Students who wish to change from one program to another or from the pursuit of one credential to another must meet the admissions requirements for the new program or credential.

Students should be aware that credits earned in one program may not apply to a new program. Changing programs may lengthen the time required to complete a program. Financial assistance programs have specific guidelines concerning changing programs. Students who are receiving benefits under a financial aid program (federal, state or local student aid, veterans' benefits, and WIA) should discuss the possible impact of a program change on their benefits.

Change of Major Forms should be received in the Admissions Office at least two weeks prior to any registration period in order to ensure adequate time for processing. Students who wish to change their program status should take the following steps:

1. Inform their current advisor;
2. Complete a Student Information Update Form available in the Office of Student Affairs and submit it to the Office of Financial Aid for approval if you are receiving aid. If you are not receiving aid or once Financial Aid has approved your form, submit it to the Admission Office;
3. Obtain approval from the Admissions Office;
4. Complete a Transfer Credit Evaluation Request form; and
5. Report to the new program advisor.

## Registration

Registration procedures and a schedule of classes are available in the Office of Student Affairs. Prior to registration each quarter, the student should schedule an appointment with his/her advisor to select the best schedule of courses for that quarter.

Advisement and registration periods are designated on the College calendar for current and new/re-entry students. Payment deadlines are established for each registration period. Students not registering during the assigned registration period as well as those not making payment by the deadline will be charged a late fee of \$25.00. Financial Aid credit will be available in the bookstore on the first day of class.

## New Student Orientation

The College expects all students entering Flint River Technical College for the first time to attend the orientation for new students. Orientation's purpose is to acquaint students with campus facilities, services, College rules and regulations, and to assist students in adjusting to the new academic environment. Each academic department conducts an orientation to introduce new students to department facilities, attendance policies, general operating procedures, financial aid, and other funding sources. Students enrolled in web-based classes receive an online orientation. The Library conducts orientations for general library use and other library services throughout each quarter.

## Learning Support

Students who encounter difficulty in either gaining regular admission to a program or successfully completing course requirements may be placed in the Learning Support program. Learning support courses assist students in improving their performance in the basic skills of reading, writing, and mathematics. Learning support and provisionally admitted students are required to enroll in learning support classes in order to obtain regular admission status. The development of a positive self-concept and of realistic goals is considered an integral part of the Learning Support program.

## Student Record Hold

If a hold has been placed on a student, no records will be released under any circumstances, nor will a student be allowed to graduate. In order to remove a hold, check with the Registrar's Office. Holds may be placed on a student's record for many reasons. Among them are academic suspension, administrative dismissal, incomplete admissions file, incomplete financial obligations, incomplete financial aid files, incomplete registration information, etc.

A hold may be placed on students by the following offices:

1. Academic Affairs
2. Admissions Office
3. Administrative Services (Business Office)
4. Office of Financial Aid
5. Registrar's Office
6. Library





# NON-CREDIT PROGRAMS



# NON-CREDIT PROGRAMS

## Economic Development Programs

Community Development Center

115 East Main Street

Phone: 706.646.6161

### Business and Industry Services

The Economic Development Office provides integrated training solutions and supporting programs that meet the needs of Business and Industry. Program areas include Quick Start, Georgia's Retraining Tax Credit, Certified Specialist Programs, and a variety of Customized Contract Training. All training can be tailored to meet the particular needs of the customer. The certificate programs qualify for HOPE funding. This office also provides resources for business, industry, government, and professional groups desiring to supplement their in-house training and workforce development initiatives.

### Georgia Work Ready Certification Program

The **Georgia Work Ready** Certification Program is a complete solution for making quick comparisons between a person's skill levels and the job requirements by providing a portable skills credential, the **Georgia Work Ready** Certificate, which is easily and universally understood and valued by employers and certificate recipients. Through the **Georgia Work Ready** program, skills that employers consider essential to job success are measured and documented by the *Georgia Work Ready Certificate*. Certified skill levels are then matched with existing or customized job profile requirements. To learn more visit [www.gaworkready.org](http://www.gaworkready.org).

### Benefits of Using the Georgia Work Ready Certificate Program

Employers can simplify making reliable decisions about hiring, training, and program development needs by matching job profile information with assessment scores of **Georgia Work Ready** Certified potential and incumbent employees.

Hundreds of thousands of WorkKeys assessments are administered each year to help individuals assess their current skill levels and to determine how improving their skills can lead to better-paying jobs. Students, businesses, and organizations use the WorkKeys assessments to improve skill levels and strengthen communication, problem-solving, and interpersonal skills.

Companies that use the **Georgia Work Ready Certification** program to assess their incoming and current workforce can achieve substantial benefits.

### Job Seekers

Earning the **Georgia Work Ready Certificate** enhances employability by indicating skill and knowledge levels to potential employers. The certificate shows job applicants have the portable skills — reasoning, reading and basic math — to serve as a foundation for training. It also tells employers that they are ready, willing and able to work and learn.

Certificate holders have an advantage when applying for jobs, a complement to a diploma and resume. For employees already on the job, a certificate can demonstrate skills needed for a promotion or for training that leads to greater productivity and effectiveness. Flint River Technical College encourages all of its graduates to become Georgia Work Ready certified.

### Georgia Work Ready

Flint River Technical College is a **Georgia Work Ready** Partner and is one of the access points for job seekers to obtain the Georgia Work Ready Certificate. The College offers the Georgia Work Ready assessments at no charge. To obtain more information about the assessments or to schedule an assessment session, contact the assessment office at 706.646.6226.

### Quick Start

Under the auspices of the Technical College System of Georgia (TCSG), Flint River Technical College sponsors the Quick Start program for new and expanding industries. Quick Start offers customized training programs, pre-employment training, recruiting, screening, and testing services. Under this program, the resources of Flint River Technical College stand ready to deliver customized training to new and expanding industries in the service area. Economic and Industrial Development Authorities are encouraged to investigate all the advantages that Quick Start has to offer. For more information, contact the Vice President of Economic Development Programs.

### Continuing Education

The Continuing Education Department of Flint River Technical College provides opportunities for students to take a variety of short, non-credit courses designed for professional growth and development, personal enrichment, and/or recreation. Continuing education for business and industry is a vital element of the total educational program and is designed to provide opportunities for individuals wanting to upgrade their present skills or explore new occupational fields. Most programs are offered as short courses, seminars, or workshops at various times and locations that fit into one's busy schedule. The structure of the Continuing Education program is determined by the nature of the materials, instructional approach, and the needs of the requesting organization. Generally, these classes are open to any and all interested people and are offered in a non-competitive and informal environment.

Continuing Education courses are offered throughout the year in a variety of interest areas. These non-credit courses are announced in the Economic Development Guidebook, copies of which may be obtained by request from the Continuing Education Office at the Community Development Center, 115 East Main Street; Office of Student Affairs, 1533 US Highway 19 South; or the Chamber of Commerce, A213 East Gordon Street. Course listings are also available online at <http://www.flintrivertech.edu>.

Admissions procedures for such courses differ significantly from those for credit programs. No application fee, transcripts, admission tests or interviews are required. Students are placed in continuing education classes as applications are received and fees paid. Call 706.646.6151 or visit the Continuing Education Office for more information.



**Adult Education**  
**Community Development Center**  
**115 East Main Street**  
**Phone 706.646.6162**

Students who desire to increase their skill levels in reading, mathematics, writing, English language (ESL) or basic computer skills may enroll in the Adult Education program at no cost. This competency-based program offers students the opportunity to increase their skills for self-satisfaction, to pass the General Educational Development Test (GED), to increase their skills prior to enrolling in a regular credit program of study if they have not taken the college admissions examination, or job or educational advancement including instructional support for the Georgia Work Ready Certification Program.

In addition to instructional services provided at the Community Development Center in Thomaston, Adult Education services are also provided at the Upson County Sheriff's Office and Jail and Thomaston-Upson County Housing Authority in Thomaston; the Taylor County Center in Butler; the Western Pre-Release Center in Butler; the Talbot County Center in Talbotton; and other selected sites through-out the service delivery area.

**General Educational Development Test (GED)**

Approved by the Commission on Accreditation Service Experiences, a unit of the American Council on Education, Flint River Technical College has been designated as an official test center for the administration of the GED test. By passing the test, a GED diploma is awarded. The Flint River Technical College Foundation, Inc., the Thomaston-Upson County Rotary Club, and the State of Georgia have a limited number of GED Scholarships available to provide test fee assistance to selected individuals. Interested persons should contact the Adult Education program at the Community Development Center, 115 East Main Street, or the Office of Student Affairs at the College. GED testing is scheduled on a monthly basis at the Community Development Center in Thomaston and quarterly at the Taylor County Center in Butler.



# FINANCIAL INFORMATION



# FINANCIAL INFORMATION

## Tuition and Fees

Students who register for diploma or associate degree program courses will be charged tuition of \$36 per credit hour. This charge is made for up to 12 credit hours each quarter. A registration fee of \$26 per quarter, a student activity fee of \$16, a student accident insurance fee of \$4, and a \$35 Technology and Instructional Fee are also assessed. **If registration for currently enrolled students occurs after the date for registration published in the college calendar, a late registration fee of \$25 will be assessed.** Tuition and fees are assessed according to guidelines established by the Technical College System of Georgia (TCSG) and are subject to change. **Tuition for certificate programs may vary from the tuition charged for diploma programs.** Students are advised to refer to the quarterly schedule that reflects the current tuition and fee scale or to contact the Business Office 706.646.6124 or the Office of Student Affairs 706.646.6148 for further information.

**NOTE:** Students with unpaid schedules at the end of a registration period will be purged from the system. Those students will be required to re-register at the late registration and pay a \$25 late registration fee.

## Residency Status and Tuition

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

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students. Active duty military personnel and their dependents are considered to be legal residents for purposes of tuition and fees.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times the amount charged for in-state students.
3. Students who are residents of a country other than the United States and are studying at a Technical College shall pay tuition and fees at a rate four times the amount charged for in-state students. These students are recognized as international students.

**Note:** For students needing clarification concerning their residency status contact Office of Student Affairs.

## State Residency Policy

### *Definition of Legal Residence*

Tuition varies according to the legal residence status of the student. A person's legal domicile is his or her permanent dwelling place. Individuals who are classified by Flint River Technical College as nonresident but who later claim to qualify as legal residents must petition with the Admissions office for Georgia residence status. Residence status is not changed automatically. The burden of proof rests with the student to demonstrate that he or she qualifies as a legal resident under the regulations of the Technical College System of Georgia. Petitions for change in residency must be submitted with acceptable documentation.

The following rules apply for the purpose of determining the residency status of students:

- An emancipated student\* may petition to register as an in-state student by showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration.
- An unemancipated student\*\* may register as a Georgia resident only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration.
- If the parents or legal guardians of an unemancipated student change their legal residence from Georgia, the student may continue to pay resident fees for a period of twelve consecutive months. After the expiration of the twelve-month period, the student may continue registration only upon the payment of fees at the nonresident rate.
- United States military personnel and their dependents, stationed in Georgia and on active duty, shall pay the same fees assessed residents of Georgia.

\* The term "emancipated student" shall mean a student who has attained the age of 18 years and whose parents and/or guardians:

1. Have entirely surrendered the right to the care, custody and earnings of such student;
2. Have not claimed the student as a dependent for tax purposes for two years;
3. Do not provide regular financial assistance to the student; and
4. Whose income was not taken into account by any private or governmental agency furnishing financial education assistance to the student, including scholarships, loans, or otherwise.

\*\* If any of the aforesaid rules are not met, the student shall be presumed to be unemancipated.

The State of Georgia complete Residency Policy may be viewed in the Office of Student Affairs.

## Payment of Tuition, Fees, and Other Charges

Tuition, fees, and other charges may be paid by cash, check, and credit card, or through financial aid procedures. Payment is expected by the established payment deadline. Checks cannot be accepted for payment without proper identification.

It is unlawful to issue a bad check. Any student who issues a check that is returned for insufficient funds or for other reasons will be notified by mail to bring cash to cover the amount of the check and a \$30.00 return check fee. If legal action becomes necessary, the student will be responsible for all costs associated with such action. Grades will not be released until all financial matters have been cleared.

## Adult Citizen Tuition Waiver

Adult citizens who are 62 years of age or older and who are otherwise qualified for enrollment may attend degree, diploma, and certificate awarding program courses without payment of tuition. These students may attend by paying the registration and other applicable fees. They will be enrolled on a space-available basis and may not displace any tuition-paying Georgia resident desiring to enroll.

## Miscellaneous Expenses

### Books

Students are expected to obtain the required book(s) for each registered course no later than the fourth day of class. Costs vary depending upon the course in which the student is enrolled. Textbooks may be obtained from the bookstore or other students. However, textbook requirements as set by instructors change from quarter to quarter; therefore, students who wish to purchase used books should first verify the current book requirements for the course(s) they plan to take. Although an advisor may assist in this verification, it is best to confirm current book requirements with each course instructor.

Depending upon the condition of the books and their currency, used books may be purchased by the bookstore. Contact the bookstore for more information.

### Tools

Some programs/courses require that students furnish their own hand tools. Generally, these are in career areas in which businesses/industries expect a prospective employee to have certain tools prior to employment. A tool list is available from a program advisor or instructor.

### Uniforms

Certified Nursing Assistant, Cosmetology, Medical Assisting, Patient Care Technician, and Practical Nursing students must purchase college approved uniforms according to the requirements of their programs.



## Refunds/Formal Withdrawal

A percentage of the tuition paid by a student shall be refunded if the student formally withdraws according to the following guidelines:

Pre-registered students who formally notify the College prior to the fourth day of class may receive a full refund (100%) of all tuition and fees. The application fee is non-refundable.

After three (3) consecutive calendar days . . . . . No Refund

In order to formally withdraw from class(es) or the College, students must complete the official withdrawal forms. Please refer to the current student handbook or contact Office of Student Affairs for more information. If possible, this should be accomplished prior to the last day of attendance. Failure to officially withdraw from a class or Flint River Technical College will result in a final grade of “WF” being given at the end of the quarter.

### Refund Policy

A full refund of tuition and fees is granted to a student who withdraws from a course by the end of the third instructional day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 12-hour tuition cap) and applicable refundable fees, excluding the application fee. Students who withdraw from a course after the third instructional day of the quarter shall receive no refund. For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at [www.ifap.ed.gov](http://www.ifap.ed.gov) under the appropriate aid year’s Federal Student Aid Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Refund checks are printed by the Business Office within 45 days from the last day of attendance if written notification has been provided to the College by the student or from the date the College terminates the student or determines withdrawal by the student. A student does not have to prepare a refund request, as normally they are prepared by the Business Office bookstore or the College Continuing Education (non-credit) Department when appropriate. When a student has written a check for services, the refund check if applicable is prepared after a 10 day period to make sure the original check clears the bank.

For returns of books and other student supplies, the bookstore allows for a full refund, provided a receipt is presented and the textbook or supply is in the original condition, and provided the textbook can be returned by the College for full credit and has not been superseded by another version required by the College instructor.

Refunds for Continuing Education are issued to a student within 10 days of notice of cancellation which comes in the form of a payment request issued by the Continuing Education department. Refunds are thus issued for Continuing Education students at 100% where they never attended (dropped) before the first day of class. If they begin the class and later drop, no refund is issued

### Refunds for Books and Supplies

No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, uniforms, etc.) Refunds shall be made for books that are returned in new resalable condition with no marks, no writing, unsoiled, and accompanied by a receipt. The time of book refunds will be determined quarterly by the bookstore.







# FINANCIAL AID



# FINANCIAL AID

## General Information

Applicants should begin the financial aid application process when they apply for admission. A copy of appropriate income tax returns and other information may be required. The student is required to report to the Office of Financial Aid all types and sources of assistance received.

The financial aid year starts July 1 and extends through June 30 of the next calendar year. Financial aid students must go through the financial aid application process to determine their potential eligibility to receive aid for each new financial aid year. Students are encouraged to call the Office of Financial Aid regarding deadlines and application procedures.

Some federal financial assistance programs are awarded based upon demonstration of unmet need. For this reason, each student desiring financial assistance must provide accurate and timely information as requested by the Office of Financial Aid. Students should express any concerns and ask any questions that may help the Office of Financial Aid better serve them. Contact the Office of Financial Aid at 706.646.6138 or visit the Office of Student Affairs.

Further information and applications are available in the Office of Financial Aid. Students who are interested in, or are currently receiving financial aid should obtain and carefully read the Flint River Technical College's Financial Aid Consumer Information handout from the Office of Financial Aid.

## Sources of Financial Aid

There are several sources of financial aid for Flint River Technical College students. Different sources of aid have different eligibility criteria and requirements. Satisfactory academic progress is required in all cases to remain eligible to receive financial aid. The following are the most common sources of financial aid:

### The Georgia HOPE Program

The Georgia HOPE Program is a state-administered program funded through profits from the Georgia Lottery. Three of the HOPE programs are (1) the Georgia HOPE Scholarship, (2) the Georgia HOPE Grant and (3) the Georgia HOPE GED Voucher. To be eligible, students should be a United States citizen or eligible non-citizen and a resident of the State of Georgia, not in default on a student loan or owe a Pell refund, and not be convicted of a

drug-related felony within two quarters of enrollment. Males born after 1960 should have registered with Selective Service (the draft). To apply, contact the Office of Financial Aid. For complete HOPE Regulations, visit [www.gsfc.org](http://www.gsfc.org).

### The Georgia HOPE Grant

The HOPE grant is for qualified certificate and diploma-seeking students and does not have to be repaid. The HOPE grant provides complete assistance for tuition and fees up to \$46 a quarter and book allotment up to \$100 a quarter for a maximum of 95 paid quarter hours.

### The Georgia HOPE Scholarship

The Georgia HOPE Scholarship is for degree-seeking students. In addition to meeting the general eligibility requirements, students who graduated high school in 1993 or after must have possessed a 3.0 GPA in a College Track or 3.2 in a Non-College Track. Students who graduated high school before 1993 (or did not possess a 3.0 or 3.2 GPA upon graduation) can be determined eligible after completing 45 college-level credit hours with a 3.0 GPA. Other eligibility requirements exist. Students may receive assistance for a maximum of 190 attempted quarter hours. For more information, contact the Office of Financial Aid. Once the student receives a bachelor's degree, he/she becomes ineligible for the HOPE Scholarship.

**NOTE:** HOPE eligible students may sign an Authorization Form permitting Flint River Technical College to pay the Technology and Instructional Fee and other required fees from their HOPE book allotment. Pell will automatically cover the Technology Fee if the award is sufficient.

### The Georgia HOPE GED Voucher

A voucher of \$500 is awarded to students receiving a GED. This is a one-time only award to be applied to the costs of attending an institution of higher education. The voucher accompanies the GED Diploma. To receive the \$500 voucher award, students must be enrolled in a program of study leading to a technical degree, diploma, or certificate. Students receiving a voucher should submit it to the Flint River Technical College Office of Financial Aid along with a HOPE Application. Students must meet residency and Selective Service requirements and not be convicted of a drug-related felony within two quarters of enrollment.

## Leveraging Educational Assistance Partnership (LEAP)

The Georgia LEAP (Leveraging Educational Assistance Partnership) grant program has been approved by the Georgia General Assembly. This grant is available only to Federal Pell Grant recipients demonstrating a dire need and who do not receive SEOG. Students apply for this assistance when a FASFA is submitted and their financial aid folder is complete by the required deadline. Students must be enrolled for 9 or more credit hours. Awards will be made each fall quarter until funds are exhausted.

## **Federal Pell Grant (Pell)**

The Federal Pell Grant is a federal aid Title IV program administered by the U.S. Department of Education. This aid money is provided to eligible students in a Pell eligible program for educational-related costs and does not have to be repaid. Students classified by the College as learning support are not eligible for Pell. Students applying for Pell may be required to submit appropriate tax returns and other documents for verification.

## **Scholarships**

Scholarships are occasionally made available through various clubs, churches, business organizations, and individuals. The student should contact Office of Student Affairs for details. Students who have been awarded a scholarship should inform the Office of Financial Aid.

## **Veterans Assistance**

Educational benefits are provided for qualified veterans and dependents through the Veterans Administration. Contact the Office of Financial Aid for further information.

## **Supplemental Equal Opportunity Grant (SEOG)**

This is a federal aid Title IV program administered by the U.S. Department of Education for students with a demonstrated financial need. Students apply for this grant when they apply for Federal Pell Grant. Students must be enrolled for 9 or more credit hours. Awards are made to students with complete folders until funds are exhausted and are made to eligible students on a random basis. Once a student withdraws from school, awards are removed for the remainder of the year.

## **Workforce Investment Act (WIA) Program**

The Workforce Investment Act Program (WIA) is a federally funded project designed to assist the unemployed and underemployed individuals, and persons seeking to enhance their skills for continued career advancement. The WIA Program participants receive free tuition, books, and supplies as required by the designated program of study. Contact the Workforce Investment Act Program Coordinator at 706.646.6221, for more information.

## **Federal Work Study Program**

The Federal Work Study Program is a Federal Title IV assistance program that provides part-time employment opportunities to eligible students. Students must meet the specific eligibility requirements according to federal and state regulations and college policies to be eligible for the Federal Work Study program.

## **Division of Rehabilitation Services**

Financial aid may be obtained for disadvantaged students through the Georgia State Department of Vocational Rehabilitation Services. Contact the Office of Student Affairs for more information.



## Standards of Satisfactory Academic Progress

In order to remain eligible for financial aid, a student must maintain satisfactory academic progress in accordance with the current Satisfactory Academic Progress policy. Satisfactory progress has two components: quality and quantity. Both components are cumulative.

**Qualitative:** The student must have at least a 2.0 cumulative grade point average (GPA).

**Quantitative:** The student must satisfactorily complete 67 percent of all the course work he/she has attempted. Satisfactory completion grades are A, B, or C. The grades W, WP, WF, D, F, and U will negatively affect the satisfactory completion rate. Grades of I and IP have no effect on the satisfactory completion rate.

The **first quarter** the student does not meet satisfactory progress requirements, he/she will be placed on Academic Warning and will still be able to receive assistance.

The **second quarter** the student does not meet satisfactory progress requirements, he/she will be placed on Academic Probation. The student will be able to receive financial assistance while on probation.

The **third quarter** the student does not meet satisfactory progress requirements, he/she will be placed on Academic Suspension and will be denied any aid.

Reinstatement of financial assistance:

There are two ways that a student's aid can be reinstated after the student is denied:

- The student will pay for future quarters of attendance until satisfactory progress has been earned. Once the student has achieved satisfactory academic progress (SAP), aid may then be re-established.
- The student may file an appeal with proper documentation if he/she feels there existed an extenuating circumstance that prevented him/her from making progress. Appeals without documentation are not considered. An approved appeal will allow the student one additional quarter to make satisfactory academic progress.

Regardless of appeals and reinstatements, the student must complete program requirements within 150 percent of the normal time required to complete. Some examples of the 150 percent rule:

- A 30 credit hour program must be completed within 45 credit hours. A student may attempt no more than 45 credit hours to complete a 30 credit hour program. Withdrawn courses or failing courses would count as attempted.
- A 15 credit hour program (such as the truck driving program) must be completed within the quarter that the student attempts 22 credit hours.

## GENERAL PROVISIONS

### Non-Credit Courses

Non-credit classes (i.e., adult and continuing education classes) are not used in the calculation to determine the rate of completion. Financial assistance is not available for non-credit classes.

### Repeated Courses

Repeated courses are included in the calculations of satisfactory academic progress in the same manner as courses taken for the first time.

### The Effect of Withdrawing upon Title IV Federal Financial Assistance

Should a student withdraw before or during the first three days of classes, the amount of financial assistance earned is zero (0) percent.

**Up through the 60 percent** point in each payment period of enrollment, the student is eligible to receive that percentage of award that correlated with the percentage of the quarter the student attended. For instance, a student who attends 10 percent of the quarter is eligible to receive 10 percent of the award.

Should the student withdraw **after the 60 percent** point of enrollment, the student can receive 100 percent of the award of Title IV Federal funds.

The percentage of the payment period or the period of enrollment completed is the total number of calendar days in the payment period for which assistance is awarded divided into the number of calendar days completed in that period as of the date the student withdrew.





# ACADEMIC INFORMATION AND POLICIES



# ACADEMIC INFORMATION AND POLICIES

## Academic Advisement

Flint River Technical College supports a comprehensive advisement system and considers it to be an integral part of the educational process. It is a continuing interaction between advisee and advisor in exploring life goals, exploring career/educational goals, selecting educational programs, and scheduling classes. At the time of initial enrollment, each student will be assigned a program advisor. Students maintain communication with advisors throughout the period from admission to graduation. If a course is added or dropped, it must be approved by the advisor. Withdrawal from a course should be discussed with the advisor to ensure that proper procedures are followed and that alternative solutions are explored. Each quarter special advisement periods are scheduled to enable the advisor to meet the students' needs.

## Registration

Registration is on a first-come, first-serve basis for students. Applicants who have been accepted to Flint River Technical College and current students not on academic suspension are eligible to register for classes. Students enrolling under the special admissions provisions are also eligible to register for certain classes.

## Quarterly Class Schedule

Detailed information concerning course offerings is published quarterly as the quarterly class schedule. Instructions concerning student registration are also provided in the *Navigator*. Students are urged to become knowledgeable of and follow these instructions carefully.

It should be understood that any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule. Advisors are available to students for academic advisement and scheduling of classes.

## Academic Grading System

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

Grade	Numerical Equivalent	Grade Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0
WF	0	0.0

**Effective Spring Quarter 2006, Learning Support courses will be graded on an A\* through F\* scale in place of S and U grades.**

**The following grade codes are authorized for use with Learning Support course work:**

Grade	Numerical Equivalent	Grade Points
A*	90-100	4.0
B*	80-89	3.0
C*	70-79	2.0
D*	60-69	1.0
F*	0-59	0.0
WF*	0	0.0

**NOTE 1:** Effective Spring Quarter 2006 (200604), the Learning Support course work grading Policy has been aligned with the grading policy for all other course work.

**NOTE 2:** Prior to Spring Quarter 2006 (200604), the Learning Support course work required a system whereby students' progress was recorded as S (Satisfactory Completion) or U (Unsatisfactory). These grades will be shown on Transcripts prior to that quarter.

**NOTE 3:** The Learning Support A\* - WF\* grades will not be counted in the cumulative or program GPA. They only count toward the HOPE Scholarship GPA.

Other symbols are used to denote the following conditions:

- I (Incomplete)** This symbol indicates that a student has satisfactorily completed a substantial portion of the course work but for NON-ACADEMIC reasons beyond his/her control has not been able to complete some specific part or amount of the work required. The student must get approval from the instructor prior to the end of the quarter for an "I" grade. No credit is given and is not calculated in the grade point average. An "I" assigned at the end of the quarter must be removed by mid-term (25th class day of the following quarter). If the "I" is not removed, the grade will be changed to an "F" by the Registrar.

- IP (In Progress)** This symbol indicates that a student is taking a course that requires course work beyond the present quarter. The “IP” may not be used to defer grade reporting. No credit is given, and it is not calculated in the grade point average.
- W (Withdrawal)** This symbol is assigned when a student officially drops a class after the three day drop period and prior to the midpoint of the quarter. Hours attempted are included in total hours. There is no effect on GPA. Students who stop attending class without officially withdrawing will receive a “WF” in the class.
- WP (Withdrawal Passing)** This symbol is assigned when the student officially drops a class after the midpoint of the quarter and through the 39th day of the course and is passing the coursework assigned thus far. Hours attempted are included in total hours. There is no effect on GPA.
- WF (Withdrawal Failing)** This symbol is assigned when the student officially withdraws after the midpoint of the quarter or after the 39th day of the quarter. It is also assigned when a student is withdrawn for excessive absences. This grade carries zero (0.0) grade points and is calculated in the grade point average.
- EX (Credit by Examination)** This symbol indicates that a student has exempted a course through examination. Credit is given, but it is not calculated in the grade point average.
- TR (Transfer)** This symbol indicates a course taken at another institution and transferred to Flint River Technical College. Credit is given for the course, but it is not calculated in the grade point average.
- AU (Audit/Warranty Claim)** This symbol indicates a course for which a student registered as an audit student. Credit is not given, and it is not calculated in the grade point average. **Note:** The designation as an audit student in a course cannot be changed once the course begins.
- AC (Articulated Credit)** This symbol indicates a student has exempted a course by completing a course deemed equivalent while in high school through the High School Initiative/Career Counseling program.

## Calculating the Academic Grade Point Average (GPA)

A student’s quarterly academic grade point average is computed by dividing the total number of credit hours in the courses attempted for the quarter in which a grade of “A,” “B,” “C,” “D,” “F,” or “WF” was received into the total number of quality points earned on those hours scheduled for the quarter. Example:

Grade Earned	Points assigned to letter grade	Credit Hours	Total Quality Grade Points	Grade Point Avg.
A	4	X	5 = 20	
B	3	X	5 = 15	
C	2	X	3 = 6	
	Total	13	41 / 13	= 3.15

The cumulative academic grade point average is calculated using all the final grades earned for each course attempted during all the quarters that the student was enrolled. It is computed by dividing the total number of credit hours in all courses attempted in which a grade of “A,” “B,” “C,” “D,” “F,” or “WF” has been received into the number of quality points earned on those hours attempted. **Note: A grade of D is not considered a passing grade and is not acceptable for graduation. An A, B or C must be earned to successfully complete a class.** A grade earned in a course numbered below 100 or credit transferred to Flint River Technical College is not calculated in the grade point average.

The graduation grade point average is the average used to determine the student’s potential academic eligibility to graduate. The minimum grade point average required by the college to graduate is 2.0. \* It is calculated only on those courses required for graduation. When a course is taken more than once, the final grade of the latest attempt will be used in calculating the grade point average for graduation.

\*For Practical Nursing Students: A Cumulative Grade Point Average (CGPA) of 2.5 in Nursing Program Courses must be obtained prior to graduation.

## President’s Honor Roll

The President’s Honor Roll is compiled quarterly. Regularly admitted full-time students attempting 12 credit hours or more with a 4.0 quarterly grade point average, a work ethics grade of “2” or higher for each course completed, and who are on academic Good Standing are placed on the President’s Honor Roll.

## Academic Honor Roll

The Academic Honor Roll is compiled quarterly. Students who attain a quarterly grade point average of 3.5 or higher, a work ethics grade of “2” or higher for all courses attempted and are in Academic Good Standing are placed on the Academic Honor Roll. It is not necessary for a student to be enrolled full-time in order to be placed on the Academic Honor Roll.

## Course Load

A student may not register for more than 23 hours of credit in any one quarter. Students accepted under the provisional or learning support status are limited to 18 hours of credit per quarter including any institutional credit hours for learning support. Students on academic warning or probation may register for no more than 18 hours of credit until warning or probation is removed. Any student who desires to exceed the limit on course load must receive written permission from the Vice President for Academic Affairs.

## Academic Progress

Students who experience academic difficulty should immediately discuss the concern with the course instructor and the program advisor. Academic assistance may be provided through the Learning Support Program.

### Academic Warnings, Probation, and Suspension

Flint River Technical College's Satisfactory Academic Progress Policy (SAP) for Qualitative and Quantitative components is based on Cumulative Grade Point Calculations. Any student who earns a **cumulative grade** point average of less than 2.0 or successfully completes less than 67 percent of all coursework attempted will be placed on ACADEMIC WARNING during the next quarter of enrollment. To remove the status of ACADEMIC WARNING, a student must earn a **cumulative grade** point average of 2.0 or above and complete at least 67 percent of all coursework attempted by the next quarter following notification of being placed on ACADEMIC WARNING.

Any student who fails to remove the ACADEMIC WARNING status during his/her first quarter of re-enrollment will be placed on ACADEMIC PROBATION. To remove the status of ACADEMIC PROBATION, a student must earn a cumulative grade point average of 2.0 or above and complete at least 67 percent of all coursework attempted by the quarter of enrollment following notification of being placed on ACADEMIC PROBATION.

If a student does not achieve at least a 2.0 cumulative grade point average and complete at least 67 percent of all coursework attempted, ACADEMIC SUSPENSION will occur. Students who are placed on ACADEMIC SUSPENSION must remain out of school for one quarter before reapplying for admission. Students returning to Flint River Technical College from ACADEMIC SUSPENSIONS will return in an ACADEMIC PROBATION standing and will not be eligible to receive financial aid until they meet the criteria for satisfactory academic progress.

In order to encourage academic success, students who are on ACADEMIC WARNING OR PROBATION may not register for more than 18 credit hours in any one quarter.

## Graduation

When all program requirements and College requirements are completed and all financial obligations to Flint River Technical College have been met, the student is eligible to receive their credentials and to have the program completion noted on the academic transcript. The credential indicates that the student has satisfactorily met all course requirements in a particular program. Students who complete diploma and/or degree program requirements after July 1 will receive their credentials at the next graduation ceremony or at a time following the ceremony. However, the program completion will be posted to the academic transcript within one quarter. Students **MUST APPLY FOR GRADUATION** to initiate the graduation evaluation process. Technical Certificate of Credit credentials are awarded following the quarter of completion.

### General Academic Requirements

In order to graduate, a student must have a cumulative graduation GPA of at least 2.0\* and have completed high school or its equivalency (GED). No coursework with a grade of D or lower will be acceptable for graduation. The graduation grade point average is calculated only on those courses required for graduation in the identified program. When a course is taken more than once, the final grade of the latest attempt will be used in calculating the grade point average for graduation.

Students should make application for graduation no later than the end of the quarter prior to the quarter during which they expect to graduate. Applications for graduation are available in the Office of Student Affairs. Questions concerning specific program graduation requirements should be addressed to the registrar or to the student's academic advisor.

\* For Practical Nursing Students: A GGPA (graduate grade point average) of 2.5 in Nursing Program Courses must be obtained prior to graduation.

### Graduation Residency Requirement

For a degree/diploma program, the student must take a minimum of 25 percent of the course work applied toward meeting graduation requirements at Flint River Technical College or another technical college in the Technical College System of Georgia.

### Graduation with Honors

A student eligible for graduation who has a graduation grade point average at Flint River Technical College of no less than 3.5 will be graduated with honors.

## Graduation Ceremonies

Graduation Ceremonies are held annually at the end of the Spring Quarter. Each student is strongly encouraged to participate in this occasion when the student's family and friends, as well as the College faculty and staff, are given the opportunity to recognize the accomplishments of each graduate. In order to participate in the ceremony, each graduate is required to wear the academic cap and gown of Flint River Technical College. Each student who participates in the graduation ceremony is required to pay a \$25.00 graduation fee. Graduates will be informed of the arrangements necessary to receive the cap and gown, as well as the credential. Questions concerning the annual graduation ceremony should be addressed to the Registrar's Office.

## Withdrawal Procedures

Withdrawal means that a student is dropping ALL classes. It is the student's responsibility to withdraw officially by completing the necessary forms in the Office of Student Affairs. Students who withdraw officially AFTER the drop/add period through the 39th day will be assigned either a "WF" or a "WP" grade by the instructor based on whether the student was passing at the time of the withdrawal. **Failure to submit these forms will result in a grade of "WF" for non-attendance.** The following withdrawal procedures should be completed:

- ◆ Complete a Class Drop Form, Program Termination Form, Leaver Survey, and Placement Assistance Request Form in the Office of Student Affairs.
- ◆ Take the forms to the instructor(s) for signing.
- ◆ Submit the forms to the Office of Student Affairs for processing. It is important to check with the Office of Financial Aid for ramifications associated with withdrawing from courses.
- ◆ If you are unable to come to the campus, please request the advisor to complete the appropriate forms.

