

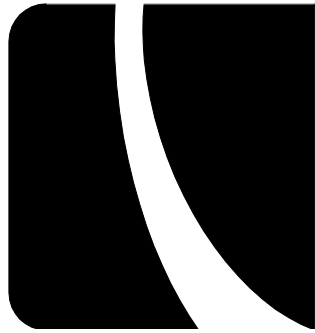


**ADDENDUM**  
12.12.13



**SOUTHERN  
CRESCENT**  
TECHNICAL COLLEGE

**2013 - 2014**  
Student Handbook  
Course Catalog



**SOUTHERN  
CRESCENT**  

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**TECHNICAL COLLEGE**

## **ADDENDUM TO 2013-2014 COURSE CATALOG**

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Equity Coordinator (Griffin Campus, Butts County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382, [tdoaty@sctech.edu](mailto:tdoaty@sctech.edu); ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, and the Jasper County Center) Teresa Brooks, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258, [tbrooks@sctech.edu](mailto:tbrooks@sctech.edu); Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, 1533 Highway 19 South, Thomaston, GA 30286, (770) 228-7382, [mjackson@sctech.edu](mailto:mjackson@sctech.edu). Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon Irby, 501 Varsity Road, Griffin, Georgia 30223, (770) 229-3454, [sirby@sctech.edu](mailto:sirby@sctech.edu). Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348, [xjohns@sctech.edu](mailto:xjohns@sctech.edu).

**REVISED: 12/12/2013**

## HS21 Health Care Science

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
and Butts and Henry Centers

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: Varies  
Minimum Credit Hours for Graduation: 36

### Program Description

The Health Care Science certificate of credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Science certificate if they plan to complete one of the following degrees:

- Health Information Technology
- Orthopaedic Technology
- Pharmacy Technology
- Radiologic Technology
- Respiratory Care
- Surgical Technology

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Courses with an ALHS/BIO/L/CHEM/COMP prefix must be taken within five years for acceptance into any Allied Health Occupational program. See Course Expiration in the Southern Crescent Technical College Student Handbook for more details.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See program advisor for any questions.

### Program Courses

	<u>Credits</u>
General Core Courses	
ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introductory Psychology	3
Humanities/Fine Arts elective	3
Math Option—Choose One:	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling <b>OR</b>	
MATH 1113—Pre-calculus	

### GENERAL CORE SCIENCE 12-18 HOURS REQUIRED

ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
BIOL 1111—Biology I	3
BIOL 1111L—Biology Lab I	1
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
COMP 1000—Introduction to Computers	3
MATH 1127—Introduction to Statistics	3
PHYS 1110—Conceptual Physics	3
PHYS 1110L—Conceptual Physics Lab	1
SPCH 1101—Public Speaking	3

### OCCUPATIONAL COURSES 13-18 HOURS REQUIRED

#### MAXIMUM 26 HOURS OCCUPATIONAL AND GENERAL CORE COURSES

**Note:** Every occupational course, except for the ALHS, BUSN, and MAST courses, requires approval from the *course's* program coordinator.

#### Central Sterile Supply Processing Technician—Advanced

CSSP 1010—Central Sterile Supply Processing Technician	5
CSSP 1020—Central Sterile Supply Proc. Tech Practicum	11

#### Electrocardiography Technology

ECGT 1030—Introduction to Electrocardiography**	5
ECGT 1050—Electrocardiography Practicum**	5

#### Nurse Aide or Patient Care Assistant

NAST 1100—Nurse Aide Fundamentals	6
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#### Hemodialysis Patient Care Specialist

HECT 1100—Hemodialysis Patient Care	7
HECT 1120—Hemodialysis Practicum	4

#### Phlebotomy Technician

PHLT 1030—Introduction to Venipuncture	3
PHLT 1050—Clinical Practice	5

#### Polysomnography Technician

RESP 1310—Intro to Polysomnography+	4
RESP 1320—Polysomnography I+	5
RESP 1330—Polysomnography II+	2
RESP 1340—Clinic I+	5
RESP 1350—Clinic II+	2

#### Specific Occupational Electives

ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production <sup>∞</sup>	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Pathological Conditions in the Medical Office 3	

\*MATH 1100/1101 courses will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution

\*\*ECGT 1030 is not taught in the SUMMER TERM (FALL, SPRING only).