## Full-Time and Part-Time Students

Students must register for 12 or more credit hours to be considered a full-time student. A part-time student is any student enrolled for fewer than 12 credit hours.

## Attendance

The educational programs at Flint River Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each day. Likewise, Flint River Technical College expects each student to be present and to be on time for every class.

A student is considered to have an unsatisfactory attendance record if absent more than 10 percent of the scheduled contact hours for a class. If absences exceed 10 percent, the instructor will notify the student that further absences jeopardize continued enrollment in the class.

An absence rate of twenty percent or more of scheduled contact hours for a class REGARDLESS OF THE REASON will result in dismissal of the student from the class(es) unless the average of all grades received in the course is 80 or above. With each additional tardy or absence, the student's average will be re-evaluated. If at any point of evaluation, the average falls below 80, the student will be dismissed from the class with a grade of WF. Readmission will follow the general admission policy. A tardy is being out of the class for ten minutes or less in a scheduled contact hour. An absence is any time out of class in excess of ten minutes. Four tardies equate to one absence.

**STUDENTS WHO ARE DISMISSED FOR EXCESSIVE ABSENCES WILL AUTOMATICALLY RECEIVE A GRADE OF "WF" FOR THE COURSE FROM WHICH THEY ARE DISMISSED.**

## Repeating Courses

Courses satisfactorily completed at Flint River Technical College may be repeated under special circumstances; however, a record of all courses attempted will remain on a student's transcript, and all grades received will be used in computing the cumulative grade point average. The last grade earned is the grade used to determine the grade point average for graduation. To repeat a course, special permission must be obtained from the advisor.

A student may attempt to successfully complete a course three times. After the third unsuccessful attempt, the student is prohibited from enrolling in any program of study which requires that particular course.

## Dual Major Policy

Students will NOT be allowed to enroll in unlike dual majors such as:

- ◆ a Pell eligible and a non-Pell eligible program
- ◆ a diploma program of one tuition cost and a diploma program of another tuition cost
- ◆ a diploma program of one tuition cost and a certificate program of another tuition cost
- ◆ a diploma program and a degree program

Students who are regular admit or program ready for both majors will be allowed to major in dual programs meeting all the following criteria:

- ◆ both programs are Pell eligible or both programs are not Pell eligible
- ◆ both programs that have the same tuition cost per credit hour
- ◆ both programs are degree level or both programs are diploma level
- ◆ a certificate and a diploma program as long as the tuition cost is the same and both are Pell eligible

Programs with embedded certificates should not be affected by the above policy as long as the embedded certificate is NOT recorded as a 2nd major. This should not prevent the student's being able to receive the credential.

**EXCEPTION:** If it is the student's last quarter of his/her first major and the student does not have enough quarter hours remaining to be a full-time student, she/he may be allowed to add the second major without regard to the above standards for that one quarter only.

**PROCEDURE:** Students wishing to enroll in dual majors will complete their paperwork as before and submit it to the Office of Student Affairs. The Office of Financial Aid will approve (or disapprove) the student's request based upon the policy above.

## Credit by Examination

It is the policy of Flint River Technical College to allow students who feel they possess the knowledge and skill equal to that of students who complete a given course to attempt to exempt that course by successfully completing a written examination and, where applicable, practical demonstration of skills. The examinations shall be a true reflection of the competencies and skills required of standards within the course and shall be approved by the Vice President for Academic Affairs before it is administered.

Occupational courses in programs for which the terminal objective is state licensure cannot be exempted. Further, if a given course has a prerequisite course requirement, the prerequisite must be satisfied either by exemption or successful completion of the course before exemption may be attempted.

A student who receives credit by exemption shall have the successful examination noted on his/her transcript and shall not be required to take other courses to replace those exempted on the program of work.

If a student pays for, but fails an exemption test, the fees and charges paid by the student to attempt the test shall not be applied to the cost of taking the course.

The following procedure should be adhered to:

1. A student wishing to exempt a course must see a Dean for Academic Affairs to make a written Exemption Request. The Dean for Academic Affairs will discuss the exemption examination procedures with the student.
2. The student should complete his/her part of the form and give it to his/her advisor. The advisor will contact the instructor of the course to be exempted.
3. In order to better advise the student concerning the exam, the course instructor should counsel with the student in an attempt to ascertain the knowledge and competency level of the student.
4. If credit by examination is advised, the instructor will notify the advisor for approval. The advisor will forward the form to the Dean for Academic Affairs for approval.
5. Upon approval, the student shall pay the exemption test fee at the bookstore and present the exemption form to be marked "paid." The exemption test fee is 25 percent of the tuition for the course. The Dean for Academic Affairs shall schedule an exemption exam with the examiner and inform the student.
6. The Dean for Academic Affairs shall then notify the student of the examination results and, if appropriate, schedule the practical examination.
7. If the student successfully completes the examination, the Dean for Academic Affairs will notify the advisor, Registrar, and the student of the results of the exemption test. A score of 80 is required to successfully pass the exemption examination.
8. Students may not exempt a course for which they are currently enrolled or have previously failed.

If the student successfully completes the examination, credit is given, but grade points are not calculated. Course exemption will be indicated on the student's transcripts with an "EX."

## **Residence Requirements for Degree, Diploma, and Certificate Programs**

Flint River Technical College requires that a minimum of 25 percent of the coursework of a particular program of study be completed at the college prior to granting the degree, diploma, or certificate. The 25 percent requirement may be waived if the student has completed a program for which standards have been implemented within the Technical College System of Georgia.

## **Academic Policies**

Flint River Technical College is dedicated to helping its students succeed. As a result of their dedication, foundation courses in English, reading, and mathematics are offered for students who do not meet regular admission requirements, thus improving the student's chance of success upon enrolling in a regular program of study. Before enrollment at Flint River Technical College, the applicant must take or submit official scores for the state approved admission exams for the purpose of counseling and placement. If test scores indicate that the student is not academically prepared to enter a regular program of study, the student may be placed in one or more learning support class(es). Once the student has successfully completed the learning support class(es) and has tested program ready he/she may begin taking occupational course for their desired program of study. Learning support admitted students are not eligible to receive the Federal Pell Grant.

## **Directed Individual Study**

The Directed Individual Study provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through work experiences, practicums, advanced projects, industry-sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

## **Financial Obligations**

It is expected that every student will discharge any financial obligation to the institution as quickly as possible. Students must return all books and other Flint River Technical College property or be held financially liable for them. Students, who are delinquent in the payment of any financial obligation, may be removed from a course(s) or the Technical College and will not be allowed to register for another quarter until all delinquent fees and fines are paid. In addition students will not be issued transcripts or other records until all delinquent fees and fines are paid.

## **Internship Policy**

The responsibility for identifying and locating an appropriate internship rests with the student in conjunction with the department involved with the internship. Negotiations should begin during the pre-registration period. Placement should be confirmed before the beginning of the quarter but no later than the end of the first week of the quarter. The commitment is made firm at the time of placement so that ordinarily internships may not be dropped during the add-drop period. Adjustments to an internship or an internship schedule will be made during the drop/add period with division chair approval.

## **Transient Student Status**

If a Flint River Technical College student wishes to take course work at another College but receives credit at Flint River Technical College, he/she must first work with his/her advisor and the Flint River Technical College Registrar. The student must be in good academic standing at Flint River Technical College. If the request is approved, the Flint River Technical College Registrar will write a letter to the Registrar of the College that the student wishes to attend. This letter will list those courses that are approved under the transient agreement. This process should be started well in advance of the beginning of the term the student wishes to attend.

Grades received under transient student status from another College will be processed under the same academic policies that apply to grades earned for course work taken at Flint River Technical College. If a student fails to make satisfactory academic progress, a system of warnings, probation, and suspension for low grade point averages or excessive withdrawals from classes is followed.

The student should contact the Office of Financial Aid. Transient students are not automatically approved for financial assistance at other Colleges.

# Student Work Ethics

## Standards of Performance

The mission of Georgia's Technical Colleges is to provide the necessary skills to be successful employees. To be successful in a career, it is necessary to possess both strong occupational skills and good work habits. The following are ten areas of work ethic traits and performance standards students will be expected to exhibit in classrooms and laboratories:

### Appearance

- ◆ Present a neat, clean appearance; practice personal hygiene;
- ◆ Wear clothing suitable to the job, task and environment;
- ◆ Wear full regulation uniform, if required.

### Attendance

- ◆ Attend 90 percent or more of the required class time;
- ◆ Be tardy for class no more than six times during the quarter;
- ◆ Be prepared for class by reading assignments and completing homework;
- ◆ Participate in activities by contributing to class discussion, completing assignments and being involved in lab activities;
- ◆ Begin and end work as expected;
- ◆ Use work time appropriately;
- ◆ Notify instructor before planned absences or tardiness.

### Attitude

- ◆ Display a willingness to cooperate and accept constructive criticism;
- ◆ Set realistic expectations.

### Character

- ◆ Display a high level of effort and commitment to performing and completing work;
- ◆ Be honest in all situations;
- ◆ Demonstrate trustworthiness and responsible behavior.

### Communication

- ◆ Communicate accurate information to others in a professional and courteous manner;
- ◆ Demonstrate appropriate nonverbal communication skills;
- ◆ Listen attentively to others.

### Cooperation

- ◆ Convey a willingness to assist others;
- ◆ Work to resolve conflicts and to identify solutions in which all parties benefit;
- ◆ Demonstrate concern for treating people fairly and equitably;
- ◆ Follow the chain of command in resolving conflicts.

### Organizational Skills

- ◆ Prioritize and manage time effectively;
- ◆ Demonstrate flexibility in adapting to changes.

### Productivity

- ◆ Observe established policies on safety;
- ◆ Notify proper authorities of circumstances or situations representing potential safety hazards;
- ◆ Maintain equipment and supplies;
- ◆ Do not use or knowingly permit others to use tools and equipment improperly;
- ◆ Make up missed assignments in a timely manner;
- ◆ Stay on task and utilize time constructively.

### Respect

- ◆ Treat instructors, staff, and fellow students with respect, courtesy, and tact;
- ◆ Do not engage in harassment of any kind.

### Teamwork

- ◆ Encourage and facilitate cooperation, pride, trust, and group identity;
- ◆ Foster commitment and team spirit;
- ◆ Facilitate cooperation.

The evaluation of student work ethics uses a rating scale based upon definition of the expected behavior of a good employee. If a student scores anything other than a 2, justification must be provided as to why. Points are assigned to evaluate each of the ten work ethics traits as follows:

#### Exceeds Expectations = 3 points

Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.

#### Meets Expectations = 2 points

All work ethics standards are met. The quality of the student's work ethics performance is that of a good employee in the normal work environment.

#### Needs Improvement = 1 point

Some standards were not met. Additional training in employability skills is recommended.

#### Unacceptable = 0 points

Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

The grading scale for the midterm and end of quarter follows:

3	24 - 30	Exceeds Expectations
2	20 - 23	Meets Expectations
1	17 - 19	Needs Improvement
0	0 - 16	Unacceptable





# OTHER STUDENT INFORMATION



# OTHER STUDENT INFORMATION

## Online Learning Website

In order to provide our online students with the services of our traditional students, Flint River Technical College created a website to consolidate our services into a convenient portal. The Online Learning website is located at: <http://www.flintrivertech.edu/online>.

## Library-Media Services

The Flint River Technical College (FRTC) Library-Media program began serving the College in 1991. The Library-Media facility is located on the main campus in Building B. It houses a collection of over 9,500 books, currently subscribes to 93 periodical titles, and provides video material, computer software, and audio-visual equipment for use by students, faculty, and staff. Library staff are available to assist library users in finding and using the resources they need for their work at the College.

Services available are audio-visual equipment and support services, orientation for library users, photocopying, and other library services to support student learning. FRTC student photo identification cards are obtained in the Library. Georgia's electronic library, Georgia Library Learning Online (GALILEO) is accessible through <http://www.galileo.usg.edu>, a World-Wide-Web portal which provides any FRTC library user access to over 200 databases. These databases contain citations, abstracts and full-text periodicals and reference works.

FRTC online students have a variety of ways of gaining access to library/learning resources in support of their coursework. A PowerPoint presentation is available on the login page of every distance-learning student that provides a basic orientation to library services and resources. Within that presentation, students can select a link to the library homepage [www.flintrivertech.edu/library](http://www.flintrivertech.edu/library). Once at the library homepage, a link is available to contact the FRTC Library directly by email. The library homepage also provides several links to online library resources and services, such as GALILEO, E-books, and the Library Catalog.

Students may also contact the library directly by phone at 706.646.6173 or fax 706.646.6190 to send requests and to receive other assistance. These services are available to help library users obtain resources, cite them, or adapt them for use in class projects.

A cooperative agreement allows FRTC students, faculty, and staff loan privileges at Gordon College's Hightower Library. Hightower Library's holdings catalog is available on the Internet at <http://gil.gdn.edu>. Gordon College policies apply to all Hightower Library loan transactions. A validated (with current sticker in place) FRTC ID card must be presented at Hightower Library to borrow materials.



## Career Services

Students approaching graduation or seeking employment prior to graduation should contact the Director of Career Placement and Development. Career placement assistance is also available to all Flint River Technical College alumni.

The Career Services Office assists students and graduates in obtaining employment by enhancing job readiness and employability skills and by helping students assess and redesign career paths. The services provided are:

1. Post current job openings;
2. Resume/employment letter assistance;
3. Interview preparation;
4. Career exploration and job search assistance;
5. Computers for student use; Internet access to job sites;
6. Fax services;
7. Library of reference materials and audio/visual aids for job search;
8. Job referrals;
9. Unemployment questions/concerns; TRA (Trade Readjustment Act) Questions/concerns; and Wage inquires.

For further information concerning the availability of career counseling, students should contact the Career Services Office.

# Student Records

In compliance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), Flint River Technical College herein lists the locations of all files maintained by the College that contain personally identifiable information and that fall within the purview of the FERPA regulations. Students wishing to examine any or all of their records may do so within the guidelines set forth by the Privacy Act and described in the Flint River Technical College Policy Manual's, Policy V.J. Students Records, "Student Access to Records." [Student Records] and [Academic Records] below are maintained for programs. The other records represent additional files that may exist.

## Files

### Student Records

The Registrar Office staff maintains these record located in the vault files. These records contain the following: application for admission, high school/GED transcript, transcripts from other postsecondary institutions, military school transcripts, advanced-placement report, student's acceptance letter, withdrawal from, and general correspondence. The staff maintains these files for five years and then destroys them. Students have the right to access their own files. For further information concerning reviewing files, students should contact the Registrar Office.

### Academic Records

The Registrar's Office maintains permanent records. Student may request hard copies through the Registrar's Office by submitting a Transcript Request Form. A transcript represents the complete academic record held by the College. These files are permanent records that maintained indefinitely.

### Financial Aid Records

The Office of Financial Aid, located in Room A500, maintains financial aid records. Students have the right to access their own financial aid files with the exception of a parent's or a guardian's financial statement.

### Veterans' Records

The Veterans Affairs Counselor, located in the Office of Student Affairs, maintains records pertaining to the application for veterans' benefits. Students have the right to access these files.

### Supplemental Records

Supplemental records are located in appropriate offices of the College. The existence of these files, in addition to any noted above, would be contingent upon student's requesting and/or requiring assistance from the appropriate office.

# Transcript Requests

Transcripts of a student's records will be sent to properly authorized individuals, agencies, and institutions at the written request of the student. To ensure the confidentiality of a student's record, no transcript will be forwarded from the Registrar's Office without a signed request from the student.

Requests for copies of transcripts should be made in advance of the time they are needed as there is a processing period of three business days. There is a \$3.00 fee per transcript after the 2nd request.

## Access to Student Academic Records

The Registrar will maintain student records at all times. Access to student or former student records will be limited to students, instructors, and administrators within the College except as indicated in section three (3) below (3rd party access).

The academic record is an internal document or electronic image maintained by the Office of Student Affairs that reflects the unabridged academic history of the student at the College. It is a chronological listing of the student's total quantitative and qualitative learning experiences and achievements and may include any information pertinent to the evaluation thereof.

The transcript of the academic records is a document, which at the request of the student or former student, is forwarded to persons or agencies for their use in reviewing the academic performance of the student.

Flint River Technical College without violating the FERPA may disclose certain information, known as directory information. "Directory Information" generally includes a student's name, address, telephone number, date of birth, major program of study, dates of attendance, credential awarded. Students who wish to restrict this release of information should notify the Registrar in writing.

### 1. Student Access

- a) Students who are enrolled or have been formerly enrolled at Flint River Technical College have the right to inspect their academic records. Such inspection must be scheduled with the Registrar.
- b) A complete copy of the student's transcript may be obtained by the student presenting a written request to the Registrar. Telephone request will not be honored. At least three (3) working days must be allowed for processing services after receipt of the request.
- c) Students are denied transcript services for indebtedness to the college or other "holds" placed on their records.
- d) Grades are not made accessible to students via telephone and request will be denied.

## Student Appeals

### 2. Instructor and Administrator Access

- a) Only those instructors and administrators who have a “legitimate educational interest” in the student’s record will be permitted access.
- b) Student folders will be reviewed within the confines of the Office of Student Affairs whenever possible. A formal checkout and return system will be used when necessary.
- c) Instructors and administrators will request permission from the Registrar to review student records.

### 3. Third Party Access

- a) Police officers, court officials and attorneys must have a subpoena or court order before student record information can be released. The college will make a reasonable attempt to notify the student before compliance with the subpoena. The record-keeper and the legal counsel might contact the local courts, law enforcement agencies and attorney to assure they are aware that delay is necessary in responding to such subpoena.
- b) Personnel from accrediting organizations and government authorized studies will be permitted access, although all personally identifiable information will be destroyed after use.
- c) The Board of Directors, as a body, may examine student records. However records or information in records may not be released to individual board members.
- d) Relatives of students will not have access to the students’ records on file at Flint River Technical College. Only the students will have access to their records. A student’s records may be released with their written consent.
- e) In an emergency, information may be released if a person’s health or safety is at stake and if the person receiving the information is in a position to act on it. Such action ensures that information will be release to as few persons as possible.

The following information is contained in student’s files: application for admission, standardized test results, school transcripts, grades and any other documentation deemed necessary by the Office of Student Affairs.

## Computer Software Copyright Policy

Flint River Technical College does not condone the illegal duplication of computer software or the use of illegally duplicated software. Employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student, who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

Members of the general public, parents, students, faculty, or staff members who, after informally attempting to have concerns resolved, have a right to file a formal appeal. Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this college shall follow the procedures outlined below. Any Flint River Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provision contained in this policy or be subject to disciplinary action. The appeals process is as follows:

1. Appeals shall be addressed in writing, to the Lead Instructor of the program in which the student is enrolled. If the subject of the complaint is within the purview of the Lead Instructor’s responsibility, the complaint will be resolved in a timely manner in writing. The instructor will make a record of the complaint, the resolution and the process used to adjudicate the matter. A copy of the record will be furnished to the appropriate administrator.
2. If the subject of the complaint is judged to be outside the purview of the Lead Instructor’s responsibility, the complaint will be forwarded to the administrator who has the authority to resolve the matter. The administrator will resolve the complaint, and document the resolution and the process used to adjudicate the matter. A copy of the record will be furnished to the President.
3. If a Lead Instructor resolves the complaint, and the student is not satisfied with the resolution, the student may appeal the adjudication to the appropriate administrator within three (3) working days.
4. If the complaint is outside the lead instructor’s jurisdiction, and/or is heard by an administrator who resolves the complaint and the student is not satisfied with the resolution, the student may appeal the adjudication to the President. The appeal must be in writing and be filed within three (3) working days. The President will resolve the complaint in a timely manner in writing and make a record of the complaint, the resolution, and the process to adjudicate the matter.
5. The decision of the President shall be final.

Any person who is not satisfied with the decision shall have the right to file and appeal with the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, 770.396.3896.

The confidentiality of all parties involved shall be upheld and respected throughout the appeals process.

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subjected to disciplinary action.

## Final Grade Appeal

If a student receives a final grade that he/she believes is incorrect, he/she must first discuss the matter with the instructor. The instructor will determine whether a grade change is warranted. If a grade change is warranted, the instructor must complete a Change of Final Grade Form and forward it to the Registrar.

If the student is not satisfied with the instructor's decision, he/she may request in writing the Vice President for Academic Affairs to review the matter. The Vice President for Academic Affairs will examine the facts to ensure that the grade was determined correctly and in accordance with the criteria in the course syllabus. The student may be asked to meet with the Vice President for Academic Affairs. The Vice President for Academic Affairs will communicate the results of the review to the student and instructor in writing within two (2) days of the decision. The decision of the Vice President for Academic Affairs will be final.

**Note:** Students wishing to appeal a final grade must file a written appeal prior to the end of the quarter subsequent to the grade assignment.

## Students with Disabilities

Student Affairs personnel are available to help any student with a disability as defined by the Americans with Disabilities Act. In order to offer the best possible career guidance and support, special services are available to students with disabilities. Current documentation of disability should accompany a request for accommodation of a disability. Please notify the Special Populations Coordinator if assistance is needed.

Vocational Rehabilitation (VR) and the Veterans Administration (VA) are two certifying agencies that work very closely with the Office of Student Affairs at Flint River Technical College.

Support services for any of the above mentioned include: career planning, assistance with registration, financial aid and other assistance as required by Section 504 of the Rehabilitation Act of 1973.

## Special Populations Assistance

Flint River Technical College provides assurances that individuals who are members of special populations will be provided with equal access to recruitment, enrollment, job placement activities and the full range of technical education programs and activities available to individuals, including occupationally specific courses of study, Adult Education, Quick Start, and high school dual enrollment programs. In addition, many special services are offered to assist individuals with accommodations and support.

Flint River Technical College provides supportive programs and services to assist students with disabilities who are academically and/or economically disadvantaged, students with limited English proficiency, non-traditional students, and students in corrective facilities. Special population services strive to help students succeed in occupational training. Students should self identify if services are needed to the Special Populations Coordinator in Room A415, Telephone 706.646.6224.

## Child Care Resource and Referral Services

The Child Care Resource and Referral (CCR&R) Agency of West Central Georgia at Thomaston, a program of Flint River Technical College, keeps a database of everyone who is caring for children in a ten-county area. With this list, they are able to assist parents in finding childcare. They make referrals to childcare centers, family childcare homes, group childcare homes, Headstart, Pre-K, summer camp programs, after-school care, and all legally operating childcare programs. The CCR&R counsels parents on how to evaluate quality childcare and gives them information about financial assistance available to assist them in meeting their childcare needs. The CCR&R agency also provides DHR accepted training and technical assistance to childcare providers to assist them in maintaining quality child care programs. Call the CCR&R for more information at 1.800.613.8546.

## Child Care Center

Flint River Technical College sponsors a child development center through its Early Childhood Care and Education program. This program is operated as a training center for students enrolled in the Early Childhood Care and Education diploma or degree programs at Flint River Technical College and to eliminate barriers to continuing education for students enrolled at Flint River Technical College. The center is located at the main campus in Thomaston, Georgia. This child development center offers services to Flint River Technical College students, Flint River Technical College faculty, and to the general public on a space-available basis. Call 706.646.6200 for information.



# STUDENT HANDBOOK



# Flint River Technical College

## STUDENT HANDBOOK

1533 HIGHWAY 19 SOUTH  
THOMASTON, GEORGIA 30286-4752  
706.646.6148



## STUDENT INFORMATION

### Acquired Immune Deficiency Syndrome

Since there is no evidence of non-sexual, non-blood-related transmission of human immunodeficiency virus (HIV-AIDS), students will not be excluded from labs or classrooms based on their contact with this virus. Students or applicants for admission as students shall be regarded as such without screening or questioning pertaining to the virus. Students in programs related to personal services should follow the universal precaution standards and practices of hygiene, sanitation, and safety. The confidentiality of information and records regarding HIV and AIDS or an associated illness must be preserved. Pamphlets regarding the AIDS virus may be obtained in the Office of Student Affairs for those students desiring to learn more.

### Alcoholic Beverages

Flint River Technical College (FRTC) seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. In keeping with the objectives, the consumption of alcoholic beverages by students, staff and visitors is strictly prohibited on campus.

### Automobiles

Students are allowed the privilege of parking vehicles in designated areas on the campus at Flint River Technical College (FRTC) during class hours. Students will be given a parking permit during registration, which should be placed on their vehicle for identification purposes.

Individuals operating and/or possessing vehicles on campus shall not have in or on their vehicle firearms, fireworks, alcoholic beverages, illegal drugs, and/or stolen property. A 15 mile per hour speed limit will be enforced on campus. Drivers on campus must also follow marked traffic lanes, honor stop signs and one-way drives. Individuals who fail to observe parking and traffic regulations may lose the privilege of bringing a vehicle on campus and/or be subject to disciplinary sanctions.

### Bookstore

A complete bookstore for students is located in Room A221 in Building A. Students are responsible for obtaining their own books, workbooks, and other essentials. Books should not be purchased until the instructor(s) provides the necessary requirements. Refunds

are not allowed without receipt(s); merchandise must be returned within ten (10) days of purchase and must be in the same condition as when purchased. Defective merchandise may be exchanged at any time. All returns are subject to the manager's discretion.

Book buyback is always the last two days of finals. Books purchased must be in good condition with very little wear, writing, or highlighting. Only books which will be used for the upcoming quarter will be purchased. Used books are periodically bought and sold by the bookstore. The Bookstore Manager can be contacted during the hours listed below at 1.800.752.9681 or 706.646.6158.

*Monday through Thursday:* 9 a.m. - 8 p.m.; Closed for lunch 3 p.m. - 4 p.m.

## Bulletin Boards

Bulletin boards are located at various points in the buildings. All students are expected to keep up to date on the materials posted on the bulletin boards in their classrooms and in the Student Center. Only school related items are to be posted on these bulletin boards. Job placement information is posted on the bulletin board outside of the Office of Student Affairs (Room A500).

## Campus Life

Flint River Technical College is committed to meeting the educational needs of its students. Students reside in their particular communities and commute daily to classes. While no attempt is made to duplicate or replace that portion of the student's life environment filled by the home, church, or community organizations, it is recognized that students benefit from a balanced program of involvement in campus organizations and activities.

It is the responsibility of all faculty and staff to work with students in creating an environment that will enhance the intellectual, social, emotional, personal, and cultural growth and development of students attending Flint River Technical College.

## Children On Campus

Students are expected to make childcare provisions for their children. Students are not to bring children to class or leave children on campus while the student is in class or attending to other business. Children will not be left unattended in automobiles, hallways, snack bar, library, or outside buildings. Children are not allowed in the Cosmetology Department at any time. Prospective customers seeking appointments will be advised that services will be refused if they are accompanied by children.

## Class Rings

Students enrolled at Flint River Technical College who are eligible to purchase a class ring will be notified when a class ring company representative is on campus.

## College Closing

In the event that the college may be closed during a period that is scheduled to be open, the student can receive information by calling (706) 646-6148 or 1-800-752-9681 or by listening to one of the following radio and television stations:

### Atlanta

WSB-TV - Channel 2  
WXIA-TV - Channel 11

### Thomaston

WTUC TV Channel 10  
WTGA Radio - AM 1590  
WTGA Radio - FM 101.1

### Columbus

WTVM-TV - Channel 9

### Macon

WMAZ-TV - Channel 13  
WIBB Radio - 97.9 FM

### Griffin

WKEU Radio - 88.9 FM  
WEKS Radio - 92.5 FM

### Manchester-Warm Springs

WFDR-Radio - AM 1370  
Mountain Country - 94.3 FM

## College Liability

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. All work is performed by students under the supervision of their instructor. Flint River Technical College will not be responsible for damage to any articles brought to any instructional program performing Live Work. Flint River Technical College is also not responsible for damage or theft of any personal articles or vehicles brought on campus.

## Counseling and Rehabilitation Services for Students

The College encourages students to contact a counselor if they need help regarding a drug or alcohol problem concerning themselves or a member of their family. Assistance in locating an appropriate community agency will be confidential. The counselor, acting as a liaison only, will hold any contact or assistance in strict confidence.

The counselor will assist students in locating community resources, including the following:

1. Alcohol prevention and treatment programs and services.
2. Alcoholism support groups.
3. Drug-abuse prevention and treatment programs and services.
4. Drug-abuse hotline.
5. Resources and materials available through the campus library.
6. Materials available in the counselor's office.
7. Website addresses.

## Drug Abuse Prevention Policy

The Higher Education Amendments of 1986 require that all postsecondary institutions make provisions for drug abuse prevention programs in order to remain eligible for financial aid.

For further information refer to Counseling and Rehabilitation Services available to students and/or employees in the Student Policies and Procedures section of the Catalog and Student Handbook.

## Emergencies

The student should immediately report any accident to his/her instructor or to any available college personnel. In the event of an emergency, students should follow the emergency procedures posted in each classroom.

### Emergency Procedures

1. Accidents: In the event of an accident with injury or sickness, the following procedures are to be followed:
  - ◆ Report injuries or illness to the instructor or supervisor. Immediately get first aid treatment for all injuries occurring on campus.
  - ◆ When reporting a serious injury or illness you should:
    - Dial 911;
    - Give your name;
    - Tell where the injured or sick person is located - Flint River Technical College, 1533 Highway 19 South.
2. Minor First Aid Treatment
  - ◆ Assess the situation, if no apparent medical attention is needed, give minor first aid.
  - ◆ It is always safe to have an injury checked by a physician.
3. In case of an accident or sickness while on campus, instructors should be notified immediately. The Office of Student Affairs or the instructor will call for emergency transportation to the nearest medical treatment center or medical treatment of the student's choice.
4. Ambulances will be called when required, but students will be billed for the cost of the ambulance.
5. Minor first aid kits are available in each department and can be provided when necessary.

### Fire And Tornado Drills

Fire and tornado drills are held periodically. Remember these basic rules:

1. Follow instructions in the Emergency Plan and given by your instructor or staff member.
2. Move quickly to designated areas (see evacuation plan posted in each classroom).
3. Return directly to class when the all clear is sounded or as instructed.

## Health Services

As a non-residential college, Flint River Technical College (FRTC) expects students to secure normal medical services through a family physician; however, in the event of serious injury or other medical emergencies on campus, the nearest designated instructor or staff member will notify (if appropriate) an administrator. If the emergency is deemed serious, the appropriate professional emergency care service will be secured by the administration. The college refers serious accidents or illnesses to the nearest hospital (or hospital of the student's choice) for emergency care and notifies the student's next of kin. Students must understand that they or their families, not the college, are responsible for the cost of such emergency care including any necessary ambulance service.

Students are given information on drug abuse, alcohol abuse, and Acquired Immune Deficiency Syndrome (AIDS) through health consultants, programs, seminars and health care pamphlets. Proper health and safety practices are used in each program of study. Health care brochures and pamphlets on community health services are available in the Office of Student Affairs.

## Housing

Dormitories and other campus housing facilities are not provided by Flint River Technical College. Students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

## Lost And Found

Articles found on campus should be turned in to the Security Department where lost and found items will be maintained. To claim a lost item, the owner must properly identify the item in question. Items will be maintained for 60 days and then disposed of in accordance with the laws of the State of Georgia.

## Messages For Students

Every effort will be made to deliver emergency messages to students as quickly as possible.

## Orientation

Orientation acquaints students with Flint River Technical College and its policies, procedures, and services. The Office of Student Affairs conducts orientation for incoming students on announced dates prior to the beginning of each quarter. Instructors in each of the programs of study provide additional orientation information. A college catalog and student handbook is provided to students to further acquaint them with the policies and procedures of the college. Orientation is continued throughout each student's enrollment by the counseling staff and the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program. New students are required to attend New Student Orientation.

## **Parking Permits**

A valid parking permit is required for each vehicle driven onto the Flint River Technical College campus by any student or staff member. There is no charge for the permit, and it may be obtained through the Bookstore. Vehicles that do not have a current Flint River Technical College parking permit properly displayed are subject to being towed at the owner's expense. The parking spaces marked for faculty/staff, students, visitors and handicapped should be used by those individuals only.

## **Student Center**

A student lounge and snack bar are provided for students' use while on campus.

## **Student Identification Cards (ID)**

For safety reasons, all members of the campus community, including students, are required to wear college identification (picture ids for students and college employee name tags for employees) while on campus. Students are also required to have a campus ID card for use in the bookstore, library, etc.

All students will receive at no cost an identification card the first quarter they register for classes. This card must be worn/displayed at all times and is to be shown upon request of any faculty/staff member or security personnel of Flint River Technical College. Failure to display the ID, loaning the ID to another person or failure to present the ID on request may result in disciplinary measures. Students should immediately report a lost or stolen ID card. Replacement ID cards will be issued at a cost of \$2.00.

## **Student Name, Address, And/or Telephone Number Changes**

In the event that you change your name, address or telephone number, you should immediately complete a Student Information Update Form and submit it to Office of Student Affairs. This written information should include your current name, your student ID number and the information to be updated.

## **Student's Role In Decision Making**

The student's role in decision making at Flint River Technical College focuses upon student life on campus and the learning environment of the classrooms and laboratories of the College. The College has representative student body input through student organizations to address matters of student life. Student involvement also occurs through memberships on leadership committees. Students are involved in the process of evaluating the instruction of the College through written evaluation of courses as well as the evaluation from the Office of Student Affairs.

## **Student Rights**

Students have a right through the Office of Student Affairs to be heard in matters that affect their rights and responsibilities.

Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means that do not disrupt College operations or interfere with the rights of others.

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression protects neither criminal conduct nor lewd, indecent, or obscene conduct and expression.

College-authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Leadership Council (SLC) and all other student organizations approved by the Vice President for Student Affairs may meet on school premises provided they make arrangements in accordance with the rules and regulations for room and space reservation. Students and/or student groups or organizations to use College facilities.

Only the Student Leadership Council and other student organizations approved by the Vice President for Student Affairs have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or his or her authorized representative may cancel a speaker's reservation where clear and present danger exists that the appearance would threaten the orderly operation of the College. The appropriate person will communicate such cancellation to the sponsoring organization.

Students have the right to due process when charged with an infraction. Due process includes a speedy hearing, the opportunity to face and question an accuser, the opportunity to present evidence and witnesses on their behalf, the right to have a faculty advisor of their own choosing present all stages of the hearing and appeal, and the right to appeal.

Students have the right to have their academic and disciplinary records kept confidential subject to existing law. The Federal Family Educational Rights and Privacy Act (FERPA) applies to all colleges that receive funding under an applicable program of the U.S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending school beyond high school. Schools may disclose, without consent, directory information, such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parents or students request that the colleges not disclose directory information about them. The College will keep no official records that reflect any alleged political activity or belief of a student.

## Telephone Calls

Students should stress to family, friends, and others that there are no provisions for the receipt or delivery of personal messages. There are public phones located throughout the campus. Should the college be notified of an emergency, such as a death or serious injury, every effort will be made to notify the student. The person calling must state the nature of the emergency.

## Tobacco And Alcohol Policy

The use of tobacco in any form (to include cigarettes, cigars, pipes, or smokeless tobacco) is prohibited within any of Flint River Technical College's buildings or vehicles. Smoking is allowed on campus in designated outside areas or in privately owned vehicles. Smokers must use ashtrays for disposal of butts. The designated smoking areas on the Flint River Technical College (FRTC) main campus are:

1. Underneath the awning behind Building A
2. In the Gazebo outside the southern rear exit of Building B
3. In the Gazebo outside the northern exit of Building A

The use and possession of alcohol is prohibited on Flint River Technical College's campus at all times. Alcoholic beverages may not be served at any student-sponsored function or event.



## Voter Registration

Voter registration packets are available in the Career Services, Library and Counseling and Assessment Services. Any qualified Georgia resident may complete and mail the form to register to vote.

## Warranty Program

Flint River Technical College participates in the Technical College System of Georgia Warranty Program. As a demonstration of our confidence in the quality of our Technical College programs, the Technical College System of Georgia warrants every graduate of our Technical College programs by offering a certificate of credit, diploma, or associate degree as follows:

*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 the 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 contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.*

*This Warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.*

*The Warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any Technical College that offers the program from which the individual graduated.*

# INFORMAL PROCEDURES

When an alleged violation of the standards of conduct or student code of conduct as published in the Catalog and Student Handbook and/or the Flint River Technical College Policy Manual has come to the attention of a faculty or staff member, the faculty or staff member will review the Catalog and Student Handbook and/or the Flint River Technical College Policy Manual and identify the standard that allegedly has been violated.

The faculty or staff member shall make a reasonable effort to resolve any violation that, in their professional judgment is strictly of a minor nature, through informal efforts in lieu of formal steps. The goal of such informal efforts is to call the alleged infraction to the attention of the student and to have the student cease such infractions.

Faculty or staff members may exercise only such disciplinary measures as are reasonable given an alleged violation of a strictly minor nature. For example, a faculty member may verbally reprimand a student, move a student to another seat, require a student to leave class (but not for more than one class) or otherwise exercise control over a class which is normally associated with maintaining discipline and good learning environment in a classroom setting. If such informal efforts do not produce a resolution, or if the illegal violation is not strictly of a minor nature, then formal steps shall be taken (See Formal Procedures below).

## Student Conduct Code

In order to fulfill Flint River Technical College's mission, the College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Flint River Technical College's Student Council in conjunction with the Office of Student Affairs establishes this Student Code of Conduct.

### Definitions

1. The term Technical College means Flint River Technical College (FRTC).
2. The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
3. The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.
4. The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.

5. The term "member of the Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
6. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
7. The term "shall" is used in the imperative sense.
8. The term "may" is used in the permissive sense.
9. The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
10. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.
11. The term "plagiarism" includes, but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
12. The term "Department" means the Technical College System of Georgia.
13. Business day or days are weekdays when the college is open for operation.

### Prohibited Conduct

1. Jurisdiction of the Technical College

*Flint River Technical College jurisdiction and discipline shall be limited to conduct which occurs on College premises, off-campus classes, activities or functions sponsored by the College, or which adversely affects the College Community and/or the pursuit of its objectives.*

2. Conduct Rules and Regulations

*Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article 2 "Sanctions" of the Judicial Policies:*

- a) Acts of dishonesty, including but not limited to the following:
  - i. Cheating, plagiarism, or other forms of academic dishonesty.
  - ii. Furnishing false information to any Flint River Technical College official, faculty member or office.

- iii. Forgery, alteration, or misuse of any Flint River Technical College document, record, or instrument of identification.
  - iv. Tampering with the election of any Flint River Technical College recognized student organization.
- b) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Flint River Technical College activities, including its public-service functions on or off campus, or other authorized non-Flint River Technical College activities, when the act occurs on Flint River Technical College premises.
  - c) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
  - d) Attempted or actual theft of and/or damage to property of Flint River Technical College or property of a member of the Flint River Technical College community or other personal or public property.
  - e) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
  - f) Failure to comply with directions of Flint River Technical College officials or law enforcement or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - g) Unauthorized possession, duplication or use of keys to any Flint River Technical College premises or unauthorized entry to or use of Flint River Technical College premises.
  - h) Violation of published Department or Flint River Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
  - i) Violation of federal, state or local law on Flint River Technical College premises or at Flint River Technical College sponsored or supervised activities.
  - j) Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
  - k) Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Flint River Technical College Regulations.
  - l) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Flint River Technical College premises.
  - m) Participation in a campus demonstration that disrupts the normal operations of Flint River Technical College and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- n) Obstruction of the free flow of pedestrian or vehicular traffic on Flint River Technical College premises or at Flint River Technical College sponsored or supervised functions.
  - o) Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Flint River Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the college may be held.
  - p) Theft or other abuse of computer time, including but not limited to:
    - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose,
    - ii. Unauthorized transfer of a file.
    - iii. Unauthorized use of another individual's identification and password.
    - iv. Use of computing facilities to interfere with the work of another student, faculty member or Flint River Technical College Official.
    - v. Use of computing facilities to send obscene or abusive messages.
    - vi. Use of computing facilities to interfere with normal operation of the Flint River Technical College computing system.
    - vii. Violation of Flint River Technical College's Acceptable Computer and Internet Use policy.
  - q) Use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) in campus buildings except in marked designated smoking areas.
  - r) Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, 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. Student 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. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet. (See Student Dress Code)
  - s) Public intoxication while on Flint River Technical College owned or controlled property or while attending FRTC sponsored events.
  - t) Any form of behavior which causes disturbance or distress to other members of the FRTC community including those that threaten the rights or safety of individuals or groups within the community such as violations of published FRTC policies or rules, and harassment in any form including sexual, racial or ideological.
  - u) Use of food or drink in unauthorized areas. Students shall not eat or drink inside any area of any building other than the snack bar or other designated area. Food and drink are absolutely prohibited in all classrooms and lab areas.

- v) Use of personal electronic devices are not allowed in the classroom or lab setting. Headsets, cassette/CD players, portable radios, hand-held electronic games, cellular phones, and other similar devices are not permitted to be operated inside class room or lab areas. Pagers or cell phones may be maintained in vibrate only mode. Exceptions: tape cassette recorders may be operated to record classroom lectures if the instructor grants prior approval. Musical or other sound devices operated outside of campus facilities will be at a volume level that does not interfere with or distract others.
3. Violation of Law and Technical College Discipline
- a) Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
  - b) When a student is charged by federal, state or local authorities with a violation of law, Flint River Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code, however, FRTC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the FRTC community. FRTC will cooperate 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 and FRTC employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## Judicial Policies

### 1. Charges and Hearings

- a) Any member of the Flint River Technical College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the appropriate administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within ten (10) business days.
- b) The administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the college administration. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the administrator may choose to conduct a judicial hearing before an appropriately comprised judicial body and will then determine the appropriate sanctions, if any, which should apply.
- c) If the accused student is not satisfied with the decision of the administrator, he/she may appeal this decision utilizing the Flint River Technical College appeals process.

### 2. Sanctions

- a) The following sanctions may be imposed upon any student found to have violated the Student Code:
  - i. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - ii. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - iii. Loss of privileges: Denial of specified privileges for a designated period of time.
  - iv. Fines: Previously established and published fines may be imposed.
  - v. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - vi. Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments.
  - vii. Suspension: Separation of the student from Flint River Technical College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - viii. Expulsion: Permanent separation of the student from Flint River Technical College. This may also mean expulsion from a particular program at Flint River Technical College.
- b) More than one of the sanctions listed above may be imposed for any single violation.
- c) Other than Flint River Technical College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, maintained by the Registrar's Office, but shall become part of the student's confidential record, maintained by the Vice President for Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions, Flint River Technical College suspension, or Flint River Technical College expulsion, upon application to the Vice President for Student Affairs.
- d) In addition to the penalties outlined in "i" through "vi" above, groups or organizations may also face:
  - i. Deactivation.
  - ii. Loss of all privileges, including Flint River Technical College recognition, for a specified period of time.
  - iii. In cases heard by a judicial body where the student or organization is found to have violated the Student Code, a judicial body may make recommendations to the administrator but the administration shall determine and impose the sanctions. The college administration is not bound by the sanctions recommended by members of the judicial body.
  - iv. The appropriate administrator shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation,

suspension, or expulsion, the administrator shall coordinate with the President and inform, by memorandum, the Offices of the Vice President for Academic Affairs and Vice President for Student Affairs.

### 3. Interim Suspension

In certain circumstances, the President may impose a suspension prior to the completion of an investigation.

- a) Interim suspension may be imposed only:
  - i. To ensure the safety and well-being of members of the Flint River Technical College community or preservation of College property;
  - ii. To ensure the student's own physical or emotional safety and well-being; or
  - iii. If the student poses a definite threat of, disruption of, or interference with the normal operations of the College
- b) During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.
- c) The Office of the Vice President for Academic Affairs shall be notified in writing of the interim suspension.

### 4. Appeals

Appeals may be submitted in accordance with the Student Appeals Policy.

The decision of the President shall be final.

Any person who is not satisfied with the decision shall have the right to file an appeal with the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, (770) 396-3898.

## Notification Of Sanctions

When imposition of any sanction includes restrictions on attendance in class or Flint River Technical College sponsored activities or programs, the Offices of Student Affairs, Academic Affairs, and Admissions shall be notified by the administrator in writing within five (5) business days.

## Interpretation And Revision

Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs.

The Student Code shall be normally reviewed every year by the college administration with input from the Flint River Technical College Student Leadership Council.



## DRESS CODE

Students are expected to dress appropriately at all times. Dress requirements will vary in the classroom, laboratory 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. Students shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of the other students or otherwise to cause disruption or interfere with the operation of the College. The President or duly authorized administrator shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, as its cause, to all students by announcements or posting at the College.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

1. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their lab, shop, or class.
2. Students will be required to conform to employer dress codes as may be required in cooperative or internship work sites.
3. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform requirements. Health Sciences students should refer to their department's handbook for specific uniform requirements.
4. Shirts will cover midriff area. Halter tops, backless blouses, revealing necklines and tank tops are not authorized. Gym shorts, sweat gear (sweat shirt and pants) are not considered appropriate attire and will not be worn.
5. Shoes must be worn at all times. Additionally, shoes in the trade and technical areas will cover the entire top of the foot. Refer to program orientation by the instructor for specific uniform requirements.
6. Hats or other head coverings, other than religious head covering, will not be worn in the classroom areas except when required for safety in certain labs. Religious head covering is permitted when it does not interfere with the function or purpose of required occupational headgear.
7. Shorts may be worn as long as they are in good taste, are consistent with the attire of the area of training received, and do not constitute a safety hazard to the student. Shorts, skirts, and dresses will be no shorter than the tip of the student's longest finger when arms are held straight down at the side.
8. Only conventional hair color will be allowed.
9. Visible piercing of the face (i.e. nose, eyebrows, lips) will not be allowed.

In addition to the specifics of the dress code enumerated above, students must visibly display Flint River Technical College current ID badges at all times they are on campus.

Violators of the dress code should be disciplined by the instructor or other duly appointed administrator. Violators of the dress code will be sent home to change into appropriate attire.

Appeals will be in accordance with the Student Appeals Policy.

## Acceptable Computer and Internet Use

Colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

In making decisions regarding access to the Internet and use of its computers, Flint River Technical College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from the College to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing Flint River Technical College-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college.

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);

- ◆ **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).

The purpose of Flint River Technical College college-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. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on the Technical College System of Georgia (TCSG) or Flint River Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other College premises that are 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, Technical College System of Georgia and Flint River Technical College officials shall cooperate with law enforcement officials who are properly authorized to search Technical College System of Georgia (TCSG) and Flint River Technical College computers and computer systems.

All information created, stored, or transmitted by Technical College System of Georgia or Flint River Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of the Technical College System of Georgia (TCSG) or Flint River Technical College-provided computers, networks and Internet access are not permitted:

- a. To access, upload, download, or distribute, obscene material;
- b. To transmit obscene, abusive, or threatening language;
- c. To violate any local, state, or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To engage in any personal commercial enterprise without advance approval in writing by the President of Flint River Technical College;
- h. To knowingly endanger the security of any Technical College System of Georgia (TCSG) or Flint River Technical College computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of Technical College System of Georgia (TCSG) or Flint River Technical College networks unless it meets technical and security standards set by Technical College System of Georgia (TCSG);
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any Technical College System of Georgia (TCSG) or Flint River Technical College computer or network facility,

regardless of whether any demonstrable harm results; and

1. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.

Users of Technical College System of Georgia (TCSG) and Flint River Technical College computers and computer systems are subject to the Department's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

Technical College System of Georgia (TCSG) makes no warranties of any kind, either expressed or implied, for the computers, computer systems and Internet access it provides. Technical College System of Georgia (TCSG) shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Technical College System of Georgia (TCSG) shall not be responsible for the accuracy, nature or quality of information gathered through Technical College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Technical College-provided Internet access. Technical College System of Georgia (TCSG) shall not be responsible for personal property used to access its computers or networks or for Technical College-provided Internet access. The Department shall not be responsible for unauthorized financial obligations resulting from Technical College-provided access to the Internet.

The foregoing standards are equally applicable to employees of the Department, wherever housed, and to employees and students of the Technical College.



## Student Email

Student email accounts are available to all Flint River Technical College students. The College uses this account to contact students about important information concerning financial aid, admissions, etc. To set up a student email account, follow the instructions listed below. All students are required to open an account. Please remember when using a student email account that this is a privilege and Flint River Technical College reserves the right to revoke this service for those who abuse it.

1. To login to student email, visit <https://exchangelabs.com/owa>.
2. You should now see a login screen.
3. a. In the Windows Live ID field, enter your Live ID (this should have been provided to you by your advisor). The format of the ID should be `firstname.lastname@student.flintrivertech.edu`. For example, Jane Doe's Live ID would be `jane.doe@student.flintrivertech.edu`.  
b. In the password field, enter the default password "student". Unless the PC on which you are checking your email belongs to you it is recommended that you do not select either "Remember me on this computer" or "Remember my password" for security reasons.
4. Upon your first login you will be prompted to enter account information.
5. Complete the requested information and click "I accept" to proceed.
6. Reenter your login information, this time using the new password that you setup in the previous step. When the *Office Outlook Web Access* window appears, click the dropdown and select "Eastern Time" as your time zone. Click OK.
7. Congratulations! You have successfully setup your Flint River Technical College student email address. If you have any questions contact the Live@edu Technical Support at [LiveEduAdmin@student.flintrivertech.edu](mailto:LiveEduAdmin@student.flintrivertech.edu).

## Drug-Free Schools and Communities Act

This policy has been developed in concert with the Federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Flint River Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. 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 quarter and forfeit all academic credit for that period.

Flint River Technical College 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, Flint River Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. 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.

## Harassment

In accordance with its Statement of Equal Opportunity, Flint River Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal law. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity. Examples of conduct that may constitute sexual harassment may be found in the accompanying procedures.

All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly through the established informal and formal procedures Colleges. Those who have been witness to sexual harassment or other improper harassment should report their observation to an appropriate official whose offices are listed below.

- The College Equal Opportunity (Title IX) and Equity Coordinator, Registrar
- The President or any member of the senior staff.
- Any faculty or staff member

All employees of the College are expected to make every effort to ensure that students and co-workers are not subjected to any form of sexual or other improper harassment. (This effort may be formal or informal depending on the circumstances.) However, all students and employees should report any sexual or other improper harassment that they experience, observe or believe may be occurring to the Equal Opportunity (Title IX) or Equity Coordinator.

Other violations of this policy include (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination. Students who engage in sexual or other improper harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline in accordance with the college's student code of conduct disciplinary process.

In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee or student wishes to bring a complaint and remain anonymous, the ability of the College to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

All employees and students should be informed of this policy and reporting procedures. Examples for distribution include, but are not limited to, providing a copy of the policy to each employee or student, discussing the policy at student or employee orientation sessions, conducting staff development, including information in student or employee handbooks, newsletters, or announcements.

## Penalties

Violations of these policies incur the same types of disciplinary measures as violations of other Department or Technical College policies or state or federal laws, including criminal prosecution.

## Weapons Policy

It shall be unlawful for any person to carry, possess, or have under their control any weapon within a school safety zone or at a school building, during a school function, or on school property or transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser defined in O.C.G.A. 16-11-106. Flint River Technical College shall follow the procedures adopted in State Board policy "Firearms, Weapons, and Explosives" (II. C. 10.). **Punishment:** A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to provision of O.C.G.A. 15-11-37.

## Student Organizations and Activities

Flint River Technical College encourages student participation and involvement in student organizations and activities related to their areas of interest and to the goals and objectives of the college.

### GOAL Award Program

The Georgia Occupational Award of Leadership (GOAL) program was established in 1971 to recognize and reward excellence among the students studying at Georgia's postsecondary technical colleges. GOAL is administered at the state level by our department and is supported by various corporate sponsors. It is the first program of its kind in the nation to honor excellence among technical students at the postsecondary level.

### National Technical Honor Society (NTHS)

This is a non-profit honor organization for students enrolled in occupational, vocational-technical programs. Its purposes are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student educational and career goal setting; to promote a stronger linkage between local vocational-technical institutions and business and industry; to promote the image of vocational-technical education in America. Candidacy for membership is by instructor nomination. Only those students who have completed at least 20 credit hours and maintained a program GPA of 3.5 are eligible for nomination. Having met this criteria does not automatically make a student a candidate.

## Skills USA

This is an organization for all students. The purpose of this technical organization is to assist members in the development of their leadership and skill abilities. Members compete on the state and national levels. The members are active in college-sponsored activities and community service projects.

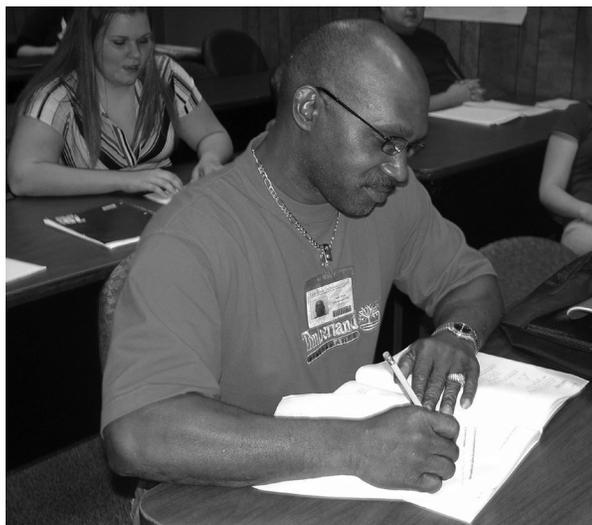
## Student Leadership Council (SLC)

The Student Leadership Council is an organization composed of representatives from each of the programs areas, dedicated to the following:

1. Coordinate and direct authorized student organizations and student activities;
2. Promote good college/community citizenship;
3. Promote positive college morale;
4. Provide a forum for student expression;
5. Promote general welfare of the college;
6. Provide a clear channel of communication between the faculty, administration, and student body at Flint River Technical College.

## Phi Beta Lambda (PBL)

Phi Beta Lambda is the national organization for all students in postsecondary colleges enrolled in business education programs. Members learn how to engage in individual and group enterprise; how to hold office and direct the affairs of a group; how to work with other organizational representatives; and how to compete honorably on the local, state, and national levels.



## DIRECTORY

If students have any questions about the subjects listed below, please contact the office or person indicated. You may call 706.646.6148 or 1.800.752.9681

Quarterly Scheduling  
Office of Student Affairs and Academic Advisor

Books  
Instructor/Bookstore

General Counseling  
Office of Student Affairs

Financial Aid  
Office of Financial Aid

Veterans Affairs  
Office of Financial Aid

Career Services  
Career Services Office

Sexual Harassment\*  
Registrar, Equity Coordinator

Sexual Discrimination\*  
Registrar, Title IX Coordinator

Accommodations for the Disabled\*  
Special Populations Coordinator, Americans with Disabilities  
Special Populations Coordinator, Section 504 Coordinator

Discrimination on the Basis of Race, Color or National Origin\*  
Registrar, Title VI Coordinator

\* Contact Office of Student Affairs for further information

# CRIME PREVENTION

## Reporting Criminal Activity

Visitors, students and employees should assume the ultimate responsibility for their own safety and should make every effort to ensure the safety of others. The following policy is supportive of their effort.

## Sex Offender Information

The campus Sex Crimes Prevention Act Amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act requires the College to notify the campus community where law enforcement agency information may be obtained concerning registered sex offenders. The following website provides this information for the State of Georgia: <http://www.ganet.org/gbi/disclaim.html>

## Campus Emergencies

Fire evacuation routes, tornado shelter maps, and emergency instructions are posted on classroom, office, and hallway bulletin boards throughout campus. It is the responsibility of all members of the campus community to comply promptly with the instructions of Security Officers, College administrators, and emergency personnel in the event of an emergency.

## Lost And Found

Lost and found articles may be sought or turned over at the Security Office in Building A room A243.

## The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act and Campus Security Act of 1990 & Student Right To Know

The Student Right To Know and Campus Security Act of 1990 requires that colleges whose students receive federal student aid maintain and report annually certain campus security policies and crime information. In order to comply with the law, Flint River Technical College provides information to all students and employees. New students receive the information at orientation. Any applicant for enrollment or employment will be provided this information upon request. The safety of students, visitors, faculty, and staff is a top priority of Flint River Technical College and is the goal of a combined effort of the school administration, security personnel, and local law enforcement officials. Security personnel provide security services at the main campus whenever classes are in session.

Most crimes reported at Flint River Technical College involve property rather than personal danger. Students and others can minimize chances of becoming a victim by remembering a few simple rules:

- ◆ **Lock up!** Lock your car. Please do not encourage someone to take items from your car by leaving the doors unlocked.
- ◆ **Don't leave your property unattended!** You are inviting theft if you leave your books, purse, etc. unattended in the classroom, media center, restroom, or any other campus facility.
- ◆ **Identify your belongings!** Put your name and address on textbooks, inside the cover and on an inside page or two.
- ◆ **Be a little suspicious!** Don't take chances. Be careful about lending keys, student ID etc. to someone you do not know very well.

The same good sense that can help keep your property secure can also help keep you safe. Remember that just being on campus is not sufficient protection....don't put yourself in a victim's position.

## Reporting

Report suspicious behavior! Any suspicious behavior should be reported immediately to your instructor, security or Administration. If the situation warrants, the local authorities will be called. Any incident on campus involving safety and security violations should be reported in a written format. Reports are submitted on an "Incident Report" form. This does not in any way prohibit the reporting of an emergency to the Sheriff, Police, Fire Department, or Emergency Medical Services by calling 911.

Flint River Technical College is required to publish a criminal activities statistical report (Campus Crime Report) covering the preceding calendar year.

The data collected for the previous calendar year can be located on the Internet by the following steps:

1. Website: <http://ope.ed.gov/security>
2. Click on "Get data for one institution/campus."
3. When the "Step 1 - Institution/Campus Search" criteria form appears, scroll down to: Name of Institution; type in Flint River Technical College, then click Search.
4. At "Step 2 - Select Campus", choose Main Campus.
5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar:
  - a. Criminal offenses
  - b. Hate offenses
  - c. Arrest and Disciplinary Actions





# CREDIT PROGRAMS





# ASSOCIATE DEGREE PROGRAMS



# ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

**AAS - Health ♦**

**Accounting**

**Applied Manufacturing Technology**

**Business Administrative Technology**

**Criminal Justice Technology**

**Early Childhood Care and Education**

**Electronics Technology**

**Management and Supervisory Development**

**Medical Assisting**

## ASSOCIATE IN APPLIED SCIENCE AAS - Health

### DESCRIPTION:

The AAS - Health program is designed to increase the student's understanding of the social, psychological, and managerial aspects of the work environment.

### EMPLOYMENT OPPORTUNITIES:

### ADMISSIONS CRITERIA:

Student must be a graduate of one of the following technical college diploma programs: Practical Nursing or Medical Assisting. Associate in Applied Science programs may require higher admission scores for entry into the program. See Admissions section of catalog.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$350; Annual additional insurance fee: \$11.50; Total Program Costs: \$1,402.50

### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
<b>Choose one of the following:</b>	5	
ENG 1105 Technical Communications	5	5
SPC 1101 Public Speaking	5	5
<b>Choose one of the following:</b>	5	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
PSY 1101 Introductory Psychology	5	5
XXX xxx General Education Core Course at 190 level or above	5	5
<b>Plus:</b>	60	
XXX xxx Block of Technical Coursework From Selected Health Sciences Programs	60	70
<b>Minimum Credits required for Graduation:</b>	<b>90 - 91</b>	

♦ Requires 60 credit hours of occupational courses related to a Health Science program..

# ASSOCIATE IN APPLIED SCIENCE

## Accounting

### DESCRIPTION:

The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate in Applied Science Degree.

### EMPLOYMENT OPPORTUNITIES:

Accounting Assistant

### ADMISSIONS CRITERIA:

Students must be at least 16 years of age; Students must provide a final official high school transcript or General Education development diploma, or achieve Minimum scores on the Asset or Compass test, which are as follows: ASSET - Reading 41, Writing 40, and Math 40, and Algebra 42 or COMPASS - Reading 74, Writing 60, Math 30, and Algebra 37.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,631; Total Program Costs: \$4,724

### PROGRAM LENGTH:

Six quarters if full time. Entrance allowed quarterly.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
<b>Choose one of the following:</b>	<b>5</b>	
PSY 1101 Introductory Psychology	5	5
ECO 1101 Principles of Economics	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
<b>Choose one of the following:</b>	<b>5</b>	
ENG 1105 Technical Communications	5	5
SPC 1101 Public Speaking	5	5
XXX xxx Associate Degree Level General Core Elective	5	5
<b>Occupational Courses</b>	<b>67</b>	
ACC 101 Principles of Accounting I	6	8
ACC 102 Principles of Accounting II	6	8
ACC 103 Principles of Accounting III	6	8
ACC 104 Computerized Accounting	3	5
ACC 106 Spreadsheet Fundamentals	3	5
ACC 151 Individual Tax Accounting	4	5
ACC 152 Payroll Accounting	5	6
BUS 101 Document Processing	6	10
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Accounting Electives	10	10
XXX xxx Advisor Approved Specific Occupational -Guided Electives	15	15
<b>Minimum Credits required for Graduation:</b>	<b>97 - 98</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Applied Manufacturing Technology

**DESCRIPTION:**

The Applied Manufacturing Technology degree program produces graduates who are prepared for upward mobility and cross trained in various manufacturing fields. The program combines core educational courses with field based courses to increase productivity, quality assurance, safety, morale and overall job performance of students. A major component of the program is the awarding of academic credit for successful related work experiences. Graduates are employable as technicians in a manufacturing setting. Graduates receive an Applied Manufacturing Technology Associate in Applied Science Degree.

**EMPLOYMENT OPPORTUNITIES:**

A variety of jobs as applied to various manufacturing environments.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,740; Total Program Costs: \$4,833

**PROGRAM LENGTH:**

Six quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1105 Technical Communications	5	5
ECO 1101 Principles of Economics	5	5
PSY 1101 Introductory Psychology	5	5
SPC 1101 Public Speaking	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1111 College Algebra	5	5
MAT 1101 Mathematical Modeling	5	5
<b>Occupational Courses</b>	<b>71</b>	
AMF 103 Manufacturing Process Survey	4	6
AMF 152 Manufacturing Organizational Principles	2	2
AMF 154 Manufacturing Workplace Skills	3	3
AMF 156 Manufacturing Production Requirements	2	2
AMF 158 Automated Manufacturing Skills	3	3
AMF 160 Representative Manufacturing Skills	4	6
MKT 101 Principles of Management	5	5
MKT 103 Business Law	5	5
MSD 103 Leadership and Decision Making	5	5
MSD 104 Human Resource Management	5	5
MSD 106 Performance Management	5	5
MSD 107 Employee Training and Development	5	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Technical Electives in Work-Based Course	20	20
<b>Minimum Credits required for Graduation:</b>	<b>101</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Business Administrative Technology

**DESCRIPTION:**

The Business Administrative Technology Degree program is designed to prepare students 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. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative office technology. Graduates of the program receive a Business Administrative Technology, Associate in Applied Science degree.

**EMPLOYMENT OPPORTUNITIES:**

Administrative assistant, office manager, executive secretary/administrative assistant, secretary.

**ADMISSIONS CRITERIA:**

Attainment of 16 years of age; documentation of high school graduation or satisfaction of High School Equivalency Certificate requirement; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,740; Total Program Costs: \$4,833

**PROGRAM LENGTH:**

Six quarters if full time and regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>25 - 26</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
PSY 1101 Introductory Psychology	5	5
SPC 1101 Public Speaking	5	5
<b>Choose one of the following:</b>	5	
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
<b>Occupational Courses</b>	<b>70</b>	
ACC 101 Principles of Accounting I	6	8
ACC 102 Principles of Accounting II	6	8
BUS 101 Document Processing	6	10
BUS 105 Database Applications	3	5
BUS 106 Office Procedures	5	8
BUS 108 Word Processing	5	8
BUS 109 Applied Office Procedures	5	8
BUS 148 Business Document Proofreading and Editing	3	5
BUS 160 Electronic Communication Applications	5	8
BUS 201 Advanced Word Processing	5	8
BUS 102 Spreadsheet Applications	3	5
BUS 261 Presentation Applications	3	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Specific Occupational-Guided Elective	12	12
<b>Minimum Credits required for Graduation:</b>	<b>95 - 96</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Criminal Justice Technology

**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.

**EMPLOYMENT OPPORTUNITIES:**

Police/Law Enforcement; Parole Officer; Dispatcher; Private Detective; Corrections Officer; Investigator for DFCS; Law Office Staff; Detention Facility/Jailer; Probation Officer; Juvenile Investigator; Game Warden/Department of Natural Resources; District Attorney's Investigator; Counseling; Crime Lab Employee; Loss Prevention Agent; Fugitive Recovery Agent; Insurance Investigator; Evidence Technician; Crime Scene Technician; School Resource Officer; Emergency Management Office Staff

**ADMISSIONS CRITERIA:**

Attainment of at least 16 years of age; documentation of high school graduation or satisfaction of High School Equivalency Certificate requirement; achievement of minimum admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,860.48; Total Program Costs: \$4,440.48

**PROGRAM LENGTH:**

Five quarters if full time regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
ECO 1101 Principles of Economics	5	5
PSY 1101 Introductory Psychology	5	5
<b>Choose one of the following:</b>	<b>5</b>	
SPC 1101 Public Speaking	5	5
ENG 1105 Technical Communications	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
<b>Occupational Courses</b>	<b>68</b>	
CRJ 101 Introduction to Criminal Justice Technology	5	5
CRJ 103 Corrections	5	5
CRJ 104 Principles of Law Enforcement	5	5
CRJ 105 Criminal Procedure	5	6
CRJ 168 Criminal Law	5	5
CRJ 202 Constitutional Law	5	5
CRJ 207 Juvenile Justice	5	5
CRJ 209 Criminal Justice Technology Practicum/Internship	5	15
CRJ 212 Ethics in Criminal Justice	5	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Occupationally Related Electives	20	20
<b>Minimum Credits required for Graduation</b>	<b>98 - 99</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Early Childhood Care and Education

**DESCRIPTION:**

The Early Childhood Care and Education Associate in Applied Science degree program is a sequence of courses designed to prepare students for careers in the child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate in Applied Science Degree with a specialization in one of the following areas: Family Childcare Provider or Program Management.

**EMPLOYMENT OPPORTUNITIES:**

The Early Childhood Care and Education Associate in Applied Science degree program prepares students for careers in the field of Early Childhood Care and Education. Graduates of this program are highly sought after for positions as Early Childhood program managers, supervisors, teachers, teacher's aides, and paraprofessionals. They work in State Pre-K programs, Public and Private Schools, Head Start Centers, Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Family Child Care Homes, Recreation Programs, Early Childhood Exceptional Needs Programs and a variety of other settings where children are cared for and educated. Position qualifications vary depending upon work setting.

**ADMISSIONS CRITERIA:**

Attainment of 16 years of age; documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,828.12; Annual additional insurance fee: \$11.50; Other program specific costs: \$15; Total Program Costs: \$4,947.62

**PROGRAM LENGTH:**

Six quarters if full time regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
PSY 1101 Introductory Psychology	5	5
<b>Choose one of the following:</b>	<b>5</b>	
ENG 1102 Literature and Composition	5	5
ART 1101 Art Appreciation	5	5
MUS 1101 Music Appreciation	5	5

**Credit Hours    Contact Hours**

<b>Choose one of the following:</b>	<b>5</b>	
ENG 1105 Technical Communications	5	5
SPC 1101 Public Speaking	5	5

<b>Choose one of the following:</b>	<b>5</b>	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
XXX xxx General Core Elective at 190 level or above	5	5

**Occupational Courses** **65**

ECE 101 Introduction Early Childhood Care and Education	5	5
ECE 103 Human Growth and Development I	5	5
ECE 105 Health, Safety, and Nutrition	5	5
ECE 112 Curriculum Development	3	5
ECE 113 Art for Children	3	5
ECE 114 Music and Movement	3	5
ECE 115 Language Arts and Literature	5	5
ECE 116 Math and Science	5	5
ECE 201 Exceptionalities	5	5
ECE 202 Social Issues and Family Involvement	5	5
ECE 224 Early Childhood Care and Education Internship	12	36
SCT 100 Introduction to Microcomputers	3	5

<b>Choose one of the following:</b>	<b>3</b>	
ECE 121 Early Childhood Care and Education Practicum I	3	7
XXX xxx Program Elective	3	3

<b>Choose one of the following:</b>	<b>3</b>	
ECE 122 Early Childhood Care and Education Practicum II	3	7
XXX xxx Program Elective	3	3

**Completion of One of the following Specializations is required:** **15**

<b>Family Child Care Provider Specialization Courses</b>	<b>15</b>	
ECE 142 Family Childcare Program Management	5	7
ECE 144 Family Childcare Business Management	5	5
XXX xxx Program Elective	5	5

<b>Program Management Specialization Courses</b>	<b>15</b>	
ECE 217 Program Administration	5	5
ECE 221 Facility Management	5	5
ECE 222 Personnel Management	5	5

**Minimum Credits required for Graduation:** **110 - 111**

# ASSOCIATE IN APPLIED SCIENCE

## Electronics Technology

### DESCRIPTION

The Electronics Technology Associate in Applied Science Degree 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. 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 Associate in Applied Science Degree which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications electronics.

### EMPLOYMENT OPPORTUNITIES:

Entry-level Electronics Technician in either the Communication field or the Industrial field.