+To enroll in the RESP courses above, the student must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

<sup>∞</sup>Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

Additional approved electives were updated to include courses from the prefixes BUSN and MGMT. **REVISED 12/12/13**

## AC13 Accounting

### Associate of Applied Science Degree

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 64

#### Program Description

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

#### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

#### Program Courses

#### Credits

##### **First Term**

ENGL 1101—Composition and Rhetoric	3
ACCT 1100—Financial Accounting	4
BUSN 1440—Document Production*	4
COMP 1000—Introduction to Computers	3

##### **Second Term**

ACCT 1105—Financial Accounting II	4
Accounting elective <b>(Required)</b>	3
Accounting elective <b>(Required)</b>	3
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	<b>3</b>
MATH 1111—College Algebra <b>OR</b>	
MATH 1100**—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101**—Mathematical Modeling	

##### **Third Term**

Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1120—Spreadsheet Applications	4

##### **Fourth Term**

Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
ACCT 1125—Individual Tax Accounting	3
Specific Occupational-Guided electives	6

##### **Fifth Term**

General Core elective: <b>(Required)</b>	<b>3</b>
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
ACCT 1130—Payroll Accounting	3
Accounting elective	3
DEGREE elective	3

#### Specific Occupational electives

ACCT 2110—Accounting Simulation	3
ACCT 2120—Business Tax Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2150—Principles of Auditing	3
ACCT 2155—Principles of Fraud Examination	3

Additional approved electives include courses from the following prefixes

BUSN  
 MGMT

\* Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

\*\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.

Electives were updated. In third term, students may take either BUSN 1410 or ACCT 1120. **REVISED 12/12/13**

## BA23 Business Administrative Technology

**Associate of Applied Science Degree**

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 64

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**\*MATH course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**\*\*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

ENGL 1101—Composition and Rhetoric 3  
 COMP 1000—Introduction to Computers 3  
 Humanities/Fine Arts elective—Choose one: **(Required)** 3  
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101* 3  
 Natural Sciences/Mathematics elective—Choose one: **(Required)**  
 MATH 1111—College Algebra **OR**  
 MATH 1100\*—Quantitative Skills and Reasoning **OR**  
 MATH 1101\*—Mathematical Modeling

#### **Second Term**

General Core elective: **(Required)** 3  
 Choose one non-repetitive course from Area I, II, III, or IV (see page 68)  
 Social/Behavioral Sciences elective—Choose one: **(Required)** 3  
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111*  
 BUSN 1440—Document Production\*\* 4  
 BUSN 2190—Business Document Proofreading and Editing 3

#### **Third Term**

BUSN 1410—Spreadsheet Concepts and Applications **OR**  
 ACCT 1120—Spreadsheet Applications 4  
 BUSN 1430—Desktop Publishing and Presentation Applications 4  
 BUSN 1400—Word Processing Applications 4  
 BUSN 2160—Electronic Mail Applications 2

#### **Fourth Term**

BUSN 1420—Database Applications 4  
 BUSN 1190—Digital Technologies in Business 2  
 BUSN 1240—Office Procedures 3  
 MGMT 1100—Principles of Management 3

#### **Fifth Term**

ACCT 1100—Financial Accounting I 4  
 Six (6) credit hours of electives 6  
 BUSN 2210—Applied Office Procedures 3

### Business Administrative Technology Electives

ACCT 1105—Financial Accounting II 4  
 ACCT 1110—Managerial Accounting 3  
 ACCT 1115—Computerized Accounting 3  
 ACCT 1125—Individual Tax Accounting 3  
 ACCT 1130—Payroll Accounting 3  
 ACCT 2110—Accounting Simulation 3  
 ACCT 2120—Business Tax Accounting 3  
 ACCT 2140—Legal Environment of Business 3  
 ACCT 2145—Personal Finance 3  
 ACCT 2150—Principles of Auditing 3  
 ACCT 2155—Principles of Fraud Examination 3  
 BUSN 1100—Introduction to Keyboarding 3  
 BUSN 1180—Computer Graphics and Design 3  
 BUSN 1200—Machine Transcription 2  
 BUSN 1210—Electronic Calculators 2  
 BUSN 1220—Telephone Training 2  
 BUSN 1300—Introduction to Business 3  
 BUSN 1340—Customer Service Effectiveness 3  
 BUSN 2170—Web Page Design 2  
 CIST 1001—Computer Concepts 3  
 CIST 1130—Operating Systems Concepts 3  
 CIST 1305—Program Design and Development 3  
 MGMT 1105—Organizational Behavior 3  
 MGMT 1110—Employment Law 3  
 MGMT 1115—Leadership 3  
 MGMT 1120—Introduction to Business 3  
 MGMT 1125—Business Ethics 3  
 MGMT 2115—Human Resource Management 3  
 MGMT 2120—Labor Management Relations 3  
 MGMT 2130—Employee Training and Development 3  
 MGMT 2135—Management Communication Techniques 3  
 MGMT 2140—Retail Management 3  
 MGMT 2145—Business Plan Development 3  
 MGMT 2150—Small Business Management 3  
 MGMT 2200—Production/Operations Management 3  
 MGMT 2205—Service Sector Management 3  
 MKTG 1100—Principles of Marketing 3  
 PARA 1100—Introduction to Law and Ethics 3  
 PARA 1145—Law Office Management 3

Electives were updated. In second term, students may take either BUSN 1410 or ACCT 1120. **REVISED 12/12/13**

## BA22 Business Administrative Technology Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 50

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

#### **First Term**

	<b>Credits</b>
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
<b>Choose one of the following two courses</b>	
EMPL 1000—Interpersonal Relations and Prof. Development	2
PSYC 1010—Basic Psychology	(3)