### ADMISSIONS CRITERIA:

Attainment of 16 years of more of age; documentation of High school diploma or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

### PROGRAM COSTS: (Program costs are estimates and are subject to change.)

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$2,175; Total Program Costs: \$5,268

### PROGRAM LENGTH:

Six quarters if full time and regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
ENG 1105 Technical Communications	5	5
MAT 1111 College Algebra	5	5
MAT 1112 College Trigonometry	5	5
<b>Choose one of the following:</b>	<b>5</b>	
ECO 1101 Principles of Economics	5	5
PSY 1101 Introductory Psychology	5	5
<b>Occupational Courses</b>	<b>47</b>	
ELC 104 Soldering Technology	2	3
ELC 108 Direct Current Circuits II	4	5
ELC 110 Alternating Current II	4	5
ELC 115 Solid State Devices II	4	5
ELC 117 Linear Integrated Circuits	4	5
ELC 118 Digital Electronics I	4	5
ELC 119 Digital Electronics II	4	10
ELC 120 Microprocessors Fundamentals	4	5
IFC 100 Industrial Safety Procedures	2	3
IFC 101 Direct Current Circuits I	4	5
IFC 102 Alternating Current I	4	5
IFC 103 Solid State Devices I	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Select One Area of Specialization:</b>	<b>25 - 26</b>	
<b>Industrial Electronics Courses</b>	<b>26</b>	
ELC 211 Process Control	6	8
ELC 212 Motor Controls	6	8
ELC 213 Programmable Controllers	5	7
ELC 214 Mechanical Devices	3	5
ELC 215 Fluid Power	3	5
ELC 216 Robotics	3	5
<b>Communication Electronics Courses</b>	<b>25</b>	
ELC 220 AM and SSB Circuit Analysis	4	5
ELC 221 FM Circuit Analysis	4	5
ELC 222 Advanced Modulation Techniques	4	5
ELC 223 Antennas and Transmission Lines	4	5
ELC 224 Microwave Communications and Radar	5	5
ELC 225 Optical Communications Techniques	4	5
<b>Minimum Credits required for Graduation:</b>	<b>102 - 103</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Management and Supervisory Development

**DESCRIPTION:**

The Management and Supervisory Development Associate in Applied Science degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. This program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluations, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate in Applied Science degree.

**EMPLOYMENT OPPORTUNITIES:**

Graduates of the Management and Supervisory Development degree are prepared for employment in a variety of jobs such as small business management, retail management, management trainees, supervisory trainees, entrepreneurship opportunities, leadership, supervisory, and middle management positions in all industries. Positions include, but are not limited to, employee leads, team leaders, supervisors, and managers in all fields.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to admission.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,914; Total Program Costs: \$5,007

**PROGRAM LENGTH:**

Six quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
ECO 1101 Principles of Economics	5	5
PSY 1101 Introductory Psychology	5	5
SPC 1101 Public Speaking	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
<b>Occupational Courses</b>	<b>76 - 77</b>	
MSD 101 Organizational Behavior	5	5
MSD 103 Leadership and Decision Making	5	5
MSD 104 Human Resource Management	5	5
MSD 106 Performance Management	5	5
MSD 113 Business Ethics	5	5
MSD 114 Management Communication Technologies	5	5
MSD 210 Team Management	5	5
MSD 220 Management and Supervision Occupation Basic Instruction I	3	10
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>5</b>	
MKT 101 Principles of Management	5	5
MSD 100 Essentials of Management	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MSD 102 Employment Law	5	5
MKT 103 Business Law	5	5
<b>Choose one of the following:</b>	<b>5 - 6</b>	
MSD 109 Managerial Accounting and Finance	5	5
ACC 101 Principles of Accounting I	6	8
<b>Operation Management Courses</b>	<b>20</b>	
MSD 107 Employee Training and Development	5	5
MSD 202 Production/Operation Management	5	5
MSD 206 Project Management	5	5
XXX xxx Electives from Area of Concentration	5	5
<b>Minimum Credits required for Graduation:</b>	<b>106 - 108</b>	

# ASSOCIATE IN APPLIED SCIENCE

## Medical Assisting

### DESCRIPTION:

The Medical Assisting associate degree program is to educate individuals for entry into the Medical Assisting occupation. This program will also allow current graduates of the Medical Assisting diploma program a path to advance their education. Students will gain a comprehensive understanding of medical assisting in a healthcare environment. Graduates from this program will be prepared for the CCMA certification exam prepared by the National Health Career Association. Upon completion graduates can obtain employment as a certified Clinical Medical Assistant.

### EMPLOYMENT OPPORTUNITIES:

The Medical Assisting degree program is designed to prepare students to take the National Certification as a Medical Assistant. A variety of classroom instruction and clinical experiences are provided for the student to enhance their abilities in the medical profession. Only a selected number of applicants can be admitted into the program. The job market includes the hospital setting, long-term care, clinics, and physician's office.

### ADMISSIONS CRITERIA:

The requirements for admission to Medical Assisting program are: attainment of 18 years of age; documentation of high graduation or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; documentation of a physical and dental examination to be submitted prior to clinical experience; acceptance as a regular student by second quarter; an interview with a screening committee may be required; and transient or transfer students: placement exams with a score of 80 percent may be required; and have a satisfactory criminal record check.

Admission of transfer students to the Medical Assisting program is contingent upon their meeting the following requirements: regular admission and good standing at a regionally accredited diploma or degree granting institution; and proper completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$3,290; Annual additional insurance fee: \$ 11.50; Other program specific costs: \$215; Total Program Costs: \$6,609.50

### PROGRAM LENGTH:

Six quarters if full time. Not all courses will not be offered each quarter. There are course instructions from other programs that apply to Medical Assisting.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>30 - 31</b>	
ENG 1101 Composition and Rhetoric	5	5
ENG 1102 Literature and Composition	5	5
ECO 1101 Principles of Economics	5	5
PSY 1101 Introductory Psychology	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1101 Mathematical Modeling	5	5
MAT 1111 College Algebra	5	5
MAT 1100 Quantitative Skills and Reasoning	6	7
<b>Choose one of the following:</b>	<b>5</b>	
SPC 1101 Public Speaking	5	5
ENG 1105 Technical Communications	5	5
<b>Occupational Courses</b>	<b>69</b>	
AHS 1011 Anatomy and Physiology	5	5
AHS 104 Introduction to Health Care	3	5
AHS 109 Medical Terminology for Allied Health Sciences	3	3
BUS 101 Document Processing	6	10
MAS 101 Legal Aspects of Medical Office	3	3
MAS 103 Pharmacology	5	5
MAS 106 Medical Office Procedures	5	6
MAS 108 Medical Assisting Skills I	6	12
MAS 109 Medical Assisting Skills II	6	12
MAS 110 Medical Insurance Management	3	6
MAS 111 Administrative Practice Management	4	7
MAS 112 Human Diseases	5	5
MAS 117 Medical Assisting Externship	8	24
MAS 118 Medical Assisting Seminar	4	4
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>99 - 100</b>	





# DIPLOMA PROGRAMS

## DIPLOMA PROGRAMS

**Accounting**  
❖ **Air Conditioning Technology**  
**Applied Manufacturing Technology**  
❖ **Automotive Fundamentals**  
**Automotive Technology**  
❖ **Barbering**  
**Business Administrative Technology**  
❖ **Cosmetology**  
**Criminal Justice Technology**  
❖ **Early Childhood Care and Education**  
**Electronics Fundamentals**  
**Electronics Technology**  
❖ **Industrial Systems Technology**  
**Management and Supervisory Development**  
**Medical Assisting**  
❖ **Plumbing**  
♦♦ **Practical Nursing**  
**Public Works Civil Technology**  
❖ **Welding and Joining Technology**

- ❖ GED/High School Diploma not required for admission but required prior to graduation.
- ♦♦ Requires completion of Patient Care Technician.

## DIPLOMA Accounting

### DESCRIPTION:

The Accounting diploma program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma.

### EMPLOYMENT OPPORTUNITIES:

Accounting Assistant

### ADMISSIONS CRITERIA:

Students must be at least 16 years of age; students must provide a final official high school transcript or General Education development diploma, or achieve minimum scores on the Asset or Compass test, which are as follows: ASSET - Reading 38, Writing 35, and Math 35 or COMPASS - Reading 70, Writing 23, and Math 26.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,283; Total Program Costs: \$3,350

### PROGRAM LENGTH:

Four quarters if full-time. Entrance is allowed quarterly.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
ENG 1012 Fundamentals of English II	5	5
MAT 1011 Business Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>52</b>	
ACC 101 Principles of Accounting I	6	8
ACC 102 Principles of Accounting II	6	8
ACC 103 Principles of Accounting III	6	8
ACC 104 Computerized Accounting	3	5
ACC 106 Spreadsheet Fundamentals	3	5
ACC 151 Individual Tax Accounting	4	5
ACC 152 Payroll Accounting	5	6
BUS 101 Document Processing	6	10
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Advisor approved specific Occupational - Guided Electives	10	10
<b>Minimum Credits required for Graduation:</b>	<b>70</b>	

# DIPLOMA

## Air Conditioning Technology

### 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 qualifications of an air conditioning technician.

### EMPLOYMENT OPPORTUNITIES:

Entry level air conditioning/refrigeration technician, maintenance technician. Air conditioning, heating, and refrigeration installation technician.

### ADMISSIONS CRITERIA:

Attainment of 16 years of age; achievement of minimum provisional admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; or recommendation by program faculty and designated admissions personnel on the basis of interview and assessment of student potential; and completion of application and related procedures; provisionally admitted students whose English, math, and/or reading achievement Diplomas do not meet regular program admission requirements are required to enroll in learning support courses approved by the Technical College System of Georgia.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,480; Total Program Costs: \$4,060

### PROGRAM LENGTH:

Five quarters if full time. Entrance is allowed quarterly.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>72</b>	
IFC 100 Industrial Safety Procedures	2	3
ACT 100 Refrigeration Fundamentals	4	5
ACT 101 Principles and Practices of Refrigeration	7	10
ACT 102 Refrigeration Systems Components	7	10
ACT 103 Electrical Fundamentals	7	10
ACT 104 Electric Motors	4	7
ACT 105 Electrical Components	5	8
ACT 106 Electric Control Systems and Installation	4	7
ACT 107 Air Conditioning Principles	8	10
ACT 108 Air Conditioning Systems and Installation	3	5
ACT 109 Troubleshooting Air Conditioning Systems	7	10
ACT 110 Gas Heating Systems	5	10
ACT 111 Heat Pumps and Related Systems	6	10
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>85</b>	

# DIPLOMA

## Applied Manufacturing Technology

**DESCRIPTION:**

The Applied Manufacturing Technology diploma program produces graduates who are prepared for upward mobility and cross trained in various manufacturing fields. The program combines core educational courses with field based courses to increase productivity, quality assurance, safety, morale and overall job performance of students. A major component of the program is the awarding of academic credit for successful related work experiences. Graduates are employable as technicians in a manufacturing setting. Graduates receive an Applied Manufacturing Technology diploma.

**EMPLOYMENT OPPORTUNITIES:**

A variety of jobs as applied to various manufacturing environments.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,479; Total Program Costs: \$3,546

**PROGRAM LENGTH:**

Four quarters if full time.

	<b>Credit Hours</b>	<b>Contact Hours</b>
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>71</b>	
AMF 103 Manufacturing Process Survey	4	6
AMF 152 Manufacturing Organizational Principles	2	2
AMF 154 Manufacturing Workplace Skills	3	3
AMF 156 Manufacturing Production Requirements	2	2
AMF 158 Automated Manufacturing Skills	3	3
AMF 160 Representative Manufacturing Skills	4	6
MKT 101 Principles of Management	5	5
MKT 103 Business Law	5	5
MSD 103 Leadership and Decision Making	5	5
MSD 104 Human Resource Management	5	5
MSD 106 Performance Management	5	5
MSD 107 Employee Training and Development	5	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Technical Electives in Work-Based Course	20	20
<b>Minimum Credits required for Graduation:</b>	<b>84</b>	

# DIPLOMA

## Automotive Fundamentals

### DESCRIPTION:

The Automotive Fundamentals diploma program is a sequence of courses that prepares students for the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Automotive Fundamentals theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals 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 automotive field.

### EMPLOYMENT OPPORTUNITIES:

Careers in automotive services and repair professions.

### ADMISSIONS CRITERIA:

**Note:** High school diploma or satisfaction of High School Equivalency Certificate is not required for admission but is required for graduation from the program.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,392; Total Program Costs: \$3,459

### PROGRAM LENGTH:

Four quarters if full time. Entrance is allowed quarterly.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>64</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 124 Battery, Starting, and Charging Systems	4	8
AUT 126 Engine Principles of Operation and Repair	6	12
AUT 128 Fuel, Ignition and Emission Systems	7	11
AUT 130 Automotive Brake Systems	4	6
AUT 132 Suspension and Steering Systems	4	6
AUT 134 Drivelines	4	8
AUT 140 Electronic Engine Control Systems	7	9
AUT 142 Climate Control Systems	6	8
AUT 144 Introduction to Automatic Transmission	4	6
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>6</b>	
AUT 220 Automotive Tech Internship	6	18
XXX xxx Electives	6	18
<b>Minimum Credits required for Graduation:</b>	<b>77</b>	

# DIPLOMA

## Automotive Technology

**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 develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as automotive technicians.

**EMPLOYMENT OPPORTUNITIES:**

Careers in the automotive services and repair professions.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$1,914; Total Program Costs: \$5,007

**PROGRAM LENGTH:**

Six quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>90</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 124 Battery, Starting, and Charging Systems	4	8
AUT 126 Engine Principles of Operation and Repair	6	12
AUT 128 Fuel, Ignition and Emission Systems	7	11
AUT 130 Automotive Brake Systems	4	6
AUT 132 Suspension and Steering Systems	4	6
AUT 134 Drivelines	4	8
AUT 138 Manual Transmission/Transaxle	4	6
AUT 140 Electronic Engine Control Systems	7	9
AUT 142 Climate Control Systems	6	8
AUT 144 Introduction to Automatic Transmission	4	6
AUT 210 Automatic Transmission Repair	7	11
AUT 212 Electronic Transmission Diagnosis	3	5
AUT 214 Advanced Electronic Controlled Brake Systems Diagnosis	4	6
AUT 216 Advanced Electronic Controlled Suspension and Steering Systems	4	6
AUT 218 Advanced Electronic Engine Control Systems	4	6
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>6</b>	
AUT 220 Automotive Tech Internship	6	18
XXX xxx Elective	6	18
<b>Minimum Credits required for Graduation:</b>	<b>103</b>	

# DIPLOMA

## Barbering

**DESCRIPTION:**

The Barbering diploma program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering diploma and is employable as a barber, salon/shop manager, or a salon/shop owner.

**EMPLOYMENT OPPORTUNITIES:**

Program graduates receive a Barbering Diploma and are employable as a barber, salon/shop manager, or a salon/shop owner.

**ADMISSIONS CRITERIA:**

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$912; Annual additional insurance fee: \$11.50; Other program specific costs: \$119; Total Program Costs: \$3,622.50

**PROGRAM LENGTH:**

Five quarters if full time regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>68</b>	
BAR 100 Introduction to Barber Styling	3	3
BAR 101 Introduction to Barbering/Styling Implements	2	3
BAR 102 Science: Sterilization, Sanitation, and Bacteriology	3	3
BAR 103 Introduction to Haircutting	7	10
BAR 104 Shampooing	2	3
BAR 105 Haircutting/Introduction to Styling	4	9
BAR 106 Shaving	3	6
BAR 107 Science: Anatomy and Physiology	5	5
BAR 108 Color Theory	4	5
BAR 109 Chemical Restructuring of Hair I	2	3
BAR 110 Haircutting/Styling	5	12
BAR 112 Chemical Restructuring of Hair II	7	13
BAR 113 Structure of Skin, Scalp, and Hair	2	3
BAR 114 Skin, Scalp, Hair, and Facial Treatments	3	7
BAR 116 Advanced Haircutting/Styling	4	9
BAR 118 Color Applications	2	3
BAR 120 Barber/Styling Practicum	3	9
BAR 121 Shop Management/Ownership	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>81</b>	

# DIPLOMA

## Business Administrative Technology

### DESCRIPTION:

The Business Administrative Technology diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven work environment. The 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 business administrative technology. Graduates of the program receive a Business Administrative Technology diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

### EMPLOYMENT OPPORTUNITIES:

Administrative assistant, secretarial, clerical, medical office assistant (front desk clerk), medical billing/coding/insurance clerk.

### ADMISSIONS CRITERIA:

Attainment of 16 years of age; documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,362; Total Program Costs: \$3,942

### PROGRAM LENGTH:

Five quarters if full time and regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
ENG 1012 Fundamentals of English II	5	5
MAT 1011 Business Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>23</b>	
BUS 101 Document Processing	6	10
BUS 108 Word Processing	5	8
BUS 148 Business Document Proofreading and Editing	3	5
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>6</b>	
BUS 208 Office Accounting	6	8
ACC 101 Principles of Accounting I	6	8
<b>Choose one of the following Specialization Areas:</b>	<b>33 - 35</b>	
<b>Business Administrative Assistant Specialization</b>	<b>33</b>	
BUS 106 Office Procedures	5	8
BUS 109 Applied Office Procedures	5	8
BUS 160 Electronic Communication Applications	5	8
BUS 202 Spreadsheet Applications	3	5
BUS 261 Presentation Applications	3	5
XXX xxx Specific Occupational-Guided Elective	12	12
<b>Medical Administrative Assistant Specialization</b>	<b>35</b>	
AHS 109 Medical Terminology for Allied Health Sciences	3	3
BUS 216 Medical Administrative Procedures	5	8
BUS 226 Medical Office Billing/Coding/Insurance	5	5
MAS 112 Human Diseases	5	5
XXX xxx Specific Occupational-Guided Elective	12	12
<b>Choose one of the following:</b>	<b>5</b>	
AHS 1011 Anatomy and Physiology	5	5
BUS 212 Anatomy and Terminology	5	5
<b>Minimum Credits required for Graduation:</b>	<b>74 - 76</b>	

# DIPLOMA

## Cosmetology

**DESCRIPTION:**

The Cosmetology diploma program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, skin and nail care, reception, sales, and management. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates are eligible to sit for the State Board of Cosmetology licensure examination.

**EMPLOYMENT OPPORTUNITIES:**

Cosmetology graduates are employable as cosmetology sales person, stylists, salon managers, or salon owners.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate is not required for admission but is required for graduation from the program.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,323; Annual additional insurance fee: \$11.50; Other program specific costs: \$119; Total Program Costs: \$4,033.50

**PROGRAM LENGTH:**

Five quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>69</b>	
COS 100 Introduction to Cosmetology Theory	5	5
COS 101 Introduction to Permanent Waving and Relaxing	4	5
COS 103 Basic Creative Treatment of Hair, Scalp, and Skin	3	4
COS 105 Introduction to Shampooing and Styling	4	6
COS 106 Introduction to Haircutting	3	4
COS 107 Advanced Haircutting	2	5
COS 108 Permanent Waving and Relaxing	3	4
COS 109 Hair Color	6	8
COS 110 Skin, Scalp, and Hair	3	4
COS 111 Styling	3	5
COS 112 Manicuring and Pedicuring	3	4
COS 113 Cosmetology Practicum I	<b>5</b>	<b>13</b>
COS 114 Cosmetology Practicum II	<b>8</b>	<b>16</b>
COS 115 Cosmetology Practicum III	<b>5</b>	<b>13</b>
COS 116 Cosmetology Practicum IV	<b>5</b>	<b>13</b>
COS 117 Salon Management	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>82</b>	

# DIPLOMA

## Criminal Justice Technology

**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 investigative fields.

**EMPLOYMENT OPPORTUNITIES:**

Police/Law Enforcement; Parole Officer; Dispatcher; Private Detective; Corrections Officer; Investigator for DFCS; Law Office Staff; Detention Facility/Jailer; Probation Officer; Juvenile Investigator; Game Warden/Department of Natural Resources; District Attorney's Investigator; Counseling; Crime Lab Employee; Loss Prevention Agent; Fugitive Recovery Agent; Insurance Investigator; Evidence Technician; Crime Scene Technician; School Resource Officer; Emergency Management Office Staff

**ADMISSIONS CRITERIA:**

Attainment of at least 16 years of age; documentation of high school graduation or satisfaction of High School Equivalency Certificate requirement; achievement of minimum admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,531.72; Total Program Costs: \$3,598.72

**PROGRAM LENGTH:**

Four quarters if full-time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>15</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
PSY 1010 Basic Psychology	5	5
<b>Occupational Courses</b>	<b>58</b>	
CRJ 101 Introduction to Criminal Justice Technology	5	5
CRJ 103 Corrections	5	5
CRJ 104 Principles of Law Enforcement	5	5
CRJ 105 Criminal Procedure	5	6
CRJ 168 Criminal Law	5	5
CRJ 202 Constitutional Law	5	5
CRJ 207 Juvenile Justice	5	5
CRJ 209 Criminal Justice Technology Practicum/Internship	5	15
CRJ 212 Ethics in Criminal Justice	5	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Occupationally Related Electives	10	10
<b>Minimum Credits required for Graduation:</b>	<b>73</b>	

# DIPLOMA

## Early Childhood Care and Education

**DESCRIPTION:**

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in the child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasis a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider.

**EMPLOYMENT OPPORTUNITIES:**

The Early Childhood Care and Education program prepares students for careers in the child care and related fields. Graduates of this program qualify for a variety of positions including: Early Childhood program managers, supervisors, teachers, teacher's aides, and paraprofessionals. They work in State Pre-K programs, Public and Private schools, Head Start Centers, Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Family Child Care Homes, Recreation Programs, Early Childhood Exceptional Needs Programs and a variety of other settings where children are cared for and educated. Position qualifications vary depending upon job setting.

**ADMISSIONS CRITERIA:**

Attainment of 16 or more years of age; achievement of minimum regular admission scores on tests of reading 38, English 35, and math 35; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,222.22; Annual additional insurance fee: \$11.50; Other program specific costs: \$15; Total Program Costs: \$3,315.72

**PROGRAM LENGTH:**

Four quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>60</b>	
ECE 101 Introduction Early Childhood Care and Education	5	5
ECE 103 Human Growth and Development I	5	5
ECE 105 Health, Safety, and Nutrition	5	5
ECE 112 Curriculum Development	3	5
ECE 113 Art for Children	3	5
ECE 114 Music and Movement	3	5
ECE 115 Language Arts and Literature	5	5
ECE 116 Math and Science	5	5
ECE 202 Social Issues and Family Involvement	5	5
ECE 224 Early Childhood Care and Education Internship	12	36
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>3</b>	
ECE 121 Early Childhood Care and Education Practicum I	3	7
XXX xxx Program Elective	3	3
<b>Choose one of the following:</b>	<b>3</b>	
ECE 122 Early Childhood Care and Education Practicum II	3	7
XXX xxx Program Elective	3	3
<b>Minimum Credits required for Graduation:</b>	<b>73</b>	

# DIPLOMA

## Electronics Fundamentals

**DESCRIPTION:**

The Electronics Fundamentals diploma 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.

**EMPLOYMENT OPPORTUNITIES:**

Entry-level positions in the electronics field

**ADMISSIONS CRITERIA:**

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,470; Total Program Costs: \$3,537

**PROGRAM LENGTH:**

Four quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1013 Algebraic Concepts	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Choose one of the following:</b>	<b>5</b>	
MAT 1015 Geometry and Trigonometry	5	5
MAT 1017 Trigonometry	5	5
<b>Occupational Courses</b>	<b>47</b>	
ELC 104 Soldering Technology	2	3
ELC 108 Direct Current Circuits II	4	5
ELC 110 Alternating Current II	4	5
ELC 115 Solid State Devices II	4	5
ELC 117 Linear Integrated Circuits	4	5
ELC 118 Digital Electronics I	4	5
ELC 119 Digital Electronics II	4	10
ELC 120 Microprocessors Fundamentals	4	5
IFC 100 Industrial Safety Procedures	2	3
IFC 101 Direct Current Circuits I	4	5
IFC 102 Alternating Current I	4	5
IFC 103 Solid State Devices I	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>65</b>	

# DIPLOMA

## Electronics Technology

### 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 communications electronics or industrial electronics.

### EMPLOYMENT OPPORTUNITIES:

Entry-level Electronics Technician in either the Communication field or the Industrial field.

### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,592; Fees: \$486; Books & Supplies: \$2,088; Total Program Costs: \$5,181

### PROGRAM LENGTH:

Six quarters if full time and regular student.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1013 Algebraic Concepts	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Choose one of the following:</b>	5	
MAT 1015 Geometry and Trigonometry	5	5
MAT 1017 Trigonometry	5	5
<b>Occupational Courses</b>	<b>47</b>	
ELC 104 Soldering Technology	2	3
ELC 108 Direct Current Circuits II	4	5
ELC 110 Alternating Current II	4	5
ELC 115 Solid State Devices II	4	5
ELC 117 Linear Integrated Circuits	4	5
ELC 118 Digital Electronics I	4	5
ELC 119 Digital Electronics II	4	10
ELC 120 Microprocessors Fundamentals	4	5
IFC 100 Industrial Safety Procedures	2	3
IFC 101 Direct Current Circuits I	4	5
IFC 102 Alternating Current I	4	5
IFC 103 Solid State Devices I	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Select One Area of Specialization:</b>	<b>25 - 26</b>	
<b>Industrial Electronics Courses</b>	<b>26</b>	
ELC 211 Process Control	6	8
ELC 212 Motor Controls	6	8
ELC 213 Programmable Controllers	5	7
ELC 214 Mechanical Devices	3	5
ELC 215 Fluid Power	3	5
ELC 216 Robotics	3	5
<b>Communication Electronics Courses</b>	<b>25</b>	
ELC 220 AM and SSB Circuit Analysis	4	5
ELC 221 FM Circuit Analysis	4	5
ELC 222 Advanced Modulation Techniques	4	5
ELC 223 Antennas and Transmission Lines	4	5
ELC 224 Microwave Communications and Radar	5	5
ELC 225 Optical Communications Techniques	4	5
<b>Minimum Credits required for Graduation:</b>	<b>90 - 91</b>	

# DIPLOMA

## Industrial Systems Technology

### 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, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, plc's, instrumentation, 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.

### EMPLOYMENT OPPORTUNITIES:

Entry-level industrial electricians or industrial systems technicians.

### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,940; Total Program Costs: \$4,520

### PROGRAM LENGTH:

Five quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1013 Algebraic Concepts	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>77</b>	
IDS 103 Industrial Wiring	6	12
IDS 105 DC and AC Motors	3	5
IDS 110 Fundamentals of Motor Controls	3	5
IDS 113 Magnetic Starters and Braking	3	6
IDS 115 Two Wire Control Circuits	2	5
IDS 121 Advanced Motor Controls	2	4
IDS 131 Variable Speed Motor Controls	3	5
IDS 141 Basic Industrial PLCs	6	10
IDS 142 Industrial PLC's II	6	10
IDS 209 Industrial Instrumentation	6	10
IDS 215 Industrial Mechanics	6	10
IDS 221 Industrial Fluidpower	7	10
IDS 231 Pumps and Piping Systems	2	5
IFC 100 Industrial Safety Procedures	2	3
IFC 101 Direct Current Circuits I	4	5
IFC 102 Alternating Current I	4	5
IFC 103 Solid State Devices I	4	5
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>5</b>	
IDS 101 Industrial Computer Applications	5	8
IDS 107 Basic Mechanics	5	8
<b>Minimum Credits required for Graduation:</b>		<b>90</b>

# DIPLOMA

## Management and Supervisory Development

**DESCRIPTION:**

The Management and Supervisory Development diploma program prepares experienced workers entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a Management and Supervisory Development diploma.

**EMPLOYMENT OPPORTUNITIES:**

Graduates of the Management and Supervisory Development diploma are prepared for employment in a variety of jobs such as small business management, retail management, management trainees, supervisory trainees, entrepreneurship opportunities, leadership, supervisory, and middle management positions in all industries. Positions include, but are not limited to, employee leads, team leaders, supervisors, and managers in all fields.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$1,566; Total Program Costs: \$3,633

**PROGRAM LENGTH:**

Four quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
ENG 1012 Fundamentals of English II	5	5
MAT 1011 Business Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>71 - 72</b>	
MSD 101 Organizational Behavior	5	5
MSD 103 Leadership and Decision Making	5	5
MSD 104 Human Resource Management	5	5
MSD 106 Performance Management	5	5
MSD 113 Business Ethics	5	5
MSD 114 Management Communication Technologies	5	5
MSD 210 Team Management	5	5
MSD 220 Management and Supervision Occupation Basic Instruction I	3	10
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Electives from Area of Concentration	10	10
<b>Choose one of the following:</b>	<b>5</b>	
MKT 101 Principles of Management	5	5
MSD 100 Essentials of Management	5	5
<b>Choose one of the following:</b>	<b>5</b>	
MSD 102 Employment Law	5	5
MKT 103 Business Law	5	5
<b>Choose one of the following:</b>	<b>5 - 6</b>	
MSD 109 Managerial Accounting and Finance	5	5
ACC 101 Principles of Accounting I	6	8
<b>Choose one of the following:</b>	<b>5</b>	
MSD 112 Introduction to Business and Economics	5	5
MKT 104 Principles of Economics	5	5
<b>Minimum Credits required for Graduation:</b>	<b>89 - 90</b>	

# DIPLOMA

## Medical Assisting

### DESCRIPTION:

The Medical Assisting diploma program is designed to prepare students to take the National Certification as a Medical Assistant. A variety of classroom instruction and clinical experiences are provided for the student to enhance their abilities in the medical profession. Only a selected number of applicants can be admitted into the program. The job market includes the hospital setting, long-term care, clinics, and physician's office.

### EMPLOYMENT OPPORTUNITIES:

The Medical Assisting program is designed to prepare students to take the National Certification as a Medical Assistant. A variety of classroom instruction and clinical experiences are provided for the student to enhance their abilities in the medical profession. Only a selected number of applicants can be admitted into the program. The job market includes the hospital setting, long-term care, clinics, and physician's office.

### ADMISSIONS CRITERIA:

The requirements for admission to Medical Assisting program are: attainment of 17 years of age; documentation of high graduation or satisfaction of High School Equivalency Certificate requirements; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; documentation of a physical and dental examination to be submitted prior to clinical experience; acceptance as a regular student by second quarter; an interview with a screening committee may be required; and transient or transfer students: placement exams with a score of 80 percent may be required; and have a satisfactory criminal record check. Admission of transfer students to the Medical Assisting program is contingent upon their meeting the following requirements: regular admission and good standing at a regionally accredited diploma or degree granting institution; and proper completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$2,645; Annual additional insurance fee: \$ 11.50; Other program specific costs: \$215; Total Program Costs: \$5,451.50

### PROGRAM LENGTH:

Five quarters if full time. Not all courses will not be offered each quarter. There are course instructions from other programs that apply to Medical Assisting.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>15</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
PSY 1010 Basic Psychology	5	5
<b>Occupational Courses</b>	<b>69</b>	
AHS 1011 Anatomy and Physiology	5	5
AHS 104 Introduction to Health Care	3	5
AHS 109 Medical Terminology for Allied Health Sciences	3	3
BUS 101 Document Processing	6	10
MAS 101 Legal Aspects of Medical Office	3	3
MAS 103 Pharmacology	5	5
MAS 106 Medical Office Procedures	5	6
MAS 108 Medical Assisting Skills I	6	12
MAS 109 Medical Assisting Skills II	6	12
MAS 110 Medical Insurance Management	3	6
MAS 111 Administrative Practice Management	4	7
MAS 112 Human Diseases	5	5
MAS 117 Medical Assisting Externship	8	24
MAS 118 Medical Assisting Seminar	4	4
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>84</b>	

# DIPLOMA

## Plumbing

### DESCRIPTION:

The Plumbing program is a sequence of courses that prepares students for careers in plumbing and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbing diploma and have the qualification of an apprentice plumber.

### EMPLOYMENT OPPORTUNITIES:

Employable as an apprentice plumber.

### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$2,088; Total Program Costs: \$4,668

### PROGRAM LENGTH:

Five quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>52</b>	
CFC 100 Safety	2	2
PLB 116 Plumbing Drawing I	3	3
PLB 117 Plumbing Drawings II	2	2
PLB 120 Pipes, Fittings, & Valves I	2	3
PLB 122 Drainage Systems I	2	3
PLB 124 Water Supply Systems I	2	3
PLB 126 Plumbing Fixtures and Appliances I	2	3
PLB 128 Gas Piping, Venting & Appliances I	3	4
PLB 130 Pipes, Fittings, and Values II	2	3
PLB 132 Drainage Systems II	3	4
PLB 134 Water Supply Systems II	3	4
PLB 136 Plumbing Fixtures, and Appliances II	3	4
PLB 138 Gas Piping, Venting, and Appliances II	2	3
PLB 140 Pipe Offsets and Measurements	1	1
PLB 142 Special Plumbing Systems	5	5
PLB 144 Plumbing Service	5	6
PLB 146 Plumbing Codes	5	5
SCT 100 Introduction to Microcomputers	3	5
<b>Choose one of the following:</b>	<b>2</b>	
CFC 101 Introduction to Construction	2	2
PLB 100 Introduction to Construction and the Pipe Trades	2	2
<b>Select a minimum of 12 credit hours from the following:</b>	<b>3 - 12</b>	
PLB 107 Physical Science and Mechanics for the Pipe	5	5
PLB 148 Plumbing Internship	12	36
PLB 150 Backflow Prevention and Cross-Connection Control Certification	5	5
PLB 152 Advanced Plumbing Code Applications	5	5
PLB 154 Medical Gas Certification	5	5
PLB 158 Advanced Drawing and Plan Reading	5	5
WLD 133 Metal Weld & Cutting Technique	3	5
<b>Minimum Credits required for Graduation:</b>	<b>68 - 77</b>	

# DIPLOMA

## Practical Nursing

### DESCRIPTION:

The Practical Nursing program is designed to prepare students to take the NCLEX-PN State Board Examination for licensure as practical nurses. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. The student must maintain a CGPA of 2.5 in the specified courses in nursing and complete a minimum of 50 percent of the program on campus to obtain a diploma. If the student's CGPA drops below 2.5 and/or if the student fails a course, they will be allowed reentry into the Nursing program one time only. Only a selected number of applicants can be admitted into the program.

### EMPLOYMENT OPPORTUNITIES:

LPNs can work in nursing homes, hospitals, physician's offices and clinics. They can also become employed in home healthcare services, residential care facilities, schools, dialysis agents, temporary help agencies, or government agencies.

### ADMISSIONS CRITERIA:

Candidates for admission into the Practical Nursing program must successfully complete the Patient Care Technician program prior to admission. Thirty (30) students with the highest GPA (minimum of 3.0) and a B in MAT 101, AHS 101 and CNA 100 will be accepted in to the Practical Nursing program each winter and summer quarter; attainment of 17 or more years of age by the date of graduation; documentation of a physical and dental report to be submitted in first quarter of Practical Nursing by licensed physician or nurse practitioner; must be renewed after one year and remain current throughout program; documentation obtained for Patient Care Technician may be used only if it has not reached one year expiration date; acceptance as a regular student; completion of application and related procedures; documentation of criminal history report must be obtained at local Sheriff's Office; and obtainment of ten panel drug screen.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,728; Fees: \$324; Books & Supplies: \$2,925; Annual additional insurance fee: \$11.50; Other program specific costs: \$215; Total Program Costs: \$5,218.50

### PROGRAM LENGTH:

Four quarters after completing the Patient Care Technician program.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>15</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
PSY 1010 Basic Psychology	5	5
<b>Occupational Courses</b>	<b>80</b>	
AHS 1011 Anatomy and Physiology	5	5
AHS 102 Drug Calculation and Administration	3	4
AHS 103 Nutrition and Diet Therapy	2	2
AHS 104 Introduction to Health Care	3	5
AHS 109 Medical Terminology for Allied Health Sciences	3	3
NSG 110 Nursing Fundamentals	10	17
NSG 112 Medical Surgical Nursing I	9	9
NSG 113 Medical Surgical II	9	9
NSG 212 Pediatric Nursing	5	5
NSG 213 Obstetrical Nursing	5	5
NSG 215 Nursing Leadership	2	2
NPT 112 Medical Surgical Nursing Practicum I	7	21
NPT 113 Medical Surgical Nursing Practicum II	7	21
NPT 212 Pediatric Nursing Practicum	2	6
NPT 213 Obstetrical Nursing Practicum	3	9
NPT 215 Nursing Leadership Practicum	2	7
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>95</b>	

# DIPLOMA

## Public Works Civil Technology

**DESCRIPTION:**

The Public Works Civil Technology graduate will have the knowledge and basic skills to assume entry-level paraprofessional tasks and responsibilities in the areas of public works infrastructure construction, highway construction, construction inspection and public works infrastructure maintenance. The program will teach individuals to perform these tasks and responsibilities independently in a minimum period of time. Graduates will also have the knowledge base to quickly and efficiently learn to assume supervisory and management responsibilities in these career areas.

**EMPLOYMENT OPPORTUNITIES:**

Employable as entry-level paraprofessional in the areas of public works infrastructure construction, highway construction, construction inspection and public works infrastructure maintenance.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,345; Total Program Costs: \$3,925

**PROGRAM LENGTH:**

Five quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1013 Algebraic Concepts	5	5
MAT 1015 Geometry and Trigonometry	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>57</b>	
CET 130 Civil Computer Aided Drafting (CAD)	4	8
CET 190 Construction Materials	5	7
CET 195 Construction Methods and Cost Estimating	5	5
DDS 203 Surveying I	3	5
DDS 219 Route Location and Design	7	10
PWC 105 Public Works Infrastructure	5	5
PWC 110 Plan Reading	5	5
PWC 115 Highway Design	5	5
PWC 120 Project Management	5	5
PWC 140 Internship	10	20
SCT 100 Introduction to Microcomputers	3	5
 <b>Minimum Credits required for Graduation:</b>	 <b>75</b>	

# DIPLOMA

## Welding and Joining Technology

**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.

**EMPLOYMENT OPPORTUNITIES:**

Construction, shipyards, fabrication plants, welding distribution, Sidney Lee Welding supply, Swanton, Ranews

**ADMISSIONS CRITERIA:**

High school diploma or satisfaction of High School Equivalency Certificate is not required for admission but is required for graduation from the program.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,160; Fees: \$405; Books & Supplies: \$1,392; Total Program Costs: \$3,972

**PROGRAM LENGTH:**

Five quarters if full time. Entrance is allowed quarterly.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>13</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Occupational Courses</b>	<b>62</b>	
SCT 100 Introduction to Microcomputers	3	5
WLD 100 Introduction to Welding	6	8
WLD 101 OxyFuel Cutting	4	8
WLD 103 Blueprint Reading I	3	5
WLD 104 Shielded Metal Arc Welding I	6	10
WLD 105 Shielded Metal Arc Welding II	6	10
WLD 106 Shielded Metal Arc Welding III	6	10
WLD 107 Shielded Metal Arc Welding IV	6	10
WLD 108 Blueprint Reading II	3	5
WLD 109 Gas Metal Arc Welding	6	10
WLD 110 Gas Tungsten Arc Welding	4	7
WLD 112 Preparation for Industrial Qualification	4	8
<b>Choose one of the following:</b>	<b>5</b>	
WLD 160 Welding and Joining Half-Time Internship	5	15
XXX xxx Program Elective	5	5
<b>Minimum Credits required for Graduation:</b>	<b>75</b>	





# **TECHNICAL CERTIFICATE OF CREDIT PROGRAMS**

# TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

## Business and Computer Programs:

- ⌘ Banking and Finance Fundamentals
- ❖ Microsoft Office Applications Professional
  - ❖\* Entrepreneurship
  - ⌘ Tax Preparation Specialist

## Health Sciences Programs:

- ❖ Certified Nursing Assistant
- ⌘ Patient Care Technician

## Personal and Public Services Programs:

- ⌘ Barbering for Cosmetologists
- ★ Certified Customer Service Specialist
- ❖ Child Development Associate I
- ★ Child Development Specialist
  - ⌘ Cosmetic Esthetician
  - ⌘ Criminal Justice Specialist
- ⌘ Early Childhood Program Administration
- ⌘ Family Childcare Provider
  - ⌘ Nail Technician

## Trade and Industry Programs:

- ★ Apprentice Lineworker-Basic
- ★ Automotive Automatic Transmission/Transaxle Technician
  - ★ Automotive Brake Technician
- ★ Automotive Electrical/Electronic Systems Technician
  - ★ Automotive Engine Performance Technician
  - ★ Automotive Engine Repair Technician
- ★ Automotive Heating and Air Conditioning Technician
- ★ Automotive Manual Drive Train and Axle Repair Technician
  - ⌘ Automotive Suspension and Steering Technician
    - ❖ Basic Welding
  - ★ Certified Manufacturing Specialist
- ❖ Certified Warehousing and Distribution Specialist
- ❖ Commercial Straight Truck and Passenger Driving
  - ❖ Commercial Truck Driving
  - ❖\* Flat Shielded Metal Arc Welder
  - ❖\* Gas Metal Arc Welder Fabricator
    - ⌘ General Maintenance Mechanic
    - ⌘ Industrial Fluid Power Technician
- ⌘ Light Commercial Air Conditioning Specialist
  - ⌘ Public Works Civil Technician Aide
    - ❖\* Residential Plumber
    - ❖ Residential Wiring Technician
    - ❖ SMAW Pipe Welding

- ⌘ Requires completion of another program of study prior to entry
- ❖ High school diploma or satisfaction of High School Equivalency Certificate is not required
- ⌘ Requires high school diploma or satisfaction of High School Equivalency Certificate prior to admission
- ★ High school diploma or satisfaction of High School Equivalency Certificate is not required for admission but is required prior to graduation
- Must be at least 21 years of age
- \* Asset placement testing is not required

## TECHNICAL CERTIFICATE OF CREDIT

### Apprentice Lineworker-Basic

**DESCRIPTION:**

The Apprentice Lineworker-Basic Technical Certificate of Credit is to prepare apprentice-level students for employment as an electric/utility lineman. Graduate of this program can continue on a career path leading to journeyman lineworker or service worker in public or private companies.

**EMPLOYMENT OPPORTUNITIES:**

Graduates are employable as apprentice-level employment as an electric/utility lineman.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$848; Fees: \$162; Books & Supplies: \$348; Total Program Costs: \$1,373

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>16</b>	
CFC 100 Safety	2	2
ELT 119 Electricity Principles	4	5
ELT 130 Basic Lineworker Skills	5	8
MAT 1012 Foundations of Mathematics	5	5
<b>Minimum Credits required for Graduation:</b>	<b>16</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Automatic Transmission/Transaxle Technician

**DESCRIPTION:**

The Automotive Automatic Transmission/Transaxle Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the automatic transmission and transaxle repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

**EMPLOYMENT OPPORTUNITIES:**

Automatic transmission/transaxle technician

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$435; Total Program Costs: \$1,476

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>23</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 144 Introduction to Automatic Transmission	4	6
AUT 210 Automatic Transmission Repair	7	11
AUT 212 Electronic Transmission Diagnosis	3	5
<b>Minimum Credits required for Graduation:</b>	<b>23</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Brake Technician

#### DESCRIPTION:

The Automotive Brake Technician technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the brakes repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

#### EMPLOYMENT OPPORTUNITIES:

Automotive brake technician

#### ADMISSIONS CRITERIA:

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$348; Total Program Costs: \$1,389

#### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>17</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 130 Automotive Brake Systems	4	6
AUT 214 Advanced Electronic Controlled Brake Systems Diagnosis	4	6
<b>Minimum Credits required for Graduation:</b>	<b>17</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Electrical/Electronic Systems Technician

#### DESCRIPTION:

The Automotive Electrical/Electronic Systems Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the electrical/electronic systems repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

#### EMPLOYMENT OPPORTUNITIES:

Automotive electrical/electronic technician

#### ADMISSIONS CRITERIA:

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$348; Total Program Costs: \$1,389

#### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 124 Battery, Starting, and Charging Systems	4	8
XXX xxx Elective	2	2
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT Automotive Engine Performance Technician

### DESCRIPTION:

The Automotive Engine Performance Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the engine performance repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

### EMPLOYMENT OPPORTUNITIES:

Engine performance technician

### ADMISSION CRITERIA:

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$261; Total Program Costs: \$1,302

### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>18</b>	
AUT 128 Fuel, Ignition and Emission Systems	7	11
AUT 140 Electronic Engine Control Systems	7	9
AUT 218 Advanced Electronic Engine Control Systems	4	6
<b>Minimum Credits required for Graduation:</b>	<b>18</b>	

## TECHNICAL CERTIFICATE OF CREDIT Automotive Engine Repair Technician

### DESCRIPTION:

The Automotive Engine Repair Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the engine repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

### EMPLOYMENT OPPORTUNITIES:

Engine repair technician

### ADMISSIONS CRITERIA:

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$261; Total Program Costs: \$1,302

### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 126 Engine Principles of Operation and Repair	6	12
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Heating and Air Conditioning Technician

**DESCRIPTION:**

The Automotive Heating and Air Conditioning Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the heating, ventilation, and air conditioning repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

**EMPLOYMENT OPPORTUNITIES:**

Heating and air conditioning technician

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$432; Fees: \$81; Books & Supplies: \$261; Total Program Costs: \$789

**PROGRAM LENGTH:**

One quarter if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 142 Climate Control Systems	6	8
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Manual Drive Train and Axle Repair Technician

**DESCRIPTION:**

The Automotive Manual Drive Train and Axle Repair Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the manual drive train and axles repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

**EMPLOYMENT OPPORTUNITIES:**

Manual drive train and axle repair technician

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$348; Total Program Costs: \$1,389

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>17</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 134 Drivelines	4	8
AUT 138 Manual Transmission/Transaxle	4	6
<b>Minimum Credits required for Graduation:</b>	<b>17</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Automotive Suspension and Steering Technician

**DESCRIPTION:**

The Automotive Suspension and Steering Technician Technical Certificate of Credit is to provide students an introduction to the hands-on skills and knowledge that an entry-level position in the suspension and steering repair service area would require. Students will gain knowledge and competencies to meet the challenges and take advantage of the opportunities presented in the current marketplace. Training will also prepare students for a subsection of the National ASE certification test.

**EMPLOYMENT OPPORTUNITIES:**

Suspension and steering technician

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$348; Total Program Costs: \$1,389

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>17</b>	
AUT 120 Introduction to Automotive Technology	3	5
AUT 122 Electrical and Electronic Systems	6	10
AUT 132 Suspension and Steering Systems	4	6
AUT 216 Advanced Electronic Controlled Suspension and Steering Systems	4	6
<b>Minimum Credits required for Graduation:</b>	<b>17</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Banking and Finance Fundamentals

**DESCRIPTION:**

The Banking and Finance Fundamentals technical certificate of credit is designed to provide skills training to individuals interested in banking or a related career. The Banking and Finance fundamentals technical certificate of credit will provide entry level skills training in the banking industry.

**EMPLOYMENT OPPORTUNITIES:**

Entry-level bank employee

**ADMISSIONS CRITERIA:**

Students must be at least 16 years of age; students must provide a final official high school transcript or General Education development diploma, or achieve minimum scores on the Asset or Compass test, which are as follows: ASSET - Reading 38, Writing 35, and Math 35 or COMPASS Reading 70, Writing 23, and Math 26.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$522; Total Program Costs: \$1,563

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>25</b>	
ACC 101 Principles of Accounting I	6	8
ACC 106 Spreadsheet Fundamentals	3	5
BAF 100 Introduction to Banking and Finance	5	5
MAT 1011 Business Mathematics	5	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Elective	3	3
<b>Minimum Credits required for Graduation:</b>	<b>25</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Barbering for Cosmetologist

**DESCRIPTION:**

The Barbering for Cosmetologists is to provide master cosmetologists the knowledge, practical skills, and training in barbering implements, sanitation, shaving, skin, scalp, and hair and haircutting/styling. With the skills and knowledge, the master cosmetologists can take the barbering licensure examination given by the Georgia State Board of Barbering. The program graduate receives a Barbering for Cosmetologists Certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

**EMPLOYMENT OPPORTUNITIES:**

Program graduates receive a Barbering for Cosmetologist TCC and are employable as a barber, salon/manager, or a salon/shop owner.

**ADMISSION CRITERIA:**

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement; and student must hold a current Georgia cosmetologist license or be a graduate of a cosmetologist program at a technical college.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$125; Annual additional insurance fee: \$11.50; Other program specific costs: \$119; Total Program Costs: \$1,296.50

**PROGRAM LENGTH:**

Two quarters if full time.

	<b>Credit Hours</b>	<b>Contact Hours</b>
<b>Occupational Courses</b>	<b>19</b>	
BAR 100 Introduction to Barber Styling	3	3
BAR 101 Introduction to Barbering/Styling Implements	2	3
BAR 102 Science: Sterilization, Sanitation, and Bacteriology	3	3
BAR 106 Shaving	3	6
BAR 110 Haircutting/Styling	5	12
BAR 114 Skin, Scalp, Hair, and Facial Treatments	3	7
<b>Minimum Credits required for Graduation:</b>	<b>19</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Basic Welding

**DESCRIPTION:**

The Basic Welding certificate provides graduates with the basic knowledge of the welding trade. Graduates are skilled in basic welding principles: oxyfuel cutting shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and blueprint reading.

**EMPLOYMENT OPPORTUNITIES:**

Fabrication shops using, GTAW, GMAW, SMAW, Requiring blueprint reading experience, Swanton, Entercon/Enpower.

**ADMISSIONS CRITERIA:**

High school diploma or satisfaction of High School Equivalency Certificate is not required for admission or graduation from the program.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,566; Fees: \$243; Books & Supplies: \$580; Total Program Costs: \$2,404

**PROGRAM LENGTH:**

Three quarters if full time.

	<b>Credit Hours</b>	<b>Contact Hours</b>
<b>Occupational Courses</b>	<b>29</b>	
WLD 100 Introduction to Welding	6	8
WLD 101 OxyFuel Cutting	4	8
WLD 103 Blueprint Reading I	3	5
WLD 104 Shielded Metal Arc Welding I	6	10
WLD 109 Gas Metal Arc Welding	6	10
WLD 110 Gas Tungsten Arc Welding	4	7
<b>Minimum Credits required for Graduation:</b>	<b>29</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Certified Customer Service Specialist

**DESCRIPTION:**

The Certified Customer Service Specialist Certificate consists of a sequence of courses that prepares students for careers in Customer Service. Students are provided learning opportunities in core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

**EMPLOYMENT OPPORTUNITIES:**

Graduates of the Certified Customer Service Specialist certificate program are prepared for employment as customer service representatives for service centers, telecommunications and insurance companies, retail business, and banks and industry.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$636; Fees: \$81; Books & Supplies: \$140; Total Program Costs: \$872

**PROGRAM LENGTH:**

One quarter if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
MKT 161 Service Industry Business Environment	2	2
MKT 162 Customer Contact Skills	6	6
MKT 163 Computer Skills for Customer Service	3	3
MKT 164 Business Skills for the Customer Service Environment	3	3
MKT 165 Personal Effectiveness in Customer Service	1	1
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Certified Manufacturing Specialist

**DESCRIPTION:**

The Certified Manufacturing Specialist program consists of a sequence of courses designed by industry professionals that prepare students for careers in the manufacturing environment.

**EMPLOYMENT OPPORTUNITIES:**

Provides opportunities range from entry-level jobs to supervisory positions in the advanced manufacturing arena.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement prior to graduation.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$636; Fees: \$81; Books & Supplies: \$135; Total Program Costs: \$867

**PROGRAM LENGTH:**

One quarter if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>14</b>	
AMF 152 Manufacturing Organizational Principles	2	2
AMF 154 Manufacturing Workplace Skills	3	3
AMF 156 Manufacturing Production Requirements	2	2
AMF 158 Automated Manufacturing Skills	3	3
AMF 160 Representative Manufacturing Skills	4	6
<b>Minimum Credits required for Graduation:</b>	<b>14</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Certified Nursing Assistant

**DESCRIPTION:**

The Certified Nursing Assistant certificate program provides the student with information and technical skills to perform in a variety of settings. The skills learned will include such things as personal care, safety, and universal precautions. Upon completion of the certificate program, the student is prepared and encouraged to take the Certification Exam. The student will be competent for employment in a variety of areas such as hospitals, clinics, doctors' offices, and home health care.

**EMPLOYMENT OPPORTUNITIES:**

Prepares students for employment in a variety of areas such as hospitals, clinics, doctors' offices, and home health care.

**ADMISSIONS CRITERIA:**

Documentation of a physical and dental report to be submitted prior to second quarter report must be completed by licensed physician or nurse practitioner; and documentation of criminal history report must be obtained at local Sheriff's Office

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$784; Fees: \$162; Books & Supplies: \$510; Annual additional insurance fee: \$11.50; Other program specific costs: \$215; Total Program Costs: \$1,697.50

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>16</b>	
AHS 103 Nutrition and Diet Therapy	2	2
AHS 104 Introduction to Health Care	3	5
AHS 109 Medical Terminology for Allied Health Sciences	3	3
CNA 100 Patient Care Fundamentals	8	11
<b>Minimum Credits required for Graduation:</b>	<b>16</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Certified Warehousing and Distribution Specialist

**DESCRIPTION:**

The Certified Warehousing and Distribution Specialist program teaches students the fundamental processes of warehouse distribution systems, provides practice in the application of technology efficiency to operations, and practice in the application of core warehouse ranging from materials handling systems and containment of material shipping, to inventory techniques. A warehousing simulation developed program serves as an end of course exercise in which student demonstrate in the use of key concepts.

**EMPLOYMENT OPPORTUNITIES:**

Graduates are employable as warehouse leads and supervisors.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalency Certificate is not required for admission or graduation from the program.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$636; Fees: \$81; Total Program Costs: \$732

**PROGRAM LENGTH:**

One quarter if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
DMM 154 Working in a Warehousing Environment	2	2
DMM 156 Warehousing and Workplace Practices	2	2
DMM 158 Warehousing and Distribution Processes	4	4
DMM 160 Core Warehousing Skills	3	3
DMM 162 Warehousing Technology Skills	4	4
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT Child Development Associate I

**DESCRIPTION:** *(Available online only.)*

The Child Development Associate I certificate program is designed to meet the training needs of persons already working in the field of early childhood care and education. Persons enrolling in this program must have completed a minimum of 480 hours of work in the field with young children. This program is designed to provide the minimum formal training in early childhood care and education competencies, knowledge, skills, and techniques required to apply for a Child Development Associate (CDA) credential from the Council for Early Childhood Recognition in Washington, D.C. The CDA credential is not issued by Flint River Technical College and must be applied for and paid for separately from this training program. However, this program is approved to provide the needed training to attain this credential. Once achieved, this credential is recognized nationally by Head Start and in Georgia for working as an assistant teacher in State Pre-K programs and in many other public and private early childhood care and education settings.

**EMPLOYMENT OPPORTUNITIES:**

The Child Development Associate I Technical Certificate of Credit (TCC) Program prepares students for careers in the field of Early Childhood Care and Education. Graduates of this program qualify for a variety of positions including: Early Childhood program managers, supervisors, teachers, teacher's aides, and paraprofessionals. They work in State Pre-K programs, Public and Private Schools, Head Start Centers, Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Family Child Care Homes, Recreation Programs, Early Childhood Exceptional Needs Programs and a variety of other settings where children are cared for and educated. Position qualifications vary depending upon job setting. Bright from the Start - The Georgia Department of Early Care and Learning, recognizes this TCC as meeting the requirements for State Pre-K teacher assistants, aides, or paraprofessionals.

**ADMISSIONS CRITERIA:**

Attainment of at least 18 years of age; high school graduation or satisfaction of High School Equivalency Certificate requirement; achievement of minimum regular admission scores on reading 38, English 28, and math 31; and have a minimum of 480 hours of work experience in a formal early childhood program setting.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$576; Fees: \$162; Books & Supplies: \$344.82; Total Program Costs: \$1,097.82

**PROGRAM LENGTH:**

Two quarters if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>19</b>	
ECE 101 Introduction Early Childhood Care and Education	5	5
ECE 103 Human Growth and Development I	5	5
ECE 105 Health, Safety, and Nutrition	5	5
ECE 125 Professionalism Through CDA Certificate Preparation	2	3
ECE 126 CDA Certificate Assessment Preparation	2	3
<b>Minimum Credits required for Graduation</b>	<b>19</b>	

## TECHNICAL CERTIFICATE OF CREDIT Child Development Specialist

**DESCRIPTION:** *(Available online and in the classroom.)*

The purpose of the Child Development Specialist certificate is to provide the necessary skills for entry-level employment as a Child Development Specialist. Skill areas include: planning a safe and healthy learning environment, steps to advancing children's physical and intellectual development, positive ways of supporting children's social and emotional development; strategies to establish productive relationships with families, strategies to manage an effective program operation, professionalism; observing and recording children's behavior, and principles of child growth and development.

**EMPLOYMENT OPPORTUNITIES:**

The Child Development Specialist Technical Certificate of Credit (TCC) Program prepares students for careers in the field of Early Childhood Care and Education. Graduates of this program qualify for a variety of positions including: Early Childhood program teachers, teacher's aides, and paraprofessionals. They work in State Pre-K programs, Public and Private Schools, Head Start Centers, Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Family Child Care Homes, Recreation Programs, Early Childhood Exceptional Needs Programs and a variety of other settings where children are cared for and educated. Position qualifications vary depending upon job setting. Bright from the Start - The Georgia Department of Early Care and Learning, recognizes this TCC as meeting the requirements for State Pre-K teacher assistants, aides, or paraprofessionals.

**ADMISSIONS CRITERIA:**

Attainment of at least 16 years of age or be enrolled in appropriate high school level classes; achievement of minimum regular admission scores on reading 32, writing 32, and math 29.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$738; Fees: \$162; Books & Supplies: \$420.52; Annual additional insurance fee: \$11.50; Other program specific costs: \$15; Total Program Costs: \$1,362.02

**PROGRAM LENGTH:**

Two quarters if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>21</b>	
ECE 101 Introduction Early Childhood Care and Education	5	5
ECE 103 Human Growth and Development I	5	5
ECE 105 Health, Safety, and Nutrition	5	5
ECE 112 Curriculum Development	3	5
<b>Choose one of the following:</b>	<b>3</b>	
ECE 121 Early Childhood Care and Education Practicum I	3	7
EMP 1000 Interpersonal Relations and Professional Development	3	3
<b>Minimum Credits required for Graduation:</b>	<b>21</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Commercial Straight Truck and Passenger Driving

**DESCRIPTION:**

The Commercial Straight Truck and Passenger Driving certificate provides basic training in the principles and skills of truck and passenger vehicle operations in the utility, supply and construction industries as well as city, county, state and federal agencies.

**EMPLOYMENT OPPORTUNITIES:**

Limited local employment available; school bus employment for qualified graduates.

**ADMISSIONS CRITERIA:**

Attainment 18 years of age; achievement of minimum scores on entrance exams; obtain a seven year motor vehicle report from the Georgia Department of Driver Services; Department of Transportation physical and drug screen given by college doctor.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,412; Fees: \$81; Books & Supplies: \$84; Other program specific costs: \$142; Total Program Costs: \$2,734

**PROGRAM LENGTH:**

Seven weeks if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
CTD 101 Fundamentals of Commercial Truck Driving	5	5
CTD 105 Basic Operations of Commercial Straight Truck and Passenger Driving	5	10
<b>Choose one of the following:</b>	<b>5</b>	
CTD 106 Advance Operations of Commercial Straight Truck and Passenger Driving	5	12
CTD 107 Commercial Straight Truck and Passenger Driving Internship	5	16
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Commercial Truck Driving

**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 truck driver must maintain proper documentation on the load and the vehicle. Also, the driver is responsible for ensuring the vehicle is in safe operating condition. The Commercial Truck Driving certificate courses teach the student to comply with all federal, state and local laws and regulations. For the completion of the program, the student is administered the Georgia CDL Skills Exam.

**EMPLOYMENT OPPORTUNITIES:**

Ample regional and over the road employment opportunities available; limited local employment.

**ADMISSIONS CRITERIA:**

Attainment 18 years of age; achievement of minimum scores on entrance exams; obtain a seven year motor vehicle report from the Georgia Department of Driver Services; Department of Transportation physical and drug screen given by college doctor.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,412; Fees: \$81; Books & Supplies: \$84; Other program specific costs: \$142; Total Program Costs: \$2,734

**PROGRAM LENGTH:**

Seven weeks if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
CTD 101 Fundamentals of Commercial Truck Driving	5	5
CTD 102 Basic Operations and Range Work	5	8
<b>Choose one of the following:</b>	<b>5</b>	
CTD 103 Advanced Operations	5	14
CTD 104 Commercial Truck Driving Internship	5	15
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Cosmetic Esthetician

#### DESCRIPTION:

The purpose of the Cosmetic Esthetician Technical Certificate of Credit is to meet community and beauty salons need for education in the field of cosmetic esthetician. This certificate program will provide students the skills and knowledge required for skin care procedures, facial treatments and color theory as well as salon management.

#### EMPLOYMENT OPPORTUNITIES:

Program graduates receive a Cosmetic Esthetician TCC and are employable as a cosmetic esthetician in beauty salons, spas, health clubs, and cosmetic stores as well as plastic surgeons' and dermatologists' offices.

#### ADMISSIONS CRITERIA:

High school diploma or satisfaction of High School Equivalence Certification is required prior to admission.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,544; Fees: \$324; Books & Supplies: \$595; Annual additional insurance fee: \$11.50; Other program specific costs: \$119; Total Program Costs: \$3,608.50

#### PROGRAM LENGTH:

Four quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>48</b>	
COS 117 Salon Management	4	5
EST 100 Introduction to Esthetics	5	6
EST 101 Anatomy and Physiology of the Skin	5	5
EST 102 Skin Care Procedures	6	13
EST 103 Electricity and Facial Treatment	7	14
EST 104 Advanced Skin Care	5	12
EST 105 Color Theory & Makeup	4	9
EST 106 Esthetics Practicum I	6	18
EST 107 Esthetics Practicum II	6	18
<b>Minimum Credits required for Graduation:</b>	<b>48</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Criminal Justice Specialist

#### DESCRIPTION:

The Criminal Justice Specialist technical certificate of credit program is a sequence of courses that prepares students for the 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. Completers receive a technical certificate of credit. Entry-level person will be prepared to pursue opportunities in the criminal justice field.

#### EMPLOYMENT OPPORTUNITIES:

Entry-level person will be prepared to pursue opportunities in the criminal justice field.

#### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalence Certification requirement.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,484; Fees: \$162; Books & Supplies: \$542.50; Total Program Costs: \$2,203.50

#### PROGRAM LENGTH:

Two quarters if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>28</b>	
CRJ 101 Introduction to Criminal Justice Technology	5	5
CRJ 103 Corrections	5	5
CRJ 104 Principles of Law Enforcement	5	5
CRJ 202 Constitutional Law	5	5
MSD 175 Business Spanish	5	7
SCT 100 Introduction to Microcomputers	3	5
<b>Minimum Credits required for Graduation:</b>	<b>28</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Direct Support Professional (DCP)

**DESCRIPTION:**

The Direct Support Professional certificate program prepares graduates to become certified Direct Support Professionals who provide direct support for persons with developmental disabilities and other disabilities including older adults and to provide skill for job enhancement for those already employed in the field of support services. Graduates are prepared for employment in group homes, assisted living facilities, nursing homes, and other adult care facilities.

**EMPLOYMENT OPPORTUNITIES:**

Graduates are prepared for employment in group homes, nursing homes, assisted living facilities, and adult care facilities.

**ADMISSIONS CRITERIA:**

Attainment of 18 years or more of age; and documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$540; Fees: \$162; Books & Supplies: \$400; Total Program Costs: \$1,117

**PROGRAM LENGTH:**

Two quarters if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
DCP 110 Facilitating Access to Community Living I	5	5
DCP 111 Facilitating Access to Community Living II	5	5
DCP 113 Direct Support Practicum I	2	6
DCP 114 Direct Support Practicum II	3	9
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Early Childhood Program Administration

**DESCRIPTION:**

The purpose of the Early Childhood Program Administration Technical Certificate of Credit program is to provide students, who are already knowledgeable about child development and early childhood care and education programs, with additional skills necessary to administer and manage a childcare business anywhere in Georgia, and to provide a career path for people working in the field who wish to move into administration. The first class in this program, ECE 217 (Program Administration), when taken through Flint River Technical College, meets the requirements for the 40 hour director training that is required of all persons who will be opening up a child care center in the State of Georgia. This requirement is set forth by Bright from the Start, the Georgia Department of Early Care and Learning.

**EMPLOYMENT OPPORTUNITIES:**

The Early Childhood Program Administration Technical Certificate of Credit prepares student for management careers in the field of Early Childhood Care and Education. Graduates of this program qualify for a variety of positions including: Early Childhood program managers, center directors, assistant directors and supervisors. They work managing in State Pre-K programs, Head Start Centers, Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Family Child Care Homes, Recreation Programs, and a variety of other settings where children are cared for and educated. Position qualifications vary depending upon job setting.

**ADMISSIONS CRITERIA:**

All applicants must have postsecondary credentials, a Child Development Associate (CDA) credential, or approval of the department chair; be at least 21 years of age; and high school graduation or satisfaction of High School Equivalency Certificate requirement

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$432; Fees: \$81; Books & Supplies: \$130.81; Total Program Costs: \$658.81

**PROGRAM LENGTH:**

One quarter if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>15</b>	
ECE 217 Program Administration	5	5
ECE 221 Facility Management	5	5
ECE 222 Personnel Management	5	5
<b>Minimum Credits required for Graduation:</b>	<b>15</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Entrepreneurship

**DESCRIPTION:**

The purpose of the Entrepreneurship Technical Certificate of Credit program is to meet community and industry needs for education in the field of entrepreneurship. This certificate program will provide for individuals the skills and knowledge required to plan, establish and manage a small business enterprise.

**EMPLOYMENT OPPORTUNITIES:**

The Entrepreneurship certificate exposes students to the necessary skills to begin and manage a small business, whether the student desires to start a new small business or purchase an existing small business.

**ADMISSIONS CRITERIA:**

Documentation of high school diploma or satisfaction of High School Equivalence Certification is not required prior to admission. ASSET placement testing is not required.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$636; Fees: \$81; Books & Supplies: \$270; Total Program Costs: \$1,002

**PROGRAM LENGTH:**

One quarter if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>18</b>	
MKT 103 Business Law	5	5
MKT 110 Entrepreneurship	8	10
MKT 123 Small Business Management	5	5
<b>Minimum Credits required for Graduation:</b>	<b>18</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Family Child Care Provider

**DESCRIPTION:** *(Available online only)*

The purpose of the Family Child Care Provider Technical Certificate of Credit (TCC) program is to provide a solid Early Child Care and Education foundation of knowledge, skills, attitudes, and techniques that will improve the quality of care for children who are cared for by family child care providers. The program will provide guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home.

**EMPLOYMENT OPPORTUNITIES:**

The Family Child Care Provider Technical Certificate of Credit (TCC) Program prepares students for careers in the field of Early Childhood Care and Education as a Family Child Care Provider and Small Business Owner. In addition, graduates of this program will have basic courses in early childhood that will help them qualify for a variety of positions including: Early Childhood program teachers, teacher's aides, caregivers, and paraprofessionals. They work primarily in their own home running a small business as a family child care provider but they may also work as an employee of another family child care provider. They work in various other early childhood program settings, including: Nursery Schools, Pre-schools, Child Development Centers, Day Care Centers, Recreation Programs, and Early Childhood Exceptional Needs Programs. Position qualifications vary depending upon job setting.

**ADMISSIONS CRITERIA:**

Attainment of at least 18 years of age; achievement of minimum regular admission scores on reading 38, writing 35, and math 35; and high school graduation or satisfaction of High School Equivalency Certificate requirement

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,034; Fees: \$162; Books & Supplies: \$377.46; Annual additional insurance fee: \$ 11.50; Other program specific costs: \$15; Total Program Costs: \$1,614.96

**PROGRAM LENGTH:**

Two quarters if full time regular student

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>25</b>	
ECE 101 Introduction Early Childhood Care and Education	5	5
ECE 103 Human Growth and Development I	5	5
ECE 105 Health, Safety, and Nutrition	5	5
ECE 142 Family Childcare Program Management	5	7
ECE 144 Family Childcare Business Management	5	5
<b>Minimum Credits required for Graduation:</b>	<b>25</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Flat Shielded Metal Arc Welder

**DESCRIPTION:**

The Flat Shielded Metal Arc Welder certificate program is designed to provide knowledge of theory, safety practices, equipment and techniques required to perform shielded metal arc welding. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Flat Shielded Metal Arc Welder certificate and are employable as a special purpose welder in the steel fabrication industry.

**EMPLOYMENT OPPORTUNITIES:**

Local fabrication shops using SMAW on Plate, Supreme trucking.

**ADMISSIONS CRITERIA:**

High school diploma or satisfaction of High School Equivalency Certificate is not required for admission or graduation from the program. ASSET placement testing is not required.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$340; Total Program Costs: \$1,381

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<hr/>		
<b>Occupational Courses</b>	<b>16</b>	
WLD 100 Introduction to Welding	6	8
WLD 101 OxyFuel Cutting	4	8
WLD 104 Shielded Metal Arc Welding I	6	10
<b>Minimum Credits required for Graduation:</b>	<b>16</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Gas Metal Arc Welder Fabricator

**DESCRIPTION:**

The Gas Metal Arc Welder Fabricator certificate of credit program is designed to provide knowledge of theory, safety practices, equipment and techniques required for metal heating, oxyfuel cutting, and basic gas metal arc welding. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Gas Metal Arc Welder Fabricator certificate and are employable as a special purpose welder in the steel fabrication industry.

**EMPLOYMENT OPPORTUNITIES:**

Welding sheet metal using GMAW process in local fabrication facilities Ranews, Supreme, Swanton.

**ADMISSIONS CRITERIA:**

High School diploma or satisfaction of High School Equivalency Certificate is not required for admission or graduation from the program. ASSET placement testing is not required.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,026; Fees: \$162; Books & Supplies: \$430; Total Program Costs: \$1,633

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<hr/>		
<b>Occupational Courses</b>	<b>19</b>	
WLD 100 Introduction to Welding	6	8
WLD 101 OxyFuel Cutting	4	8
WLD 109 Gas Metal Arc Welding	6	10
XXX xxx Program Elective	3	3
<b>Minimum Credits required for Graduation:</b>	<b>19</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### General Maintenance Mechanic

**DESCRIPTION:**

The General Maintenance Mechanic Technical Certificate of Credit program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to gain an entry level position in the field of maintenance. The program emphasizes a combination of theory and practical application necessary for successful employment. The program is a planned sequence of courses that prepares students for entry level careers in the maintenance industry.

**EMPLOYMENT OPPORTUNITIES:**

Entry-level careers in the maintenance industry.

**ADMISSIONS CRITERIA:**

Documentation of a High school diploma or satisfaction of High School Equivalency Certificate is required prior to admission.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,855; Fees: \$243; Books & Supplies: \$696; Total Program Costs: \$2,809

**PROGRAM LENGTH:**

Three quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>5</b>	
MAT 1012 Foundations of Mathematics	5	5
<b>Occupational Courses</b>	<b>31</b>	
ACT 100 Refrigeration Fundamentals	4	5
ACT 103 Electrical Fundamentals	7	10
ACT 104 Electric Motors	4	7
BFM 103 Fundamentals of Structural Maintenance	6	10
BFM 105 Fundamentals of Plumbing	3	5
ELT 107 Commercial Wiring I	5	7
IFC 100 Industrial Safety Procedures	2	3
<b>Minimum Credits required for Graduation:</b>	<b>36</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Industrial Fluid Power Technician

**DESCRIPTION:**

The Industrial Fluid Power Technician program provides for students the knowledge and required skills to assume an entry level industrial maintenance position in the areas of industrial maintenance, plant maintenance or facilities maintenance. The program graduates will be competent in the occupational areas of industrial mechanics, industrial safety and industrial fluid power. Graduates of the program will be awarded a Technical Certificate of Credit in Industrial Fluid Power.

**EMPLOYMENT OPPORTUNITIES:**

Graduates will be competent in the occupational areas of industrial mechanics, industrial safety, and industrial fluid power.

**ADMISSIONS CRITERIA:**

Attainment of 16 years or more of age; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,247; Fees: \$162; Books & Supplies: \$520; Total Program Costs: \$1,944

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>29</b>	
IFC 100 Industrial Safety Procedures	2	3
IDS 103 Industrial Wiring	6	12
IDS 215 Industrial Mechanics	6	10
IDS 216 Industrial Mechanics II	6	10
IDS 221 Industrial Fluidpower	7	10
IDS 231 Pumps and Piping Systems	2	5
<b>Minimum Credits required for Graduation:</b>	<b>29</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Light Commercial Air Conditioning Specialist

**DESCRIPTION:**

The Light Commercial Air Conditioning Specialist Program is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the light commercial 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 a Light Commercial Air Conditioning Specialist Technical Certificate of Credit.

**EMPLOYMENT OPPORTUNITIES:**

Light commercial air conditioning technician

**ADMISSIONS CRITERIA:**

Attainment 18 years of age; achievement of minimum scores in reading, English, and math on entrance exams; applicants must have completed the diploma or degree program or have three years experience in the field with instructor's permission.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,484; Fees: \$162; Books & Supplies: \$340; Total Program Costs: \$2,001

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>20</b>	
ACT 200 Design and Application of Light Commercial Air Conditioning	4	5
ACT 201 Light Commercial Air Conditioning Control Systems	4	5
ACT 202 Light Commercial Air Conditioning Systems Operation	8	10
ACT 203 Light Commercial Air Conditioning Internship	4	12
<b>Minimum Credits required for Graduation:</b>	<b>20</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Microsoft Office Applications Professional

**DESCRIPTION:**

The Microsoft Office Applications Professional Technical Certificate of Credit 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.

**EMPLOYMENT OPPORTUNITIES:**

Office assistant positions including clerical, word/data processing, data entry.

**ADMISSIONS CRITERIA:**

Must be at least 16 years of age; documentation of High school diploma or satisfaction of High School Equivalence Certification; achievement of minimum regular admission scores on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$902; Fees: \$162; Books & Supplies: \$528; Total Program Costs: \$1,607

**PROGRAM LENGTH:**

Two quarters if full time and regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>22</b>	
SCT 100 Introduction to Microcomputers	3	5
BUS 105 Database Applications	3	5
BUS 108 Word Processing	5	8
BUS 202 Spreadsheet Applications	3	5
BUS 261 Presentation Applications	3	5
XXX xxx BUS Electives	5	5
<b>Minimum Credits required for Graduation:</b>	<b>22</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Nail Technician

#### 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 eligible to apply for and complete the state-licensing exam. Graduates are employable as a Nail Technician.

#### EMPLOYMENT OPPORTUNITIES:

Program graduates receive a Nail Technician TCC and are employable as a nail technician, salon manager or salon owner.

#### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,484; Fees: \$243; Books & Supplies: \$330; Annual additional insurance fee: \$11.50; Other program specific costs: \$119; Total Program Costs: \$2,202.50

#### PROGRAM LENGTH:

Three quarters if full time regular student.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>28</b>	
COS 100 Introduction to Cosmetology Theory	5	5
COS 112 Manicuring and Pedicuring	3	4
COS 117 Salon Management	4	5
COS 118 Nail Care I	7	21
COS 119 Nail Care II	9	19
<b>Minimum Credits required for Graduation:</b>	<b>28</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Patient Care Technician

#### DESCRIPTION:

The Patient Care Technician technical certificate of credit serves as an admission step for the Practical Nursing diploma program as well as an entry-level certification to secure employment. Patient Care Technician students are accepted every quarter.

#### EMPLOYMENT OPPORTUNITIES:

Prepares graduates to work as an entry-level Patient Care Technician in clinics, hospitals, wound care centers, or long-term care facilities.

#### ADMISSIONS CRITERIA:

Attainment of 17 or more years of age by the date of graduation; documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement; documentation of a physical and dental report to be submitted prior to second quarter report must be completed by licensed physician or nurse practitioner; and documentation of criminal history report must be obtained at local Sheriff's Office

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$1,150; Annual additional insurance fee: \$ 11.50; Other program specific costs: \$215; Total Program Costs: \$2,417.50

#### PROGRAM LENGTH:

Two quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1012 Foundations of Mathematics	5	5
PSY 1010 Basic Psychology	5	5
SCT 100 Introduction to Microcomputers	3	5
<b>Occupational Courses</b>	<b>21</b>	
AHS 1011 Anatomy and Physiology	5	5
AHS 103 Nutrition and Diet Therapy	2	2
AHS 104 Introduction to Health Care	3	5
AHS 109 Medical Terminology for Allied Health Sciences	3	3
CNA 100 Patient Care Fundamentals	8	11
<b>Minimum Credits required for Graduation:</b>	<b>39</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Public Works Civil Technician Aide

#### DESCRIPTION:

The Civil Technician Aide technical certificate of credit program is designed to allow individuals to gain the knowledge and skills necessary to gain entry-level employment in the areas of public works infrastructure construction, highway construction and public works infrastructure maintenance. Students will be exposed to the basics of highway design, construction materials, plan reading and computer aided design. Graduates of this program will normally work with an engineer or technician in the field of public works.

#### EMPLOYMENT OPPORTUNITIES:

Employable as engineer or technician in the field of public works. (right of way purchasing agent; surveying technician)

#### ADMISSIONS CRITERIA:

Documentation of high school diploma or satisfaction of High School Equivalency Certificate requirement.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,961; Fees: \$243; Books & Supplies: \$612; Total Program Costs: \$2,831

#### PROGRAM LENGTH:

Three quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>18</b>	
ENG 1010 Fundamentals of English I	5	5
MAT 1013 Algebraic Concepts	5	5
MAT 1015 Geometry and Trigonometry	5	5
SCT 100 Introduction to Microcomputers	3	5
<b>Occupational Courses</b>	<b>19</b>	
CET 130 Civil Computer Aided Drafting (CAD)	4	8
CET 190 Construction Materials	5	7
PWC 110 Plan Reading	5	5
PWC 115 Highway Design	5	5
<b>Minimum Credits required for Graduation:</b>	<b>37</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Residential Plumber

#### DESCRIPTION:

The Residential Plumbing program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to gain an entry level position in the field of Residential Plumbing. The program is a planned sequence of courses that prepares students for entry level careers in the Residential Plumbing industry. The program emphasizes a combination of theory and practical application necessary for successful employment.

#### EMPLOYMENT OPPORTUNITIES:

Prepares students for entry-level careers in the residential plumbing industry.

#### ADMISSIONS CRITERIA:

Attainment of 16 years or more of age; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

#### PROGRAM COSTS: *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$980; Fees: \$243; Books & Supplies: \$630; Total Program Costs: \$1,868

#### PROGRAM LENGTH:

Three quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>20</b>	
CFC 100 Safety	2	2
CFC 101 Introduction to Construction	2	2
CAR 105 Print Reading	5	5
PLB 120 Pipes, Fittings, & Valves I	2	3
PLB 122 Drainage Systems I	2	3
PLB 124 Water Supply Systems I	2	3
PLB 126 Plumbing Fixtures and Appliances I	2	3
PLB 128 Gas Piping, Venting & Appliances I	3	4
<b>Minimum Credits required for Graduation:</b>	<b>20</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### Residential Wiring Technician

**DESCRIPTION:**

The purpose of this Residential Wiring technical certificate is to provide training opportunities for student in basic knowledge and skills for residential wiring. This certificate program is designed to provide students with a basic understanding of safety, residential wiring, schematics, electrical circuits and wiring methods in accordance with the minimum standards of the applicable National Electrical Code with local requirements. This program concentrates on those skills areas required to gain entry-level employment.

**EMPLOYMENT OPPORTUNITIES:**

Opportunities to enter the workforce area specialized in residential wiring applications of the electrical industry.

**ADMISSIONS CRITERIA:**

Attainment of 16 years or more of age; achievement of minimum regular admission score on tests of reading, language, and math as specified in TCSG document *Minimum Program Entrance Scores*; and completion of application and related procedures.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$1,590; Fees: \$162; Books & Supplies: \$609; Total Program Costs: \$2,376

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>General Core Courses</b>	<b>5</b>	
MAT 1012 Foundations of Mathematics	5	5
<b>Occupational Courses</b>	<b>25</b>	
IFC 100 Industrial Safety Procedures	2	3
IFC 101 Direct Current Circuits I	4	5
ELT 106 Electrical Prints, Schematics, Symbols	4	5
ELT 119 Electricity Principles	4	5
ELT 120 Residential Wiring I	5	8
ELT 121 Residential Wiring II	6	8
<b>Minimum Credits required for Graduation:</b>	<b>30</b>	

## TECHNICAL CERTIFICATE OF CREDIT

### SMAW Pipe Welding

**DESCRIPTION:**

The SMAW Pipe Welding certificate program provides instruction in welding laboratory operations, oxyfuel cutting and shielded metal arc welding (SMAW) using plate and pipe. The SMAW Pipe Welding certificate prepares graduates for jobs in the pipe welding field.

**EMPLOYMENT OPPORTUNITIES:**

Welding sheet metal or pipe using SMAW process at local construction companies or sandpits.

**ADMISSIONS CRITERIA:**

High school diploma or satisfaction of High School Equivalency Certificate is not required for admission or graduation from the program.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$2,236; Fees: \$243; Books & Supplies: \$586; Total Program Costs: \$3,080

**PROGRAM LENGTH:**

Three quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>43</b>	
WLD 100 Introduction to Welding	6	8
WLD 101 OxyFuel Cutting	4	8
WLD 104 Shielded Metal Arc Welding I	6	10
WLD 105 Shielded Metal Arc Welding II	6	10
WLD 106 Shielded Metal Arc Welding III	6	10
WLD 107 Shielded Metal Arc Welding IV	6	10
WLD 112 Preparation for Industrial Qualification	4	8
WLD 152 Pipe Welding	5	10
<b>Minimum Credits required for Graduation:</b>	<b>43</b>	

# TECHNICAL CERTIFICATE OF CREDIT

## Tax Preparation Specialist

**DESCRIPTION:**

The Tax Preparation Specialist Technical Certificate of Credit program consists of a sequence of courses that prepares students for entry-level careers in individual tax preparation.

**EMPLOYMENT OPPORTUNITIES:**

Entry level tax preparers

**ADMISSIONS CRITERIA:**

Students must be at least 16 years of age; Students must provide a final official high school transcript or General Education development diploma, or achieve minimum scores on the Asset or Compass test, which are as follows: ASSET - Reading 38, Writing 35, and Math 35 or COMPASS Reading 70, Writing 23, and Math 26.

**PROGRAM COSTS:** *(Program costs are estimates and are subject to change.)*

Application fee: \$15; Tuition: \$864; Fees: \$162; Books & Supplies: \$426; Total Program Costs: \$1,467

**PROGRAM LENGTH:**

Two quarters if full time.

	Credit Hours	Contact Hours
<b>Occupational Courses</b>	<b>20</b>	
ACC 101 Principles of Accounting I	6	8
ACC 151 Individual Tax Accounting	4	5
ACC 156 Business Tax Accounting	4	5
SCT 100 Introduction to Microcomputers	3	5
XXX xxx Elective	3	3
<b>Minimum Credits required for Graduation:</b>	<b>20</b>	



# COURSE DESCRIPTIONS



**ACC 101 - Principles of Accounting I:**

Introduces the basic 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 and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

(Prerequisites: Program admission)

6 credit hours,  
8 contact hours

**ACC 102 - Principles of Accounting II:**

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

(Prerequisites: Program admission, ACC 101)

6 credit hours,  
8 contact hours

**ACC 103 - Principles of Accounting III:**

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include accounting for a corporation, departmental accounting, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.

(Prerequisites: ACC 101, ACC 102)

6 credit hours,  
8 contact hours

**ACC 104 - Computerized Accounting:**

Emphasizes operation of computerized accounting systems from manual input forms. Topics include equipment use, general ledger, accounts receivable and payable, advanced payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.

(Prerequisites: ACC 102, SCT 100)

3 credit hours,  
5 contact hours

**ACC 105 - Accounting Database Fundamentals:**

Emphasizes use of database management software packages for program-related database applications. Topics include: planning and designing a database; database creation; data entry; database access, manipulation, and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical application.

(Prerequisites: SCT 100)

3 credit hours,  
5 contact hours

**ACC 106 - Spreadsheet Fundamentals:**

Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.

(Prerequisites: SCT 100)

3 credit hours,  
5 contact hours

**ACC 151 - Individual Tax Accounting:**

Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

(Prerequisites: Program Admission)

4 credit hours,  
5 contact hours

**ACC 152 - Payroll Accounting:**

Provides students with 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.

(Prerequisites: ACC 101)

5 credit hours,  
6 contact hours

**ACC 156 - Business Tax Accounting:**

Provides instruction for preparation of both State and Federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

(Prerequisites: ACC 101, ACC 102)

4 credit hours,  
5 contact hours

**ACC 160 - Advanced Accounting Spreadsheet Application:**

Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide users with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

(Prerequisites: ACC 106)

5 credit hours,  
6 contact hours

**ACT 100 - Refrigeration Fundamentals:**

Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

(Prerequisites: Provisional admission)

4 credit hours,  
5 contact hours

**ACT 101 - Principles and Practices of Refrigeration:**

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools; piping practices; service valves; leak testing; refrigerant recovery, recycling, and reclamation; evacuation; charging; and safety.

(Prerequisites: ACT 100)

7 credit hours,  
10 contact hours

**ACT 102 - Refrigeration Systems Components:**

Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

(Prerequisites: ACT 100, ACT 101)

7 credit hours,  
10 contact hours

**ACT 103 - Electrical Fundamentals:**

Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

(Prerequisites: Provisional admission)

7 credit hours,  
10 contact hours

**ACT 104 - Electric Motors:**

Continues the development of 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.

(Prerequisites: ACT 103; Corequisites: ACC 101, ACC 151)

4 credit hours,  
7 contact hours

**ACT 105 - Electrical Components:**

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

(Prerequisites: ACT 103)

5 credit hours,  
8 contact hours

**ACT 106 - Electric Control Systems and Installation:**

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

(Prerequisites: ACT 105)

4 credit hours,  
7 contact hours

**ACT 107 - Air Conditioning Principles:**

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heatload calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

(Prerequisites: ACT 102)

8 credit hours,  
10 contact hours

**ACT 108 - Air Conditioning Systems and Installation:**

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

(Prerequisites: ACT 102, ACT 106)

3 credit hours,  
5 contact hours

**ACT 109 - Troubleshooting Air Conditioning Systems:**

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

(Prerequisites: ACT 108; Corequisites: ENG 1010)

7 credit hours,  
10 contact hours

**ACT 110 - Gas Heating Systems:**

Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

(Prerequisites: ACT 102, ACT 106; Corequisites: MAT 1012)

5 credit hours,  
10 contact hours

**ACT 111 - Heat Pumps and Related Systems:**

Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

(Prerequisites: ACT 102; Corequisites: ACT 106)

6 credit hours,  
10 contact hours

**ACT 200 - Design and Application of Light Commercial Air Conditioning:**

Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

(Prerequisites: Completion of Degree or Diploma program or three years experience in the field with instructor's permission.)

4 credit hours,  
5 contact hours

**ACT 201 - Light Commercial Air Conditioning Control Systems:**

Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

(Prerequisites: Completion of Degree or Diploma program or three years experience in the field with instructor's permission.)

4 credit hours,  
5 contact hours

**ACT 202 - Light Commercial Air Conditioning Systems Operation:**

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

(Prerequisites: Completion of Degree or Diploma program or three years experience in the field with instructor's permission.)

8 credit hours,  
10 contact hours

**ACT 203 - Light Commercial Air Conditioning Internship:**

Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

(Prerequisites: All non-elective courses required for completion)

4 credit hours,  
12 contact hours

**AHS 102 - Drug Calculation and Administration:**

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: resource materials usage, systems of measurements, basic pharmacology, abbreviations, calculating drug problems, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

(Prerequisites: MAT 1012)

3 credit hours,  
4 contact hours

**AHS 103 - Nutrition and Diet Therapy:**

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the life span, and client education.

(Prerequisites: Program admission)

2 credit hours,  
2 contact hours

**AHS 104 - Introduction to Health Care:**

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. Topics include: basic life support/ Cardio Pulmonary Resuscitation (CPR), basic emergency care/first aid and triage, vital signs, infection control, and blood/air-borne pathogens.

(Prerequisites: Provisional admission)

3 credit hours,  
5 contact hours

**AHS 109 - Medical Terminology for Allied Health Sciences:**

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: word origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

(Prerequisites: Provisional admission)

3 credit hours,  
3 contact hours

**AHS 1011 - Anatomy and Physiology:**

Focuses on basic normal structure and function of the human body. Topics include: medical terms describing the human body, and structure and function of the human body.

(Prerequisites: Program Admission; Corequisites: AHS 109)

5 credit hours,  
5 contact hours

**AMF 103 - Manufacturing Process Survey:**

Introduces basic industrial manufacturing processes using material shaping, joining, and assembly techniques.

(Prerequisites: Provisional admission)

4 credit hours,  
6 contact hours

**AMF 152 - Manufacturing Organizational Principles:**

Provides students with an overview of the functional and structural composition of manufacturing organizations. Topics include: supply and demand, product overflow, types of manufacturing process, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

(Prerequisites: Program admission)

2 credit hours,  
2 contact hours

**AMF 154 - Manufacturing Workplace Skills:**

Provides students the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include: listening, communication, team skills, personal wellness, managing change, and creating a positive image.

(Corequisites: AMF 152)

3 credit hours,  
3 contact hours

**AMF 156 - Manufacturing Production Requirements:**

Provides students with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include: world class manufacturing, tools for excellence, and statistical process control.

(Corequisites: AMF 154)

2 credit hour,  
2 contact hour

**AMF 158 - Automated Manufacturing Skills:**

Provides students with an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include: basic mechanics, mechanical systems, hand tools, power tools, industrial controls, electrical safety, hydraulic systems, pneumatic systems, troubleshooting principles, and computer and automation principles.

(Corequisites: AMF 156)

3 credit hours,  
3 contact hours

**AMF 160 - Representative Manufacturing Skills:**

Provides students with an introduction to representative manufacturing skills and associated safety requirements. Topics include: plant safety, materials movement equipment, and precision measurements for manufacturing and blueprint reading.

(Corequisites: AMF 152)

4 credit hours,  
6 contact hours

**ART 1101 - Art Appreciation:**

Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the re-creative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts.

(Prerequisites: ENG 1101 with C or better)

5 credit hours,  
5 contact hours

**AUT 120 - Introduction to Automotive Technology:**

Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; and shop organization, management, and workflow systems.

(Corequisites: Provisional admission)

3 credit hours,  
5 contact hours

**AUT 122 - Electrical and Electronic Systems:**

Introduces automotive electricity. Topics include: general electrical system diagnosis, lighting system diagnosis and repair, gauges, warning devices, and driver information system diagnosis and repair, horn and wiper/washer diagnosis and repair, accessories diagnosis and repair.

(Corequisites: AUT 120)

6 credit hours,  
10 contact hours

**AUT 124 - Battery, Starting, and Charging Systems:**

Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include: battery diagnosis and service; starting system diagnosis and repair; and charging system diagnosis and repair.

(Corequisites: AUT 122)

4 credit hours,  
8 contact hours

**AUT 126 - Engine Principles of Operation and Repair:**

Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general 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.

(Corequisites: AUT 120)

6 credit hours,  
12 contact hours

**AUT 128 - Fuel, Ignition and Emission Systems:**

Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include: general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.

(Corequisites: AUT 122, AUT 124, AUT 126)

7 credit hours,  
11 contact hours

**AUT 130 - Automotive Brake Systems:**

Introduces Brake systems theory and its application to automotive systems. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

(Corequisites: AUT 122)

4 credit hours,  
6 contact hours

**AUT 132 - Suspension and Steering Systems:**

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; wheel alignment diagnosis and adjustment; wheel/tire service; and diagnosis of electrical and electronic control steering and suspension systems.

(Corequisites: AUT 122)

4 credit hours,  
6 contact hours

**AUT 134 - Drivelines:**

Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline 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.

(Corequisites: AUT 122)

4 credit hours,  
8 contact hours

**AUT 138 - Manual Transmission/Transaxle:**

Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair and transmission/transaxle diagnosis and repair.

(Corequisites: AUT 122)

4 credit hours,  
6 contact hours

**AUT 140 - Electronic Engine Control Systems:**

Introduces concepts of electronic engine control. Topics include: computerized engine controls diagnosis and repair; intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; and evaporative emissions controls.

(Corequisites: AUT 128)

7 credit hours,  
9 contact hours

**AUT 142 - Climate Control Systems:**

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; and refrigerant recovery, recycling, and handling.

(Corequisites: AUT 122)

6 credit hours,  
8 contact hours

**AUT 144 - Introduction to Automatic Transmission:**

Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: automatic transmission hydraulic/mechanical theory, automatic transmission service, and exterior adjustments.

(Corequisites: AUT 122)

4 credit hours,  
6 contact hours

**AUT 210 - Automatic Transmission Repair:**

Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; and friction and reaction units.

(Corequisites: AUT 144)

7 credit hours,  
11 contact hours

**AUT 212 - Electronic Transmission Diagnosis:**

Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include: electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

(Corequisites: AUT 210)

3 credit hours,  
5 contact hours

**AUT 214 - Advanced Electronic Controlled Brake Systems Diagnosis:**

Introduces anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: general brake and anti-lock brake systems diagnosis and testing, light truck rear anti-lock brake system, four-wheel anti-lock brake system locations, components, and operation.

(Corequisites: AUT 130)

4 credit hours,  
6 contact hours

**AUT 216 - Advanced Electronic Controlled Suspension and Steering Systems:**

Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair and diagnosis of electrical and electronic controlled steering and suspension systems.

(Corequisites: AUT 132)

4 credit hours,  
6 contact hours

**AUT 218 - Advanced Electronic Engine Control Systems:**

Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include: OBD II standards, monitoring capabilities, OBD II diagnostics, and OBD II terms.

(Corequisites: AUT 140)

4 credit hours,  
6 contact hours

**AUT 220 - Automotive Tech Internship:**

Provides student work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

(Corequisites: AUT 128)

6 credit hours,  
18 contact hours

**BAF 100 - Introduction to Banking and Finance:**

Introduces the student to the history, documents, and operational functions of the banking industry. Topics include: history, documents, operations, specialized services and electronic banking.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**BAR 100 - Introduction to Barber Styling:**

Introduction to Barber Styling is designed to give an overview of the barbering profession. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques.

(Prerequisites: Program admission)

3 credit hours,  
3 contact hours

**BAR 101 - Introduction to Barbering/Styling Implements:**

Students are taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: nomenclature, types and sizes, proper use and care, and maintenance.

(Prerequisites: Provisional admission)

2 credit hours,  
3 contact hours

**BAR 102 - Science: Sterilization, Sanitation, and Bacteriology:**

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

(Prerequisites: BAR 100, BAR 101)

3 credit hours,  
3 contact hours

**BAR 103 - Introduction to Haircutting:**

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques.

(Prerequisites: BAR 102)

7 credit hours,  
10 contact hours

**BAR 104 - Shampooing:**

Introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: shampoo chemistry, patron preparation, and shampoo procedures.

(Prerequisites: Program admission)

2 credit hours,  
3 contact hours

**BAR 105 - Haircutting/Introduction to Styling:**

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

(Prerequisites: BAR 104; Corequisites: BAR 103)

4 credit hours,  
9 contact hours

**BAR 106 - Shaving:**

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

(Prerequisites: BAR 103)

3 credit hours,  
6 contact hours

**BAR 107 - Science: Anatomy and Physiology:**

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

(Prerequisites: Program admission) \

5 credit hours,  
5 contact hours

**BAR 108 - Color Theory:**

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Topics include: basic color concepts, skin reactions, the color wheel, and color selection and application.

(Prerequisites: MAT 1012; Corequisites: BAR 107)

4 credit hours,  
5 contact hours

**BAR 109 - Chemical Restructuring of Hair I:**

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, and application procedures on manikins.

(Prerequisites: MAT 1012; Corequisites: BAR 107)

2 credit hours,  
3 contact hours

**BAR 110 - Haircutting/Styling:**

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving, curling, and non-chemical style.

(Prerequisites: BAR 105)

5 credit hours,  
12 contact hours

**BAR 112 - Chemical Restructuring of Hair II:**

Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models included. Topics include: permanent wave application, hair relaxer application, timed permanent wave, timed relaxers application, safety precautions, and Hazardous Duty Standards Act compliance.

(Prerequisites: BAR 109)

7 credit hours,  
13 contact hours

**BAR 113 - Structure of Skin, Scalp, and Hair:**

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, and disease and disorders.

(Prerequisites: BAR 107)

2 credit hours,  
3 contact hours

**BAR 114 - Skin, Scalp, Hair, and Facial Treatments:**

Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions.

(Prerequisites: BAR 113)

3 credit hours,  
7 contact hours

**BAR 116 - Advanced Haircutting/Styling:**

Continues the theory and application of haircutting, styling, and shaving techniques. Topics include: advanced haircutting; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

(Prerequisites: BAR 106, BAR 110, BAR 112)

4 credit hours,  
9 contact hours

**BAR 118 - Color Applications:**

Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

(Prerequisites: BAR 108)

2 credit hours,  
3 contact hours

**BAR 120 - Barber/Styling Practicum:**

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 or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

(Prerequisites: All Occupational Courses)

3 credit hours,  
9 contact hours

**BAR 121 - Shop Management/Ownership:**

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

(Prerequisites: BAR 116)

4 credit hours,  
5 contact hours

**BFM 103 - Fundamentals of Structural Maintenance:**

Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

(Prerequisites: MAT 1012)

6 credit hours,  
10 contact hours

**BFM 105 - Fundamentals of Plumbing:**

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

(Prerequisites: MAT 1012)

3 credit hours,  
5 contact hours

**BIO 1111 - Biology I:**

Provides an introduction to basic biological concepts with a focus on living cells. Topics include: chemical principles related to cells; cell structure and function; energy and metabolism; cell division; protein synthesis; genetics; biotechnology; and basic laboratory techniques and equipment.

(Prerequisites: Program admission)

5 credit hours,  
7 contact hours

**BIO 1112 - Biology II:**

This is a second part of ten hour sequence. This course provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development.

(Prerequisites: BIO 1111)

5 credit hours,  
7 contact hours

**BIO 1113 - Anatomy and Physiology I:**

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, the integumentary system, the skeletal system, the nervous and sensory system. Laboratory experience supports classroom learning.

(Corequisites: ENG 1101)

5 credit hours,  
7 contact hours

**BIO 1114 - Anatomy and Physiology II:**

Continues the study of the anatomy and physiology of the human body. Topics include: the endocrine system, cardiovascular system, blood and lymphatic systems, immune system, respiratory system, digestive system, urinary system, and reproductive system. Laboratory experience supports classroom learning.

(Prerequisites: BIO 1113)

5 credit hours,  
7 contact hours

**BIO 1127 - Introductory Microbiology:**

Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease and laboratory skills.

(Prerequisites: BIO 1111, BIO 1113)

5 credit hours,  
7 contact hours

**BUS 101 - Document Processing:**

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.

(Prerequisites: The ability to key at least 25 wpm or BUS 100;

Corequisites: SCT 100)

6 credit hours,  
10 contact hours

**BUS 105 - Database Applications:**

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts, structuring databases, entering data, organizing data, and managing databases.

(Prerequisites: SCT 100)

3 credit hours,  
5 contact hours

**BUS 106 - Office Procedures:**

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, office mail, references, records management, and travel and meeting arrangements.

(Prerequisites: SCT 100)

5 credit hours,  
8 contact hours

**BUS 107 - Machine Transcription:**

Emphasizes transcribing mailable documents from dictation using word processor software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

(Prerequisites: BUS 102, SCT 100, ENG 1010)

3 credit hours,  
5 contact hours

**BUS 108 - Word Processing:**

Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

(Prerequisites: SCT 100)

5 credit hours,  
8 contact hours

**BUS 109 - Applied Office Procedures:**

This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communications skills, telecommunication skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

(Prerequisites: BUS 101, BUS 106, BUS 108, BUS 202;  
Corequisites: BUS 208 or ACC 101, BUS 148, BUS 160)

5 credit hours,  
8 contact hours

**BUS 148 - Business Document Proofreading and Editing:**

Emphasizes proper proofreading and editing as applied to 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.

(Prerequisites: BUS 101 and ENG 1010 or ENG 1101)

3 credit hours,  
5 contact hours

**BUS 157 - Electronic Calculators:**

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

(Prerequisites: Program Admission)

3 credit hours,  
5 contact hours

**BUS 160 - Electronic Communication Applications:**

Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.

(Prerequisites: SCT 100)

5 credit hours,  
8 contact hours

**BUS 201 - Advanced Word Processing:**

Course provides instruction in advanced word processing. Topics include: advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

(Prerequisites: BUS 108, ENG 111 or ENG 191)

5 credit hours,  
8 contact hours

**BUS 202 - Spreadsheet Applications:**

Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry, and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

(Prerequisites: SCT 100)

3 credit hours,  
5 contact hours

**BUS 203 - Office Management:**

Provides the student 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: PSY 191, BUS 106; Corequisites: BUS 101)

5 credit hours,  
5 contact hours

**BUS 205 - Medical Internship Half-Time:**

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: Successful completion of all required coursework) 6 credit hours,  
18 contact hours

**BUS 208 - Office Accounting:**

Introduces fundamental concepts of accounting. Topics include: accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, cash control, and payroll.

(Prerequisites: Program admission) 6 credit hours,  
8 contact hours

**BUS 212 - Anatomy and Terminology:**

Introduces the structure and function of the human body including medical terminology. Topics include: body structures, body functions, and medical terminology.

(Prerequisites: AHS 109) 5 credit hours,  
5 contact hours

**BUS 213 - Medical Document Processing/Transcription:**

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, and resource utilization.

(Prerequisites: BUS 101, ENG 1010, AHS 109, AHS 1011) 5 credit hours,  
10 contact hours

**BUS 216 - Medical Administrative Procedures:**

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

(Prerequisites: BUS 101, AHS 1011, AHS 109, SCT 100) 5 credit hours,  
8 contact hours

**BUS 226 - Medical Office Billing/Coding/Insurance:**

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 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: guidelines and conventions; coding techniques; formats of the ICD-9 and CPT manuals; health insurance; billing and collections.

(Prerequisites: ENG 111, BUS 101, BUS 212 or AHS 109 and AHS 101) 5 credit hours,  
5 contact hours

**BUS 261 - Presentation Applications:**

This course provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.

(Prerequisites: SCT 100) 3 credit hours,  
5 contact hours

**CAR 105 - Print Reading:**

Introduces the reading and interpretation of prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

(Prerequisites: MAT 101) 5 credit hours,  
5 contact hours

**CET 130 - Civil Computer Aided Drafting (CAD):**

An introduction to PC based computer aided drafting. Subject matter includes use of a personal computer and commercial CAD software as they apply to civil drafting. Lab exercises will focus on structural detailing. Topics include: computer hardware, operating systems, graphical user interfaces, CAD systems, drawing with CAD, and printing and plotting.

(Prerequisites: SCT 100) 4 credit hours,  
8 contact hours

**CET 190 - Construction Materials:**

Presents the fundamental construction materials and their engineering properties. Covers such material properties as aggregates, asphalt, Portland cement concrete, steel, and masonry. Topics include: material properties, introduction to materials testing, and materials selection and use.

(Prerequisites: MAT 103) 5 credit hours,  
7 contact hours

**CET 195 - Construction Methods and Cost Estimating:**

This course introduces the student to roadway and bridge construction methods and to cost estimation methods for a roadway project or project components.

(Prerequisites: CET 190, PWC 110)

5 credit hours,  
5 contact hours

**CFC 100 - Safety:**

Provides a review of general safety rules and practices and provides students with information about state and federal regulations including OSHA Hazard Communication Standard and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding hazards. Topics include: overview of safety rules and regulations, protective equipment, barriers and barricades, flammable materials, electrical hazards, ladders and scaffolding, safety in trenches and excavations, and introduction to rigging.

(Prerequisites: Provisional admission)

2 credit hours,  
2 contact hours

**CFC 101 - Introduction to Construction:**

Covers orientation and introduction to construction technology dealing with building and facility maintenance, cabinetmaking, carpentry, construction management, masonry, plumbing and advanced plumbing. Topics include: workplace expectations of quality of work performed, professional ethical standards, proper communication practices, working in teams, learning for success and life skills. Provides an overview of the history of the plumbing and pipefitting trades.

(Prerequisites: Provisional admission)

2 credit hours,  
2 contact hours

**CFC 103 - Materials and Fasteners:**

Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: Concrete products, masonry materials, plumbing materials, fasteners, wood products, finishing materials, and manufactured products for Construction and an introduction to estimation of products and services.

(Prerequisites: Program admission)

3 credit hours,  
3 contact hours

**CFC 105 - Construction Print Reading Fundamentals:**

Introduces the reading and interpretation of prints and architectural drawings for all the Construction Trades. Topics include: types of plans, scales, specifications, conventions, and schedules.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**CNA 100 - Patient Care Fundamentals:**

Introduces the student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

(Prerequisites: Program Admission)

8 credit hours,  
11 contact hours

**COS 100 - Introduction to Cosmetology Theory:**

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, anatomy and physiology, and types of employment.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**COS 101 - Introduction to Permanent Waving and Relaxing:**

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, ethnic diversity, chemistry, and permanent wave and chemical relaxer, application procedures on manikins and hair analysis and scalp analysis.

(Prerequisites: COS 100)

4 credit hours,  
5 contact hours

**COS 103 - Basic Creative Treatment of Hair, Scalp, and Skin:**

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: theory of hair, basic corrective hair and scalp treatments, theory of skin, plain facial, products and supplies, diseases and disorders, and safety precautions.

(Prerequisites: COS 100)

3 credit hours,  
4 contact hours

**COS 105 - Introduction to Shampooing and Styling:**

Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and combouts. Laboratory training includes styling training to total 20 hours on manikins and 25 hours on live models without compensation. Topics include: braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridgecurls, and safety precautions.

(Prerequisites: COS 100)

4 credit hours,  
6 contact hours

**COS 106 - Introduction to Haircutting:**

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination precautions, cutting implements, and haircutting techniques. Students will practice haircutting techniques in the laboratory setting.

(Prerequisites: COS 100)

3 credit hours,  
4 contact hours

**COS 107 - Advanced Haircutting:**

Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis. Students will practice haircutting techniques, and safety precautions in the laboratory setting.

(Prerequisites: COS 106)

2 credit hours,  
5 contact hours

**COS 108 - Permanent Waving and Relaxing:**

Provides instruction in the application of permanent waves and chemical relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, student safety and guidelines, and Hazardous Duty Standards Act compliance, chemistry of permanent waving/soft curl perming/chemical hair relaxing.

(Prerequisites: COS 101)

3 credit hours,  
4 contact hours

**COS 109 - Hair Color:**

Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

(Prerequisites: COS 103, COS 105, COS 107, COS 108)

6 credit hours,  
8 contact hours

**COS 110 - Skin, Scalp, and Hair:**

Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

(Prerequisites: COS 103, COS 109)

3 credit hours,  
4 contact hours

**COS 111 - Styling:**

Continues the theory and application of hairstyling and introduces thermal and advanced techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced sets, safety precautions, and artificial hair and an augmentation.

(Prerequisites: COS 105; Corequisites: COS 110)

3 credit hours,  
5 contact hours

**COS 112 - Manicuring and Pedicuring:**

Provides manicuring and pedicuring experience on live models. 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, proper maintenance and equipment cleaning, and advanced nail techniques (wraps/tips/acrylics).

(Prerequisites: COS 100)

3 credit hours,  
4 contact hours

**COS 113 - Cosmetology Practicum I:**

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 and bleaching; foiling; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination and Hazardous Duty Standards Act compliance.

(Prerequisites: COS 111, COS 112)

5 credit hours,  
13 contact hours

**COS 114 - Cosmetology Practicum II:**

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 and bleaching; foiling; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment) applicable laws for licensed and unlicensed cosmetology professionals.

(Prerequisites: COS 113)

8 credit hours,  
16 contact hours

**COS 115 - Cosmetology Practicum III:**

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: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure/advance nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

(Prerequisites: COS 114)

5 credit hours,  
13 contact hours

**COS 116 - Cosmetology Practicum IV:**

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: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure/advance nail techniques; reception; safety precautions/decontamination aseptic; Hazardous Duty Standards Act compliance; and state licensure preparation.

(Prerequisites: COS 115)

5 credit hours,  
13 contact hours

**COS 117 - Salon Management:**

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include: planning a salon, liability and insurance, business management, retailing, public relations, sales skills, career development, and client retention.

(Prerequisites: COS 103, COS 105, COS 107, COS 111, COS 112)

4 credit hours,  
5 contact hours

**COS 118 - Nail Care I:**

Provides additional experience in manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, advanced/new techniques, and safety/sanitation client, equipment, operator.

(Prerequisites: COS 100, COS 112)

7 credit hours,  
21 contact hours

**COS 119 - Nail Care II:**

Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure/pedicure, nail repair, artificial nails, electric file, advanced/new techniques, blood and bodily fluids and OSHA updates, nail art, receptionist/dispensary, state board licensure preparation, and safety/sanitation client, equipment, operator.

(Prerequisites: COS 117, COS 118)

9 credit hours,  
19 contact hours

**CRJ 101 - Introduction to Criminal Justice Technology:**

Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include the American Criminal Justice system; constitutional limitations, organization of enforcement, adjudication, and corrections; career opportunities and requirements.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 103 - Corrections:**

Provides an overview 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.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 104 - Principles of Law Enforcement:**

Examines the principles of organization and administration and duties of local and state law enforcement agencies with emphasis on police departments. 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.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 105 - Criminal Procedure:**

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 Criminal Justice/overview of Constitutional Law.

(Prerequisites: CRJ 101)

5 credit hours,  
6 contact hours

**CRJ 162 - Methods of Criminal Investigation:**

Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definitions of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 163 - Investigation and Presentation of Evidence:**

This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigations.

(Prerequisites: CRJ 162)

3 credit hours,  
5 contact hours

**CRJ 168 - Criminal Law:**

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia Criminal Law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

(Prerequisites: Program Admission)

5 credit hours,  
5 contact hours

**CRJ 202 - Constitutional Law:**

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 Constitution, and Bill of Rights and the Constitutional Amendments.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 206 - Criminology:**

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**CRJ 207 - Juvenile Justice:**

Analyzes the nature, extent, and causes of juvenile delinquency and examines the 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.

(Prerequisites: CRJ 101)

5 credit hours,  
5 contact hours

**CRJ 209 - Criminal Justice Technology Practicum/Internship:**

Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

(Prerequisites: Completion of all required courses)

5 credit hours,  
15 contact hours

**CRJ 212 - Ethics in Criminal Justice:**

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policy making ethics.

(Prerequisites: Program Admission)

5 credit hours,  
5 contact hours

**CTD 101 - Fundamentals of Commercial Truck Driving:**

Introduces students to the trucking industry, federal and state regulations, records and forms, non-driving activities, industrial relations, and customer service. This course provides an emphasis on safety that continues throughout the entire program.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**CTD 102 - Basic Operations and Range Work:**

Focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment and on a closed driving range. Each student receives a minimum of 12 hours of behind-the-wheel instruction (BTW) in range operations -operating a tractor-trailer unit through clearance maneuvers, backing, turning, parallel parking, and coupling and uncoupling a truck and trailer.

(Corequisites: CTD 101)

5 credit hours,  
8 contact hours

**CTD 103 - Advanced Operations:**

Focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Each student receives a minimum of 12 hours of behind-the-wheel instruction (BTW) on streets, highways and rural roads. In addition, the student will have a minimum program total of 44 hours BTW instructional time in combinations (with CTD 102) of 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 vehicle while a student is driving.

(Corequisites: CTD 102)

5 credit hours,  
14 contact hours

**CTD 104 - Commercial Truck Driving Internship:**

Provides the opportunity for an individual to complete his or her training with a trucking company. The internship takes the place of CTD 103 - Advanced Operations. Working closely with the college, a trucking company provides the advanced training, which focuses on developing driving skills. Each intern must receive a minimum of 12 hours of behind-the-wheel (BTW) instruction on the street/road. In addition, the intern must have a minimum program total of 44 BTW instructional hours in any combination (with CTD 102) of 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 vehicle while a student is driving.

(Corequisites: CTD 102)

5 credit hours,  
15 contact hours

**CTD 105 - Basic Operations of Commercial Straight Truck and Passenger Driving:**

Focuses on familiarizing students with commercial straight truck and passenger vehicle instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment.

(Corequisites: CTD 101)

5 credit hours,  
10 contact hours

**CTD 106 - Advance Operations of Commercial Straight Truck and Passenger Driving:**

Focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills.

(Corequisites: CTD 105)

5 credit hours,  
12 contact hours

**CTD 107 - Commercial Straight Truck and Passenger Driving Internship:**

Provides the opportunity for an individual to complete his or her training with a company. The internship takes the place of CTD 106 - Advanced Operations of Commercial Straight Truck & Passenger Driving. Working closely with the college, a company provides the advanced training, which focuses on developing driving skills.

(Corequisites: CTD 101, CTD 105)

5 credit hours,  
16 contact hours

**DCP 110 - Facilitating Access to Community Living I:**

This is the first of two courses (each accompanied by a practicum) designed to provide people working in direct support roles with the knowledge and tools that will enable their support of people with disabilities within a context that is inclusive, community-based and person centered. Topics include: the changing role of support, systematic instruction, discovery process, person centered planning, individual accomplishments, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.

(Corequisites: DCP 113)

5 credit hours,  
5 contact hours

**DCP 111 - Facilitating Access to Community Living II:**

This is the second of two courses designed to provide people working in direct support roles with the knowledge and tools that will enable their support of people with disabilities within a context that is inclusive, community-based, and person centered. Topics include: motivation, encouragement, and challenging behavior; systematic instruction in natural environments; rights, safeguards, confidentiality, and documentation; personal wellness; medical supports; medications; conduct and expectation; learning organizations/organizing for performance; and Georgia's Services System.

(Prerequisites: DCP 110; DCP 113;

Corequisites: DCP 114)

5 credit hours,  
5 contact hours

**DCP 113 - Direct Support Practicum I:**

This practicum accompanies DCP 110 - Facilitating Access to Community Living I involving people working in direct support roles with people with disabilities in a context that is inclusive, community-based and person centered. Topics include: systematic instruction, discovery process, individual accomplishments, person centered planning, community/neighborhood exploration, representation, personal assistance, family supports, and social networks/social capital.

(Corequisites: DCP 110)

2 credit hours,  
6 contact hours

**DCP 114 - Direct Support Practicum II:**

This practicum is designed to accompany DCP 111 Facilitating Access to Community Living II, providing guided experience in supporting persons with disabilities in community environments in a manner that is inclusive, community-based and person centered. Topics include: motivation, encouragement, and challenging behavior; systematic instruction in natural environments; rights, safeguards, confidentiality, and documentation; personal wellness; medical supports; medications; conduct and expectation; learning organizations/organizing for performance; and Georgia's Services System.

(Prerequisites: DCP 110; DCP 113;

Corequisites: DCP 111)

3 credit hours,  
9 contact hours

**DDS 203 - Surveying I:**

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

(Prerequisites: MAT 104)

3 credit hours,  
5 contact hours

**DDS 219 - Route Location and Design:**

Provides the fundamentals of proper highway design. Students have opportunities to participate in actual field stakeout, measurement, and solution of design problems given specific parameters. Topics include: land transportation systems; ground and aerial route survey methods; circular, compound, reverse and parabolic curves and spirals; highway design safety and limitations; intersections and interchanges; plot and field stakeout; and topographic planning.

(Prerequisites: CET 130)

7 credit hours,  
10 contact hours

**DMM 154 - Working in a Warehousing Environment:**

This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include: product flow, warehousing processes, working safely in a warehousing environment, principles in running a business, workplace ethics and how employees affect the bottom line.

(Prerequisites: Provisional admission)

2 credit hours,  
2 contact hours

**DMM 156 - Warehousing and Workplace Practices:**

The overall objective of the course is to provide training in the workplace practices that contribute to success on the job: effective communication and projecting a positive image. A second objective is training in the skills employees bring to the workplace that enhance their value to the organization and contribute to a positive work experience: problem solving, job interview skills, and the ability to work with others as individuals and in teams.

(Corequisites: DMM 154)

2 credit hours,  
2 contact hours

**DMM 158 - Warehousing and Distribution Processes:**

This course provides learners with the knowledge and core skills associated with warehousing and distribution. Key learning principles include: computational skills, tools for excellence, and key warehousing functions/mission.

(Corequisites: DMM 156)

4 credit hours,  
4 contact hours

**DMM 160 - Core Warehousing Skills:**

Warehousing technology skills are those practices important to working in a technical environment. This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation.

(Corequisites: DMM 158)

3 credit hours,  
3 contact hours

**DMM 162 - Warehousing Technology Skills:**

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirement. Warehousing simulations provide the opportunity to use information from the behavioral lessons such as interviewing, teamwork, and work ethics to develop solutions to problems representing both warehousing and personal performance issues.

(Corequisites: DMM 160)

4 credit hours,  
4 contact hours

**ECE 101 - Introduction Early Childhood Care and Education:**

Introduces concepts related to the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, transitional activities, career opportunities, work ethics, functioning in a team environment, guidance, program management, learning environment, cultural diversity, licensure and accreditation, and professional development file (portfolio) guidelines.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**ECE 103 - Human Growth and Development I:**

Introduces the student to the physical, social, emotional and cognitive development of the young child (0 through 5 years of age). 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 providing positive guidance. Topics include: development characteristics, observation and recording, theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**ECE 105 - Health, Safety, and Nutrition:**

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.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**ECE 112 - Curriculum Development:**

Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning and assessing.

(Prerequisites: ECE 101, ECE 103; Corequisites: ECE 101, ECE 103) 3 credit hours,  
5 contact hours

**ECE 113 - Art for Children:**

Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; and art appreciation.

(Prerequisites: Provisional admission)

3 credit hours,  
5 contact hours

**ECE 114 - Music and Movement:**

Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement, media, methods, and materials, coordination of music and movement; and developmental stages of music; and music appreciation.

(Prerequisites: Provisional admission)

3 credit hours,  
5 contact hours

**ECE 115 - Language Arts and Literature:**

Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

(Prerequisites: ECE 103)

5 credit hours,  
5 contact hours

**ECE 116 - Math and Science:**

Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

(Prerequisites: ECE 103)

5 credit hours,  
5 contact hours

**ECE 121 - Early Childhood Care and Education Practicum I:**

Provides the student with the opportunity to gain supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

(Prerequisites: Departmental approval)

3 credit hours,  
7 contact hours

**ECE 122 - Early Childhood Care and Education Practicum II:**

Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from care work. The course will emphasize planning and implementation of activities and physical, social, emotional and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

(Prerequisites: Departmental approval)

3 credit hours,  
7 contact hours

**ECE 125 - Professionalism Through CDA Certificate Preparation:**

Provides training in professionalism through Child Development Associate Credentialing Certificate preparation. In the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.

**(Prerequisites:** Program admission; ECE 101, ECE 103, ECE 105, 480 clock hours of work experience within the last five years with young children and/or ECE 121, ECE 122, and ECE 124) **2 credit hours, 3 contact hours**

**ECE 126 - CDA Certificate Assessment Preparation:**

Provides opportunities to demonstrate and obtain documentation of student competency. Topics include: professional resource file completion, parent opinion questionnaires, formal observation, oral interview, and written assessment.

**(Prerequisites:** Program admission; ECE 101, ECE 103, ECE 105, 480 hours or work experience within the last five years with young children or ECE 121, ECE 122, ECE 124; **Corequisites:** ECE 125) **2 credit hours, 3 contact hours**

**ECE 142 - Family Childcare Program Management:**

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Topics include: rules and regulations; professional practices; and program management.

**(Prerequisites:** Provisional admission) **5 credit hours, 7 contact hours**

**ECE 144 - Family Childcare Business Management:**

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

**(Prerequisites:** Provisional admission) **5 credit hours, 5 contact hours**

**ECE 201 - Exceptionalities:**

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 special needs persons. Topics include: inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

**(Prerequisites:** Program admission and ECE 103) **5 credit hours, 5 contact hours**

**ECE 202 - Social Issues and Family Involvement:**

Enables the student to become familiar with social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child and school-family activities.

**(Prerequisites:** Provisional admission) **5 credit hours, 5 contact hours**

**ECE 217 - Program Administration:**

Provides training in planning, implementation and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program types of programs, laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and boards of directors; marketing, public and community relations; grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

**(Prerequisites:** Program admission) **5 credit hours, 5 contact hours**

**ECE 221 - Facility Management:**

Provides training in early childhood facilities management. Topics include: space management; money management; and program equipment and supplies management.

**(Prerequisites:** Program admission) **5 credit hours, 5 contact hours**

**ECE 222 - Personnel Management:**

Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll; recruitment, selection, interviewing, hiring, motivating, firing and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

**(Prerequisites:** Program admission) **5 credit hours, 5 contact hours**

**ECE 224 - Early Childhood Care and Education Internship:**

Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

(Prerequisites: Departmental approval) 12 credit hours,  
36 contact hours

**ECO 1101 - Principles of Economics:**

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 the United States economy in perspective.

(Prerequisites: Program admission to Associate in Applied Science) 5 credit hours,  
5 contact hours

**ECO 2105 - Principles of Macroeconomics:**

Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and United States economy in perspective.

(Prerequisites: Program admission to Associate in Applied Science) 5 credit hours,  
5 contact hours

**ECO 2106 - Principles of Microeconomics:**

Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life. Topics include: basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international trade.

(Prerequisites: Program admission to Associate in Applied Science) 5 credit hours,  
5 contact hours

**ELC 104 - Soldering Technology:**

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.

(Prerequisites: Provisional admission) 2 credit hours,  
3 contact hours

**ELC 108 - Direct Current Circuits II:**

Continues direct current (DC) concepts and applications. Topics include: DC theorems and complex series/parallel circuits.

(Prerequisites: ELC 106 or IFC 101 and MAT 1013 (diploma) or MAT 1111 (degree)) 4 credit hours,  
5 contact hours

**ELC 110 - Alternating Current II:**

Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters; and non-sinusoidal waveforms.

(Prerequisites: ELC 109 or IFC 102) 4 credit hours,  
5 contact hours

**ELC 115 - Solid State Devices II:**

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: bipolar junction theory, bipolar junction application, and field effect transistors.

(Prerequisites: ELC 114 or IFC 103) 4 credit hours,  
5 contact hours

**ELC 117 - Linear Integrated Circuits:**

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

(Prerequisites: ELC 115) 4 credit hours,  
5 contact hours

**ELC 118 - Digital Electronics I:**

Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.

(Prerequisites: ELC 114 or IFC 103) 4 credit hours,  
5 contact hours

**ELC 119 - Digital Electronics II:**

Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, displays and analog to digital and digital to analog conversions.

(Prerequisites: ELC 118)

4 credit hours,  
10 contact hours

**ELC 120 - Microprocessors Fundamentals:**

This course is designed to provide the student with a basic understanding of microprocessor and microcontroller operation, programming, interfacing, interrupts, and troubleshooting. The choice of microprocessor and microcontroller used in the lab experiences and illustration of basic operation is not important. The main objective of the course is to give the student a basic understanding of microprocessor operation and applications.

(Prerequisites: ELC 119)

4 credit hours,  
5 contact hours

**ELC 211 - Process Control:**

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.

(Prerequisites: ELC 120)

6 credit hours,  
8 contact hours

**ELC 212 - Motor Controls:**

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.

(Prerequisites: ELC 115)

6 credit hours,  
8 contact hours

**ELC 213 - Programmable Controllers:**

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

(Prerequisites: ELC 120)

5 credit hours,  
7 contact hours

**ELC 214 - Mechanical Devices:**

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.

(Prerequisites: MAT 1015 / MAT 1017 (diploma) or MAT 1112 (degree); 3 credit hours,  
Corequisites: MAT 1015 / MAT 1017 (diploma) or MAT 1112 (degree)) 5 contact hours

**ELC 215 - Fluid Power:**

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.

(Prerequisites: MAT 1015 / MAT 1017 (diploma) or MAT 1112 (degree); 3 credit hours,  
Corequisites: MAT 1015 / MAT 1017 (diploma) or MAT 1112 (degree)) 5 contact hours

**ELC 216 - Robotics:**

Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.

(Prerequisites: ELC 213, ELC 214, ELC 215; 3 credit hours,  
Corequisites: ELC 213, ELC 214, ELC 215) 5 contact hours

**ELC 220 - AM and SSB Circuit Analysis:**

Reviews communication system concepts and emphasizes an in-depth analysis of amplitude modulation and detection methods. Topics include: communication concepts, AM/SSB modulation, AM/SSB detection, AM/SSB transmitters, AM/SSB receivers, noise/bandwidth considerations, and multiplexing/ demultiplexing.

(Prerequisites: ELC 119)

4 credit hours,  
5 contact hours

**ELC 221 - FM Circuit Analysis:**

Provides in-depth analysis of frequency modulation and detection methods. Topics include: frequency modulation, frequency detection, FM transmitters, FM receivers, basic telemetry concepts, and FM multiplexing/demultiplexing.

(Prerequisites: ELC 220)

4 credit hours,  
5 contact hours

**ELC 222 - Advanced Modulation Techniques:**

Continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

(Prerequisites: ELC 220, ELC 221)

4 credit hours,  
5 contact hours

**ELC 223 - Antennas and Transmission Lines:**

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.

(Prerequisites: ELC 220)

4 credit hours,  
5 contact hours

**ELC 224 - Microwave Communications and Radar:**

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.

(Prerequisites: ELC 220)

5 credit hours,  
5 contact hours

**ELC 225 - Optical Communications Techniques:**

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.

(Prerequisites: ELC 220)

4 credit hours,  
5 contact hours

**ELT 106 - Electrical Prints, Schematics, Symbols:**

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, and print reading.

(Prerequisites: IFC 100, IFC 101)

4 credit hours,  
5 contact hours

**ELT 107 - Commercial Wiring I:**

Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, and safety.

(Prerequisites: ELT 106, ELT 121, IFC 100;  
Corequisites: MAT 1012),

5 credit hours  
7 contact hours

**ELT 119 - Electricity Principles:**

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.

(Prerequisites: IFC 100)

4 credit hours,  
5 contact hours

**ELT 120 - Residential Wiring I:**

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 and receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets- ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPDs (circuit breakers and fuses).

(Prerequisites: ELT 119, IFC 100, IFC 101)

5 credit hours,  
8 contact hours

**ELT 121 - Residential Wiring II:**

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.

(Prerequisites: ELT 120;  
Corequisites: MAT 101, IFC 101)

6 credit hours,  
8 contact hours

**ELT 130 - Basic Lineworker Skills:**

Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented. This course provides in-depth training and lab activity for pole climbing and all safety aspects of ground and suspended work activities. The course also familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools. Other topics include: electrical and workplace safety and positive work ethics.

(Prerequisites: Provisional admission)

5 credit hours,  
8 contact hours

**EMP 1000 - Interpersonal Relations and Professional Development:**

Provides a study of 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, job retention skills, job advancement skills, and professional image skills.

(Prerequisites: Provisional admission)

3 credit hours,  
3 contact hours

**ENG 0095 - English I:**

Introduces fundamental grammar. Topics include: basic vocabulary, basic sentence structure, sentence capitalization and punctuation, basic spelling, and basic writing.

(Prerequisites: Entrance English score in accordance with  
approved TCSG admission score levels)

5 credit hours,  
10 contact hours

**ENG 0096 - English II:**

Emphasizes standard English usage. Topics include: capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.

(Prerequisites: ENG 095 or entrance English score in accordance with approved TCSG admission score levels) 5 credit hours, 5 contact hours

**ENG 0097 - English III:**

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, mechanics, spelling, and sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.

(Prerequisites: ENG 096 or entrance English in accordance with approved TCSG admission score levels) 5 credit hours, 5 contact hours

**ENG 0098 - English IV:**

Emphasizes the ability to communicate using written and oral methods. Topics include: writing and the process of writing, revising, and oral communications.

(Prerequisites: ENG 097 or entrance English score in accordance with approved TCSG admission score levels) 5 credit hours, 5 contact hours

**ENG 1010 - Fundamentals of English I:**

This course emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing; writing practice; grammar skills; editing and proofreading skills; research skills; and oral presentation skills. Homework assignments reinforce classroom learning.

(Prerequisites: ENG 0097 or English entrance English score in accordance with TCSG admission score levels; and RDG 0097 or entrance reading score in accordance with approved TCSG admission score levels) 5 credit hours, 5 contact hours

**ENG 1012 - Fundamentals of English II:**

This course provides knowledge and application of written and oral communications found in business workplace. Topics include: writing fundamentals and speaking fundamentals.

(Prerequisites: ENG 1010) 5 credit hours, 5 contact hours

**ENG 1101 - Composition and Rhetoric:**

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, research paper, and formatting and documentation. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

(Prerequisites: Program admission level language competency or ENG 0098 and RDG 0098) 5 credit hours, 5 contact hours

**ENG 1102 - Literature and Composition:**

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 writing, formatting and documentation, and writing about literature.

(Prerequisites: ENG 1101 with C or better) 5 credit hours, 5 contact hours

**ENG 1105 - Technical Communications:**

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, correspondence, and technical report presentation.

(Prerequisites: ENG 1101 with C or better) 5 credit hours, 5 contact hours

**EST 100 - Introduction to Esthetics:**

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act and blood and bodily fluids and OSHA updates.

(Prerequisites: Program admission) 5 credit hours, 6 contact hours

**EST 101 - Anatomy and Physiology of the Skin:**

Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiratory system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

(Prerequisites: EST 100)

5 credit hours,  
5 contact hours

**EST 102 - Skin Care Procedures:**

Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, blood, bodily fluids, and OSHA updates.

(Prerequisites: EST 101)

6 credit hours,  
13 contact hours

**EST 103 - Electricity and Facial Treatment:**

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

(Prerequisites: EST 102)

7 credit hours,  
14 contact hours

**EST 104 - Advanced Skin Care:**

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

(Prerequisites: EST 103)

5 credit hours,  
12 contact hours

**EST 105 - Color Theory & Makeup:**

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

(Prerequisites: EST 102)

4 credit hours,  
9 contact hours

**EST 106 - Esthetics Practicum I:**

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

(Prerequisites: EST 105)

6 credit hours,  
18 contact hours

**EST 107 - Esthetics Practicum II:**

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

(Prerequisites: EST 106)

6 credit hours,  
18 contact hours

**IDS 101 - Industrial Computer Applications:**

Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

(Prerequisites: IFC 101, SCT 100)

5 credit hours,  
8 contact hours

**IDS 103 - Industrial Wiring:**

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

(Prerequisites: IFC 101, IFC 102)

6 credit hours,  
12 contact hours

**IDS 105 - DC and AC Motors:**

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.

(Prerequisites: IFC 101, IFC 102; Corequisites: IFC 101, IFC 102)

3 credit hours,  
5 contact hours

**IDS 107 - Basic Mechanics:**

Emphasizes basic skills training needed in mechanical maintenance. Provide instruction for learning common terminology of maintenance and much needed practical measuring/mathematical skills. The course also introduces layout/fabrication procedures focusing on good shop practice skills and addresses typical materials and manufacturing processes used in the plant. Introduces power transmission equipment.

(Prerequisites: Provisional admission)

5 credit hours,  
8 contact hours

**IDS 110 - Fundamentals of Motor Controls:**

Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.

(Prerequisites: IDS 105; Corequisites: IDS 105)

3 credit hours,  
5 contact hours

**IDS 113 - Magnetic Starters and Braking:**

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

(Prerequisites: IDS 110; Corequisites: IDS 110)

3 credit hours,  
6 contact hours

**IDS 115 - Two Wire Control Circuits:**

Provides instruction in two-wire motor control circuits using relays, contractors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

(Prerequisites: IDS 110; Corequisites: IDS 110)

2 credit hours,  
5 contact hours

**IDS 121 - Advanced Motor Controls:**

Continues the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

(Prerequisites: IDS 115; Corequisites: IDS 115)

2 credit hours,  
4 contact hours

**IDS 131 - Variable Speed Motor Controls:**

Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges.

(Prerequisites: IDS 121; Corequisites: IDS 121)

3 credit hours,  
5 contact hours

**IDS 141 - Basic Industrial PLCs:**

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, 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: IDS 105, IDS 121; Corequisites: IDS 105, IDS 121)

6 credit hours,  
10 contact hours

**IDS 142 - Industrial PLC's II:**

Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC's) in a industrial setting. This course includes advanced skills necessary to complete the student's knowledge and skills to understand and work with PLC's in an industrial plant.

(Prerequisites: IDS 141; Corequisites: IDS 141)

6 credit hours,  
10 contact hours

**IDS 209 - Industrial Instrumentation:**

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.

(Prerequisites: IDS 141, IDS 142; Corequisites: IDS 141, IDS 142)

6 credit hours,  
10 contact hours

**IDS 215 - Industrial Mechanics:**

Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, packings and seals.

(Prerequisites: Program admission level math achievement)

6 credit hours,  
10 contact hours

**IDS 216 - Industrial Mechanics II:**

This course introduces the basics of lathe and milling machine operations related to industrial repairs. The topics include: precision measuring, cutting operations, speeds and feeds for common materials, layout, single point threading operations; drilling, boring and reaming operations, plain milling, and keyway cutting.

(Prerequisites: IDS 215)

6 credit hours,  
10 contact hours

**IDS 221 - Industrial Fluidpower:**

Provides instruction in fundamental concepts and theories for safely operating hydraulic components and pneumatic systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/ motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

(Prerequisites: Program admission level math achievement)

7 credit hours,  
10 contact hours

**IDS 231 - Pumps and Piping Systems:**

Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

(Prerequisites: Program admission level math achievement)

2 credit hours,  
5 contact hours

**IFC 100 - Industrial Safety Procedures:**

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.

(Prerequisites: Provisional admission)

2 credit hours,  
3 contact hours

**IFC 101 - Direct Current Circuits I:**

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.

(Prerequisites: MAT 1012 (diploma) or MAT 1013 (degree) or Higher;  
Corequisites: MAT 1012 (diploma) or MAT 1013 (degree) or Higher)

4 credit hours,  
5 contact hours

**IFC 102 - Alternating Current I:**

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.

(Prerequisites: IFC 101)

4 credit hours,  
5 contact hours

**IFC 103 - Solid State Devices I:**

Introduces the physical characteristics and applications of solid-state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

(Prerequisites: IFC 102)

4 credit hours,  
5 contact hours

**MAS 101 - Legal Aspects of Medical Office:**

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.

(Prerequisites: Provisional admission)

3 credit hours,  
3 contact hours

**MAS 103 - Pharmacology:**

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also, introduces the basic concept of arithmetic used in the administration of drugs. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

(Prerequisites: AHS 1011, AHS 109, MAT 1012)

5 credit hours,  
5 contact hours

**MAS 106 - Medical Office Procedures:**

Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communications.

(Prerequisites: Program Admission;

Corequisites: BUS 101)

5 credit hours,  
6 contact hours

**MAS 108 - Medical Assisting Skills I:**

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, minor office surgical procedures, and electrocardiography.

(Prerequisites: Program admission; AHS 1011, AHS 109; 6 credit hours,  
Corequisites: AHS 104, MAS 103) 12 contact hours

**MAS 109 - Medical Assisting Skills II:**

Further the 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 (Strept 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: MAS 103, MAS 108) 6 credit hours,  
12 contact hours

**MAS 110 - Medical Insurance Management:**

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

(Prerequisites: Program admission, AHS 1011, AHS 109, MAS 106; 3 credit hours,  
Corequisites: MAS 103, MAS 106, MAS 112) 6 contact hours

**MAS 111 - Administrative Practice Management:**

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 software.

(Prerequisites: ENG 1010, AHS 1011, AHS 109, BUS 101, SCT 100; 4 credit hours,  
Corequisites: MAS 103, MAS 106, MAS 110) 7 contact hours

**MAS 112 - Human Diseases:**

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis and prevention. Topics include: introduction to disease and diseases of body systems.

(Prerequisites: AHS 1011, AHS 109) 5 credit hours,  
5 contact hours

**MAS 117 - Medical Assisting Externship:**

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 situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

(Prerequisites: Completion of all required courses except MAS 118; 8 credit hours,  
Corequisites: MAS 118) 24 contact hours

**MAS 118 - Medical Assisting Seminar:**

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, job applications, job interviews, letters of resignation and review of program competencies for employment and certification.

(Prerequisites: Completion of all required courses except MAS 117; 4 credit hours,  
Corequisites: MAS 117) 4 contact hours

**MAT 0095 - Learning Support Mathematics I:**

Introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics include: standard notation, addition and subtraction of whole numbers, multiplication and division of whole numbers, rounding and estimating whole numbers, solving equations, applications and problem solving, exponential notation and order of operations, factorizations, divisibility, and least common multiples.

(Prerequisites: Entrance arithmetic score in accordance with 5 credit hours,  
approved TCSG admission score level) 5 contact hours

**MAT 0096 - Learning Support Mathematics II:**

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurement.

(Prerequisites: MAT 0095 or entrance arithmetic score in accordance 5 credit hours,  
with approved TCSG admission score levels) 5 contact hours

**MAT 0097 - Learning Support Mathematics III:**

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to the specific occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometric, and application problems.

(Prerequisites: MAT 0096 or entrance arithmetic score in 5 credit hours,  
accordance with TCSG admission score levels) 5 contact hours

**MAT 0098 - Elementary Algebra:**

This course provides instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations and polynomial factoring.

(Prerequisites: MAT 0097 or entrance arithmetic score in accordance with TCSG admission score levels.) 5 credit hours,  
5 contact hours

**MAT 0099 - Intermediate Algebra:**

This course is designed for students who require additional skills in algebra prior to taking degree-level Algebra. The major topics include: operations with algebraic expressions; linear and quadratic equations, inequalities, and functions; graphing techniques; rational expressions and equations; exponents, radicals, and complex numbers; and simultaneous equations.

(Prerequisites: MAT 0098 or entrance arithmetic score in accordance with approved TCSG admission score levels.) 5 credit hours,  
5 contact hours

**MAT 1011 - Business Mathematics:**

Emphasizes mathematical concepts that occur in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, mathematical problems using electronic calculators (not to include the touch method), and graphs.

(Prerequisites: MAT 0097 or entrance arithmetic score in accordance with TCSG admission score levels.) 5 credit hours,  
5 contact hours

**MAT 1012 - Foundations of Mathematics:**

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include: fractions, decimals, fractions, percents, ratio and proportion; measurement and conversion; formula manipulation, technical applications, and basic statistics.

(Prerequisites: MAT 0097 or entrance Arithmetic score in accordance) 5 credit hours,  
5 contact hours

**MAT 1013 - Algebraic Concepts:**

Introduces concepts and operations that can be applied to the study of algebra. Topics include: basic mathematical concepts and basic algebraic concepts, and intermediate algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.

(Prerequisites: MAT 0098 or entrance arithmetic and algebra scores) 5 credit hours,  
5 contact hours

**MAT 1015 - Geometry and Trigonometry:**

Includes and develops basic geometric and trigonometric concepts. Topics include: geometric and trigonometric concepts.

(Prerequisites: MAT 1013 with passing grade of C or better) 5 credit hours,  
5 contact hours

**MAT 1017 - Trigonometry:**

Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include: geometric formulas, trigonometric concepts, and logarithms and exponentials.

(Prerequisites: MAT 1013 with passing grade of C or better) 5 credit hours,  
5 contact hours

**MAT 1100 - Quantitative Skills and Reasoning:**

Overview course covering algebra, statistics, and mathematics of finance. Topics include: fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

(Prerequisites: Program admission requirements or MAT 0098 and/or MAT 1013 with a passing grade of C or better) 6 credit hours,  
7 contact hours

**MAT 1101 - Mathematical Modeling:**

This course is designed as an alternative to college algebra for those students who will not take trigonometry, pre-calculus, or calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. Topics include: fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

(Prerequisites: Minimum ASSET score of 42 or completion of MAT 0099 5 credit hours, with a minimum exit ASSET score of 42 or Compass equivalent) 5 contact hours

**MAT 1111 - College Algebra:**

This course emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

(Prerequisites: Minimum ASSET score of 42 or completion of MAT 0099 5 credit hours, with a minimum exit ASSET score of 42 / Compass equivalent) 5 contact hours

**MAT 1112 - College Trigonometry:**

Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

(Prerequisites: MAT 1111)

5 credit hours,  
5 contact hours

**MKT 101 - Principles of Management:**

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories, including total quality management; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

(Prerequisites: ENG 111 (diploma) or ENG 191 (degree))

5 credit hours,  
5 contact hours

**MKT 103 - Business Law:**

Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

(Prerequisites: Provisional admission)

5 credit hours  
5 contact hours

**MKT 104 - Principles of Economics:**

Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, business cycle, and economic systems.

(Prerequisites: Program admission level math achievement)

5 credit hours,  
5 contact hours

**MKT 110 - Entrepreneurship:**

Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

(Prerequisites: Program admission level math achievement)

8 credit hours,  
10 contact hours

**MKT 123 - Small Business Management:**

Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and entrepreneurial growth potential.

(Prerequisites: Program admission, ACC 101, ENG 111, MAT 111)

5 credit hours,  
5 contact hours

**MKT 161 - Service Industry Business Environment:**

Provides insight into the basic principles of business and defines quality service. Explains the need for life-long learning, the work ethics required for exceptional customer service, and the value that each worker adds to the work team. Topics include: introduction to the Service Industry, learning for success, positive work ethics, the language of business, customer service overview, working together, and introduction to business principles.

(Prerequisites: Program admission)

2 credit hours,  
2 contact hours

**MKT 162 - Customer Contact Skills:**

Provides the skills to create positive customer relations, communicate effectively with customers, and successfully assist customers and solve their problems in both telephone and face-to-face situations. Role-plays in simulated business situations provide training in managing difficult customers and serving the multicultural customer. Lecture, role-plays, and computer-based training (CBT) are utilized. Topics include: face to face customer service, critical thinking, introduction to computer based training, information sharing, telephone service skills, sales skills, managing the difficult customer, and serving the multicultural customer.

(Prerequisites: Program admission)

6 credit hours,  
6 contact hours

**MKT 163 - Computer Skills for Customer Service:**

“Hands-on” training is utilized to provide an introduction to computers and Windows. How to write a business letter using a word processing program, create a basic spreadsheet using a spreadsheet program, develop a database using a database program and e-mail are also presented. Topics include: introduction to computers, Windows, Business Software Applications, and E-Commerce.

(Prerequisites: Program admission)

3 credit hours,  
3 contact hours

**MKT 164 - Business Skills for the Customer Service Environment:**

Provides training on how to create logical, easy to read correspondences, how to use basic mathematics to perform business calculations, and how to manage change in the workplace. A six-step problem-solving model is discussed and problem-solving tools are introduced. Topics include: business writing, business math, managing change, tools for service excellence, and managing multiple tasks and priorities.

(Prerequisites: Program admission)

3 credit hours,  
3 contact hours

**MKT 165 - Personal Effectiveness in Customer Service:**

Focuses on presenting a positive image to coworkers as well as customers. Introduces techniques to maintain optimal mental and physical health. Utilizes discussion and role-play to introduce and practice the skills required when interviewing for a job. Topics include: positive image, personal wellness, and job interview skills.

(Prerequisites: Program admission)

1 credit hour,  
1 contact hour

**MSD 100 - Essentials of Management:**

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding The Manager's Job and Work Environment, Building an Effective Organizational Culture, Leading, Directing, and the Application of Authority, Planning, Decision-Making, and Problem-Solving, Human Resource Management, Administrative Management, Organizing, and Controlling.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**MSD 101 - Organizational Behavior:**

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.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**MSD 102 - Employment Law:**

Develops a working knowledge of the legal environment of business necessary for management and leadership. Topics include: the legal system and public policy making, Civil Rights Law, The Influence of Law on Human Resource Management, Alternative Dispute Resolution (ADR), Legal Selection/Hiring Practices, Accommodation for Religion and Physical Handicap, Gender Discrimination and Harassment, Affirmative Action, and employee protective laws.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**MSD 103 - Leadership and Decision Making:**

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.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**MSD 104 - Human Resource Management:**

This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

(Prerequisites: Provisional admission)

5 credit hours,  
5 contact hours

**MSD 105 - Labor Law and Labor Relations:**

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.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 106 - Performance Management:**

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.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 107 - Employee Training and Development:**

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 109 - Managerial Accounting and Finance:**

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include: Accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 112 - Introduction to Business and Economics:**

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 113 - Business Ethics:**

Provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 114 - Management Communication Technologies:**

This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include: word processing applications; spreadsheet applications; database applications, presentation technology and a applications, graphical interface applications, interpersonal communications; organizational communications; applications come from communications, human resource management, and general business.

**(Prerequisites:** Provisional admission;  
**(Corequisites:** SCT 100)

5 credit hours,  
5 contact hours

**MSD 175 - Business Spanish:**

Introduces the vocabulary, sentence structure and conversational skills needed to communicate in Spanish with co-workers in a business setting. Topics include the following: parts of speech, vocabulary, sentence structure, and common phrases in the workplace.

**(Prerequisites:** Program admission)

5 credit hours,  
7 contact hours

**MSD 202 - Production/Operation Management:**

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

**(Prerequisites:** Program admission)

5 credit hours,  
5 contact hours

**MSD 206 - Project Management:**

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

**(Prerequisites:** Provisional admission)

5 credit hours,  
5 contact hours

**MSD 210 - Team Management:**

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

**(Prerequisites:** Program admission)

5 credit hours,  
5 contact hours

**MSD 220 - Management and Supervision Occupation Basic Instruction I:**

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

**(Prerequisites:** Program admission)

3 credit hours,  
10 contact hours

**MUS 1101 - Music Appreciation:**

Explores the analysis of well-known works of music, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context, writing analysis, practice, revision, and research about a musical composition or compositions.

**(Prerequisites:** ENG 1101 with C or better)

5 credit hours,  
5 contact hours

**NPT 112 - Medical Surgical Nursing Practicum I:**

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 assessment, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care; treatments; pharmacology; medication administration; diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110)

7 credit hours,  
21 contact hours

**NPT 113 - Medical Surgical Nursing Practicum II:**

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, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care; treatments; pharmacology; medication administration; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110;

**Corequisites:** NSG 113)

7 credit hours,  
21 contact hours

**NPT 212 - Pediatric Nursing Practicum:**

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. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole and deviations from the normal state of health in the pediatric client, client care, treatment, pharmacology, medication administration, diet therapy of the pediatric client, growth and development, and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110;

**Corequisites:** NSG 212, NSG 213, NPT 213)

2 credit hours,  
6 contact hours

**NPT 213 - Obstetrical Nursing Practicum:**

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, and providing client education. Topics include: care of the individuals as a whole and deviations from the normal state of health in the reproductive system; obstetric clients; the newborn; client care; treatments; pharmacology; medication administration; diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110;

**Corequisites:** NPT 212, NSG 212, NSG 213)

3 credit hours,  
9 contact hours

**NPT 215 - Nursing Leadership Practicum:**

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, critical thinking, supervisory skills, client education methods, group and other TQM processes and conflict resolution.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110;

**Corequisites:** NPT 215)

2 credit hours,  
9 contact hours

**NSG 110 - Nursing Fundamentals:**

Provides an introduction to the nursing process. Topics include: orientation to the profession; ethics and law; community health; 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; an introduction to physical assessment; geriatrics; customer/client relationships; and standard precautions.

**(Prerequisites:** AHS 1011, AHS 104, PSY 1010, ENG 1010, MAT 1012)

10 credit hours,  
17 contact hours

**NSG 112 - Medical Surgical Nursing I:**

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, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care; treatments; pharmacology; and diet therapy related to the cardiovascular respiratory, endocrine, urinary, and gastrointestinal systems.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110;

**Corequisites:** NPT 112)

9 credit hours,  
9 contact hours

**NSG 113 - Medical Surgical II:**

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, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care; treatments; pharmacology; diet therapy related to the musculoskeletal, neurological, integumentary and sensory systems, mental health, and oncology; and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110); 9 credit hours,  
**Corequisites:** NPT 113) 9 contact hours

**NSG 212 - Pediatric Nursing:**

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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole and deviations from the normal state of health in the pediatric client, client care, treatments, pharmacology, diet therapy of the pediatric client, growth and development, and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110); 5 credit hours,  
**Corequisites:** NPT 213, NPT 212, NSG 212) 5 contact hours

**NSG 213 - Obstetrical Nursing:**

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, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care; treatments; pharmacology; diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110); 5 credit hours,  
**Corequisites:** NPT 215) 5 contact hours

**NSG 215 - Nursing Leadership:**

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, critical thinking, supervisory skills, client education methods, group and other TQM processes and conflict resolution.

**(Prerequisites:** AHS 102, AHS 103, AHS 109, NSG 110); 2 credit hours,  
**Corequisites:** NPT 215) 2 contact hours

**PLB 100 - Introduction to Construction and the Pipe Trades:**

This course provides an introduction to the construction trades, the skills required to succeed in construction, tools, and job site safety. This course also provides certification in CPR and First Aid. Topics include: introduction to the construction trades; ethics, communication, and attitudes; use and care of hand and power tools; job site safety; and CPR and first aid.

**(Prerequisites:** Provisional admission) 2 credit hours,  
 2 contact hours

**PLB 107 - Physical Science and Mechanics for the Pipe:**

Explores the science of materials and the mechanics related to the pipe trades. Topics include: properties and characteristics of water; hydraulics and pneumatics; mechanics; metals, alloys, and synthetics; corrosion; and basic electrical theory.

**(Prerequisites:** Provisional admission) 5 credit hours,  
 5 contact hours

**PLB 116 - Plumbing Drawing I:**

Introduces the reading and interpretation of residential plumbing prints and architectural drawings. Topics include: types of plans, scales, specifications, convention, and schedules.

**(Prerequisites:** Provisional admission) 3 credit hours,  
 3 contact hours

**PLB 117 - Plumbing Drawings II:**

Introduces the reading and interpretation of commercial prints and architectural drawings. Topics include: types of plans, scales, specifications, conventions, and schedules.

**(Prerequisites:** PLB 116) 2 credit hours,  
 2 contact hours

**PLB 120 - Pipes, Fittings, & Valves I:**

The student is introduced to the pipes, fittings, valves, hangers and joining methods as used in the pipe trades. Topics include: pipes, fittings, valves, hangers, and joining techniques.

**(Prerequisites:** Provisional admission) 2 credit hours,  
 3 contact hours

**PLB 122 - Drainage Systems I:**

Provides an introduction to the treatment, design and materials used in residential drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, & installation of drainage systems.

**(Prerequisites:** CAR 105 or PLB 116) 2 credit hours,  
 3 contact hours

**PLB 124 - Water Supply Systems I:**

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

(Prerequisites: CAR 105 or PLB 116)

2 credit hours,  
3 contact hours

**PLB 126 - Plumbing Fixtures and Appliances I:**

Introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances. Topics include: types of fixtures and appliances, fixture controls, and installation procedures.

(Prerequisites: Provisional admission)

2 credit hours,  
3 contact hours

**PLB 128 - Gas Piping, Venting & Appliances I:**

Provides instruction in the materials and design of residential gas supply systems and the installation of residential gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include: types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

(Prerequisites: CAR 105 or PLB 116)

3 credit hours,  
4 contact hours

**PLB 130 - Pipes, Fittings, and Values II:**

The student is introduced to the pipes, fittings, valves, hangers and joining methods used in commercial plumbing and pipe fitting. Topics include: pipes, fittings, and valves; hangers and supports; and joining techniques.

(Prerequisites: PLB 120)

2 credit hours,  
3 contact hours

**PLB 132 - Drainage Systems II:**

Provides instruction in the treatment, design and materials used in commercial drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; and design and sizing drainage systems.

(Prerequisites: PLB 122)

3 credit hours,  
4 contact hours

**PLB 134 - Water Supply Systems II:**

Provides an introduction to the sources, treatment, design, and materials used in commercial cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials, fittings, valves and meters; water treatment; hot water supply; pumps; design and sizing water supply systems.

(Prerequisites: PLB 124)

3 credit hours,  
4 contact hours

**PLB 136 - Plumbing Fixtures, and Appliances II:**

Provides instruction in the identification, theory, application and installation of commercial plumbing fixtures, trim and appliances. Topics include: types of fixtures and appliances, fixture controls, installation procedures, and the American Disabilities Act (ADA) compliance.

(Prerequisites: PLB 126)

3 credit hours,  
4 contact hours

**PLB 138 - Gas Piping, Venting, and Appliances II:**

Provides instruction in the materials and design of commercial gas supply systems and the installation of commercial gas appliances. Emphasis is placed on conformance with applicable gas codes. Topics include: types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

(Prerequisites: PLB 128)

2 credit hours,  
3 contact hours

**PLB 140 - Pipe Offsets and Measurements:**

Provides a trade related course in problem solving using formulas and tables to calculate pipe measurements. Topics include: review of basic math skills, problem solving skills, pipe measurement and fitting take-off, piping offsets, and piping formulas.

(Prerequisites: Provisional admission)

1 credit hour,  
1 contact hour

**PLB 142 - Special Plumbing Systems:**

Provides information and instruction in the design, use of materials, and purpose of special plumbing systems. Applicable plumbing codes are also discussed. Topics may include types of vent systems, water treatment, waste water treatment, corrosive waste piping, interceptors, storm drain systems, gray water systems, irrigation systems, fire sprinkler systems, compressed air systems, mobile home parks, hydronics, boilers, site visits, and piping systems to accommodate local needs and requirements.

(Prerequisites: Provisional admission or instructor approval)

5 credit hours,  
5 contact hours

**PLB 144 - Plumbing Service:**

Provides instruction in the repair and maintenance of plumbing fixtures, appliances, and systems. There is an emphasis on analysis, problem solving, and planning in performing service work. Bidding, invoicing, and working with the customer are also included. Requirements include 20 hours of demonstration lab or 30 hours of occupation based instruction (OBI) on the job. Topics include: plumbing fixtures and controls, appliances, servicing drain systems, servicing water systems, servicing gas systems, planning service work, bidding and invoicing, and customer relations.

(Prerequisites: Provisional admission or instructor approval) 5 credit hours,  
6 contact hours

**PLB 146 - Plumbing Codes:**

Provides an introduction to model, international, and local plumbing codes. Topics include: history, purpose, and construction of codes; model and international codes; local codes and amendments; and code applications.

(Prerequisites: Provisional admission or instructor approval) 5 credit hours,  
5 contact hours

**PLB 148 - Plumbing Internship:**

Provides students with the opportunity to apply basic plumbing principles through engagement in live work activities. Students are acquainted with occupational responsibilities by exposure to workplace problem-solving situations. Students can be placed in an occupational-based instruction (OBI) internship, assigned to a live-work practicum at the technical institution, or exposed to a combination of both types of learning experiences. The OBI internship is implemented through use of individualized training plans and written performance evaluation of on-the-job training activities. Topics include, but may not be limited to: problem-solving, adaptability to the job setting, use of interpersonal skills, interpretation of work orders, professional development, and application of basic plumbing skills and techniques.

(Prerequisites: PLB 100, PLB 120) 12 credit hours,  
36 contact hours

**PLB 150 - Backflow Prevention and Cross-Connection Control Certification:**

Provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations. Requires passing the exam from an approved backflow tester agency. Topics include: public health, laws and regulations, principles of backflow, backpressure, back siphonage, test procedures, and surveys.

(Prerequisites: Provisional admission or instructor approval) 5 credit hours,  
5 contact hours

**PLB 152 - Advanced Plumbing Code Applications:**

This second course on plumbing codes provides an in depth study of the plumbing codes and amendments used in Georgia. Emphasis is placed on code applications. Topics include: code definitions, regulations, tables and sizing charts, drawings, applications, and current Georgia amendments.

(Prerequisites: PLB 146) 5 credit hours,  
5 contact hours

**PLB 154 - Medical Gas Certification:**

Provides instruction in the installation, repair, inspection and certification of medical gas systems. Topics include: review of the current edition of the National Fire Protection Association (NFPA) codes, medical gas systems, brazing, installing, and testing.

(Prerequisites: Georgia State Plumbing License (Journeyman or Master) 5 credit hours,  
5 contact hours

**PLB 158 - Advanced Drawing and Plan Reading:**

Advanced instruction in reading and interpreting various plans used in the construction industry. Topics include: specifications, site plans, architectural plans, structural plans, plumbing plans, electrical plans, mechanical plans, material take-off and bill of materials, isometric drawing and sleeve drawings.

(Prerequisites: CAR 105 or PLB 117) 5 credit hours,  
5 contact hours

**PSY 1010 - Basic Psychology:**

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life-span development; and abnormal psychology.

(Prerequisites: Provisional admission) 5 credit hours,  
5 contact hours

**PSY 1101 - Introductory Psychology:**

This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

(Prerequisites: Program admission) 5 credit hours,  
5 contact hours

**PSY 1150 - Industrial/Organizational Psychology:**

This course provides instruction in, and discussion of a wide range of activities related to interpersonal and managerial skills required in today's business and industry. Topics include: an overview of industrial/organizational psychology; principles of human resources management; psychological testing; performance appraisal; training and professional development of employees; principles of leadership; motivational factors; workplace conditions; safety and health; workplace stressors; and methods used by I/O psychologists.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**PSY 2103 - Human Development:**

This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. The scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture are emphasized. Topics include: research methods; nature and nurture; physical development: prenatal development, birth, infancy, childhood, adolescence, adulthood, aging, and death; cognitive development: learning, perception, and language development; and social development: emotions, personality, attachment, parenting and family relationships.

(Prerequisites: PSY 1101 with C or better)

5 credit hours,  
5 contact hours

**PSY 2250 - Abnormal Psychology:**

Studies the nature and causes of various forms of behavior disorder. Topics include: types of abnormalities, psychopathology, assessment and classification of mental disorders, symptomatology of major mental disorders, and critical evaluation of current theories.

(Prerequisites: PSY 1101)

5 credit hours,  
5 contact hours

**PWC 105 - Public Works Infrastructure:**

This course introduces the student to the methods of maintaining the most common public works infrastructure. Emphasis will be on the different aspects of roadway maintenance, utility maintenance, and fleet management.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**PWC 110 - Plan Reading:**

This course introduces the reading and interpretation of construction drawings; plans include right of way, construction, bridge plans, and shop drawings. Topics include: scales, plan notation and symbols, and specifications.

(Prerequisites: MAT 103)

5 credit hours,  
5 contact hours

**PWC 115 - Highway Design:**

This course provides the student with a basic understanding of design and construction of roadway and highway systems. Major topics include: geometric design, drainage design and computation, erosion control and storm water management.

(Prerequisites: PWC 110)

5 credit hours,  
5 contact hours

**PWC 120 - Project Management:**

This course introduces the student to the basic concepts and procedures used in managing a highway construction project. Emphasis will be placed on administering the contract and ensuring that construction is completed according to the contract.

(Prerequisites: Program admission)

5 credit hours,  
5 contact hours

**PWC 140 - Internship:**

Provides students with in-depth application and reinforcement of civil technology and employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job civil engineering applications that require full-time concentration, practice, and follow through. The civil technology internship is implemented through the use of written individualized training plans, written performance evaluations, required seminars, a required student project, and lab activities. Topics include: application of highway construction principles, highway design, surveying, route location and project management. The intern will be expected to engage in the following: problem solving, adaptability to job setting, use of proper interpersonal skills, good work habits, appropriate work ethics, and development of productivity and quality job performance through practice.

(Prerequisites: PWC 110, CET 115, CET 130;

Corequisites: CET 195)

10 credit hours,  
20 contact hours

**RDG 0095 - Reading I:**

This course provides instruction for the development of reading with emphasis on practical reading skills for the adult learner. Topics include: vocabulary and comprehensive skills.

(Prerequisites: Entrance reading score in accordance with approved TCSG admission score levels)

5 credit hours,  
10 contact hours

**RDG 0096 - Reading II:**

This course emphasizes the strengthening of fundamental reading competencies. Topics include: vocabulary skills, comprehension skill, and study skills.

(Prerequisites: RDG 0095 or entrance reading scores in accordance with TCSG admission score levels)

5 credit hours,  
5 contact hours

**RDG 0097 - Reading III:**

This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include: vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

(Prerequisites: RDG 0096 or entrance reading score in accordance with TCSG admission score levels) 5 credit hours,  
5 contact hours

**RDG 0098 - Reading IV:**

This course 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.

(Prerequisites: RDG 0097 or entrance reading score in accordance with TCSG admission score levels.) 5 credit hours,  
5 contact hours

**SCT 100 - Introduction to Microcomputers:**

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

(Prerequisites: Provisional admission) 3 credit hours,  
5 contact hours

**SPC 1101 - Public Speaking:**

Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others and professionalism.

(Prerequisites: Program admission level language competency or ENG 0098) 5 credit hours,  
5 contact hours

**WLD 100 - Introduction to Welding:**

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 welding codes and standards.

(Prerequisites: Provisional admission) 6 credit hours,  
8 contact hours

**WLD 101 - OxyFuel Cutting:**

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, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

(Prerequisites: WLD 100 or Advisor's Approval) 4 credit hours,  
8 contact hours

**WLD 103 - Blueprint Reading I:**

Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

(Prerequisites: WLD 100) 3 credit hours,  
5 contact hours

**WLD 104 - Shielded Metal Arc Welding I:**

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices, fundamental SMAW theory, basic electrical principle, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

(Corequisites: WLD 100) 6 credit hours,  
10 contact hours

**WLD 105 - Shielded Metal Arc Welding II:**

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

(Prerequisites: WLD 104) 6 credit hours,  
10 contact hours

**WLD 106 - Shielded Metal Arc Welding III:**

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.

(Corequisites: WLD 104) 6 credit hours,  
10 contact hours

**WLD 107 - Shielded Metal Arc Welding IV:**

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.

(Prerequisites: WLD 104)

6 credit hours,  
10 contact hours

**WLD 108 - Blueprint Reading II:**

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations, basic joints for weldment fabrications, industrially used welds, surfacing back or backing and melt-thru welds, and structural shapes and joint design.

(Prerequisites: WLD 103)

3 credit hours,  
5 contact hours

**WLD 109 - Gas Metal Arc Welding:**

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

(Prerequisites: WLD 100)

6 credit hours,  
10 contact hours

**WLD 110 - Gas Tungsten Arc Welding:**

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

(Prerequisites: WLD 100)

4 credit hours,  
7 contact hours

**WLD 112 - Preparation for Industrial Qualification:**

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: WLD 101, WLD 105, WLD 106, WLD 107,  
WLD 108, WLD 1)

4 credit hours,  
8 contact hours

**WLD 133 - Metal Weld & Cutting Technique:**

Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe set up and use of equipment. Topics include: arc welding, flame cutting, safety practices, oxyfuel welding, and brazing.

(Prerequisites: Provisional admission)

3 credit hours,  
5 contact hours

**WLD 152 - Pipe Welding:**

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

(Prerequisites: WLD 107, WLD 108)

5 credit hours,  
10 contact hours

**WLD 154 - Plasma Cutting:**

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: WLD 100, WLD 101)

5 credit hours,  
7 contact hours

**WLD 160 - Welding and Joining Half-Time Internship:**

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding and Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands-on situation and to work in an industrial environment under the supervision of a master-welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills; problem solving; adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

(Prerequisites: Completion of two full quarters with  
a GPA of 3.0 or better

5 credit hours,  
15 contact hours



# FACULTY DIRECTORY

# FACULTY DIRECTORY

**Deanne Allen**

Cosmetology – Diploma, Cosmetology, Flint River Technical College

**Kathy Bridges**

Cosmetology – Diploma, Cosmetology, Upson Technical Institute

**Gordon Carns**

Computer Information Systems – B.S., Management Information Systems, Mercer University

**Angela Chambers**

Early Childhood Care and Education – B.A., Psychology, West Georgia College

**Jane Crawford**

Learning Support – B.S., Early Childhood Education, Mercer University

**Melissa Gordon**

Adult Literacy – M.S., Neurobiology, Georgia College & State University

**Donald Greathouse**

Criminal Justice Technology – M.P.A., Justice Administration, Columbus State University

**Anthony Hardy**

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**Rhonda Jenkins**

Adult Literacy – B.S., Middle Grades Education, Mercer University

**Liz Jester**

English – M.A., Literary Studies, Georgia State University

**Gary M. Larson**

Early Childhood Care and Education – M.E.P.D., Early Childhood Education, University of Wisconsin-LaCrosse

**E. Raymond LeFils**

Management and Supervisory Development – B.A., History, Mercer University

**Vicky Mack**

Practical Nursing – B.S., Nursing, Clayton College & State University; B.S., Education, Mercer University

**Tony Martin**

Air Conditioning Technology – A.A.S., Technology, Gordon College

**Celeste Matthews**

Biology – D.V.M., Veterinary Medicine, University of Georgia College of Veterinary Medicine

**Allen McChargue**

Automotive Technology – High School Diploma, Upson High School, ASE & GM Training (Auto)

**Kelly McLaughlin**

Practical Nursing – A.S., Nursing, Gordon College

**Piper Mohl**

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**Blake Murphy**

Electronics Technology – B.S., Electrical Engineering, Auburn University

**Terry Novak**

Electronics Technology – B.A.S., Technology Management, Clayton State College

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Visit our web site @ [www.flintrivertech.edu](http://www.flintrivertech.edu)







# INDEX



# INDEX

<b>INTRODUCTION</b> .....	<b>3</b>
FLINT RIVER TECHNICAL COLLEGE .....	3
Message From The President .....	4
Accreditation Statement .....	5
Notice of Nondiscrimination .....	5
Publication Policy .....	5
Declaración De la Acreditación .....	5
Aviso del Nondiscrimination .....	5
Política De la Publicación .....	5
State Board of Technical and Adult Education .....	6
Flint River Technical College Board of Directors .....	6
Administrative Directory .....	6
2008-2009 Academic Calendar .....	7
<b>GENERAL INFORMATION</b> .....	<b>11</b>
History of Flint River Technical College .....	11
Mission of Flint River Technical College .....	11
Vision .....	12
Accreditation .....	12
Advisory Committees .....	12
Flint River Technical College Local Board of Directors .....	12
Nature of Instruction and Description of Facilities .....	12
Off-Campus Programs .....	12
Credit Programs .....	13
Associate in Applied Science Degree Programs .....	13
Diploma Programs .....	13
Technical Certificate of Credit Programs .....	13
<b>ADMISSIONS</b> .....	<b>17</b>
Introduction .....	17
Admission Steps .....	17
Categories of Admission .....	18
Regular Admission .....	18
Provisional Admission .....	18
Learning Support Admission .....	18
Additional Student Admission Categories .....	18

Special Admission .....	18
Transient Admission .....	18
Transfer Student Admission Requirements .....	18
International Student Admission Requirements .....	19
Former Student Admission Requirements .....	19
Georgia Amendment 23 Admission Requirements .....	19
Admission Appeal Procedures .....	19
Audit .....	19
Placement Testing Information .....	19
ATB Requirements for Non-High School Graduates .....	20
Dual Enrollment .....	20
Joint Enrollment .....	20
Articulated Credit .....	20
Advanced Placement and Transfer Credit .....	20
Change of Program .....	21
Registration .....	21
New Student Orientation .....	21
Learning Support .....	21
Student Record Hold .....	21

<b>NON-CREDIT PROGRAMS</b> .....	<b>25</b>
Economic Development Programs .....	25
Business and Industry Services .....	25
Georgia Work Ready Certification Program .....	25
Benefits of Using the Georgia Work Ready Certificate Program .....	25
Job Seekers .....	25
Georgia Work Ready .....	25
Quick Start .....	25
Continuing Education .....	25
Adult Education .....	26
General Educational Development Test (GED) .....	26

<b>FINANCIAL INFORMATION</b> .....	<b>29</b>
Tuition and Fees .....	29
Residency Status and Tuition .....	29
State Residency Policy .....	29
Payment of Tuition, Fees, and Other Charges .....	30
Adult Citizen Tuition Waiver .....	30
Miscellaneous Expenses .....	30
Books .....	30
Tools .....	30
Uniforms .....	30
Refunds/Formal Withdrawal .....	31
Refund Policy .....	31
Refunds for Books and Supplies .....	31

<b>FINANCIAL AID</b> .....	<b>35</b>
General Information .....	35
Sources of Financial Aid.....	35
The Georgia HOPE Program.....	35
The Georgia HOPE Grant .....	35
The Georgia HOPE Scholarship.....	35
The Georgia HOPE GED Voucher.....	35
Leveraging Educational Assistance Partnership (LEAP) .....	35
Federal Pell Grant (Pell) .....	36
Supplemental Equal Opportunity Grant (SEOG) .....	36
Federal Work Study Program .....	36
Division of Rehabilitation Services.....	36
Scholarships.....	36
Veterans Assistance .....	36
Workforce Investment Act (WIA) Program .....	36
Standards of Satisfactory Academic Progress .....	37
<b>GENERAL PROVISIONS</b> .....	<b>37</b>
Non-Credit Courses .....	37
Repeated Courses .....	37
The Effect of Withdrawing upon Title IV Federal Financial Assistance .....	37
<b>ACADEMIC INFORMATION AND POLICIES</b> .....	<b>41</b>
Academic Advisement .....	41
Registration.....	41
Quarterly Class Schedule .....	41
Academic Grading System .....	41
Calculating the Academic Grade Point Average (GPA) .....	42
President's Honor Roll .....	42
Academic Honor Roll.....	42
Course Load .....	42
Academic Progress .....	43
Academic Warnings, Probation, and Suspension .....	43
Graduation .....	43
General Academic Requirements .....	43
Graduation Residency Requirement .....	43
Graduation with Honors .....	43
Graduation Ceremonies.....	44
Withdrawal Procedures.....	44
Full-Time and Part-Time Students .....	44
Attendance .....	44
Repeating Courses .....	44
Dual Major Policy.....	45
Credit by Examination .....	45
Residence Requirements for Degree, Diploma, and Certificate Programs.....	46

Academic Policies .....	46
Directed Individual Study.....	46
Financial Obligations .....	46
Internship Policy.....	46
Transient Student Status.....	46
Student Work Ethics .....	47
Standards of Performance .....	47

<b>OTHER STUDENT INFORMATION</b> .....	<b>51</b>
Online Learning Website .....	51
Library-Media Services .....	51
Career Services.....	51
Student Records .....	52
Files.....	52
Student Records .....	52
Academic Records .....	52
Financial Aid Records .....	52
Veterans' Records.....	52
Supplemental Records .....	52
Transcript Requests .....	52
Access to Student Academic Records .....	52
Computer Software Copyright Policy .....	53
Student Appeals .....	53
Final Grade Appeal.....	54
Students with Disabilities .....	54
Special Populations Assistance.....	54
Child Care Resource and Referral Services .....	54
Child Care Center .....	54

<b>STUDENT HANDBOOK</b> .....	<b>57</b>
<b>STUDENT INFORMATION</b> .....	<b>57</b>
Acquired Immune Deficiency Syndrome .....	57
Alcoholic Beverages .....	57
Automobiles .....	57
Bookstore.....	57
Bulletin Boards .....	58
Campus Life .....	58
Children On Campus .....	58
Class Rings .....	58
College Closing .....	58
College Liability .....	58
Counseling and Rehabilitation Services for Students .....	58
Drug Abuse Prevention Policy .....	59
Emergencies.....	59
Housing .....	59

Lost And Found . . . . .	59	Accounting . . . . .	78
Messages For Students . . . . .	59	Applied Manufacturing Technology . . . . .	79
Orientation . . . . .	59	Business Administrative Technology . . . . .	80
Parking Permits . . . . .	60	Criminal Justice Technology . . . . .	81
Student Center . . . . .	60	Early Childhood Care and Education . . . . .	82
Student Identification Cards (ID) . . . . .	60	Electronics Technology . . . . .	83
Student Name, Address, And/or Telephone Number Changes . . . . .	60	Management and Supervisory Development . . . . .	84
Student's Role In Decision Making . . . . .	60	Medical Assisting . . . . .	85
Student Rights . . . . .	60	<b>DIPLOMA PROGRAMS . . . . .</b>	<b>88</b>
Telephone Calls . . . . .	61	Accounting . . . . .	89
Tobacco And Alcohol Policy . . . . .	61	Air Conditioning Technology . . . . .	90
Voter Registration . . . . .	61	Applied Manufacturing Technology . . . . .	91
Warranty Program . . . . .	61	Automotive Fundamentals . . . . .	92
<b>INFORMAL PROCEDURES . . . . .</b>	<b>62</b>	Automotive Technology . . . . .	93
Student Conduct Code . . . . .	62	Barbering . . . . .	94
Definitions . . . . .	62	Business Administrative Technology . . . . .	95
Prohibited Conduct . . . . .	62	Cosmetology . . . . .	96
Judicial Policies . . . . .	64	Criminal Justice Technology . . . . .	97
Notification Of Sanctions . . . . .	65	Early Childhood Care and Education . . . . .	98
Interpretation And Revision . . . . .	65	Electronics Fundamentals . . . . .	99
DRESS CODE . . . . .	66	Electronics Technology . . . . .	100
Acceptable Computer and Internet Use . . . . .	66	Industrial Systems Technology . . . . .	101
Student Email . . . . .	68	Management and Supervisory Development . . . . .	102
Drug-Free Schools and Communities Act . . . . .	68	Medical Assisting . . . . .	103
Harassment . . . . .	68	Plumbing . . . . .	104
Penalties . . . . .	69	Practical Nursing . . . . .	105
Weapons Policy . . . . .	69	Public Works Civil Technology . . . . .	106
Student Organizations and Activities . . . . .	69	Welding and Joining Technology . . . . .	107
National Technical Honor Society (NTHS) . . . . .	69	<b>TECHNICAL CERTIFICATE OF CREDIT PROGRAMS . . . . .</b>	<b>110</b>
Skills USA . . . . .	70	Apprentice Lineworker-Basic . . . . .	111
Student Leadership Council (SLC) . . . . .	70	Automotive Automatic Transmission/Transaxle Technician . . . . .	111
Phi Beta Lambda (PBL) . . . . .	70	Automotive Brake Technician . . . . .	112
DIRECTORY . . . . .	70	Automotive Electrical/Electronic Systems Technician . . . . .	112
CRIME PREVENTION . . . . .	71	Automotive Engine Performance Technician . . . . .	113
Reporting Criminal Activity . . . . .	71	Automotive Engine Repair Technician . . . . .	113
Sex Offender Information . . . . .	71	Automotive Heating and Air Conditioning Technician . . . . .	114
Campus Emergencies . . . . .	71	Automotive Manual Drive Train and Axle Repair Technician . . . . .	114
Lost And Found . . . . .	71	Automotive Suspension and Steering Technician . . . . .	115
The Jeanne Clery Disclosure of Campus Security Policy . . . . .	71	Banking and Finance Fundamentals . . . . .	115
Reporting . . . . .	71	Barbering for Cosmetologist . . . . .	116
<b>CREDIT PROGRAMS . . . . .</b>	<b>73</b>	Basic Welding . . . . .	116
ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS . . . . .	77	Certified Customer Service Specialist . . . . .	117
AAS - Health . . . . .	77	Certified Manufacturing Specialist . . . . .	117
		Certified Nursing Assistant . . . . .	118
		Certified Warehousing and Distribution Specialist . . . . .	118

Child Development Associate I . . . . .	119
Child Development Specialist . . . . .	119
Commercial Straight Truck and Passenger Driving . . . . .	120
Commercial Truck Driving . . . . .	120
Cosmetic Esthetician . . . . .	121
Criminal Justice Specialist . . . . .	121
Direct Support Professional (DCP) . . . . .	122
Early Childhood Program Administration . . . . .	122
Entrepreneurship . . . . .	123
Family Child Care Provider . . . . .	123
Flat Shielded Metal Arc Welder . . . . .	124
Gas Metal Arc Welder Fabricator . . . . .	124
General Maintenance Mechanic . . . . .	125
Industrial Fluid Power Technician . . . . .	125
Light Commercial Air Conditioning Specialist . . . . .	126
Microsoft Office Applications Professional . . . . .	126
Nail Technician . . . . .	127
Patient Care Technician . . . . .	127
Public Works Civil Technician Aide . . . . .	128
Residential Plumber . . . . .	128
Residential Wiring Technician . . . . .	129
SMAW Pipe Welding . . . . .	129
Tax Preparation Specialist . . . . .	130
<b>COURSE DESCRIPTIONS . . . . .</b>	<b>131</b>
<b>FACULTY DIRECTORY . . . . .</b>	<b>172</b>
<b>INDEX . . . . .</b>	<b>177</b>