#### **Second Term**

BUSN 1240—Office Procedures	3
BUSN 1410—Spreadsheet Concepts and Applications <b>OR</b>	
ACCT 1120—Spreadsheet Applications	4
BUSN 1190—Digital Technologies in Business	2
BUSN 1440—Document Production*	4

#### **Third Term**

BUSN 2190—Business Document Proofreading and Editing	3
BUSN 1430—Desktop Publishing and Presentation Applications	4
BUSN 1400—Word Processing Applications	4
BUSN 2160—Electronic Mail Applications	2

#### **Fourth Term**

ACCT 1100—Financial Accounting I	4
Six (6) credit hours of electives	6
BUSN 2210—Applied Office Procedures	3

#### **Specific Occupational Guided Elective**

BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1330—Personal Effectiveness	3
BUSN 1420—Database Applications	4
BUSN 2170—Web Page Design	2

#### **Business Administrative Technology Electives**

ACCT 1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2110—Accounting Simulation	3
ACCT 2120—Business Tax Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2150—Principles of Auditing	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1180—Computer Graphics and Design	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
BUSN 1420—Database Applications	4
BUSN 2170—Web Page Design	2
CIST 1001—Computer Concepts	3
CIST 1130—Operating Systems Concepts	3
CIST 1305—Program Design and Development	3
MGMT 1100—Principle of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1110—Employment Law	3
MGMT 1115—Leadership	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MKTG 1100—Principles of Marketing	3
PARA 1100—Introduction to Law and Ethics	3
PARA 1145—Law Office Management	3

**\*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.**

In fifth term DMPT 2110—Publication Design is a required course. **REVISED: 12/12/13**

## DAM3 Design and Media Production Technology

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 6 terms  
Minimum Credit Hours for Graduation: 66

Students may enroll any term, but must begin the DMPT course sequence fall term with DMPT 1000. Additionally, it is strongly recommended that students complete COMP 1000 as well as the appropriate program-level English and math courses either concurrent or prior to beginning their DMPT coursework. Due to pre-requisite requirements, students should plan to take the DMPT courses in the order shown below.

### Program Description

The Design and Media Production Technology program prepares students for employment in a variety of media production industries. This program of study emphasizes hands-on production in the specialization of Graphic Design and Prepress.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
DMPT 1000—Intro to Design and Media Production <b>(Required)</b>	6

#### **Second Term**

DMPT 1005—Vector Graphics <b>(Required)</b>	5
DMPT 1010—Raster Imaging <b>(Required)</b>	5
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	

#### **Third Term**

Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
DMPT 2105—Page Layout <b>(Required)</b>	4
DMPT 2120—Prepress and Output <b>(Required)</b>	4

#### **Fourth Term**

Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
DMPT 2100—Identity Design <b>(Required)</b>	4
DMPT 2115—Advertising and Promotional Design <b>(Required)</b>	4
Specific Occupational Guided Electives(s) (min. 4 credit hours required)	4

#### **Fifth Term**

General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
DMPT 2110—Publication Design <b>(Required)</b>	4
DMPT 2930—Exit Review <b>(Required)</b>	4

#### **Sixth Term**

DMPT 2905—Practicum/Internship	4
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#### **Specific Occupational Guided Electives**

CIST 1530—Web Graphics I	3
CIST 1540—Web Animation	3
CIST 2510—Web Technologies	3
CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3
CIST 2801—Interactive Video Productions I	4
DMPT 2125—Advanced Raster Imaging	4
DMPT 2130—Advanced Vector Graphics	4
PHOT 1102—Visual Theory I	3
PHOT 1105—Digital Imaging I	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**PS13 Paralegal Studies**  
**Associate of Applied Science Degree**  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 69

**Program Description**

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law; criminal law and procedure; civil litigation; tort law; substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology degree.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses Credits**

<b>First Term</b>	
ENGL 1101—Composition and Rhetoric I <b>(Required)</b>	3
COMP 1000—Introduction to Computers	3
PARA 1100—Introduction to Law and Ethics	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	
<b>Second Term</b>	
SPCH 1101—Fundamentals of Speech	3
ENGL 1102—Composition and Rhetoric II	3
PARA 1115—Family Law	3
PARA 1105—Legal Research and Writing I	3
Specific Occupational elective	3
<b>Third Term</b>	
PARA 1110—Legal Research and Writing II	3
PARA 1125—Criminal Law and Criminal Procedure	3
PARA 1140—Tort Law	3
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
Specific Occupational elective	3
<b>Fourth Term</b>	
PARA 1150—Contracts, Commercial Law, and Business Orgs	3
PARA 1120—Real Estate Law	3
PARA 1130—Civil Litigation	3
Specific Occupational elective	3
<b>Fifth Term</b>	
PARA 1135—Wills, Trusts, Probate and Administration	3
PARA 1145—Law Office Management	3
PARA 2210—Paralegal Internship I	6
<b>Specific Occupational Electives</b>	
PARA 2215—Paralegal Internship II	6
PARA 1205—Constitutional Law	3
PARA 1210—Legal and Policy Issues in Healthcare	3
PARA 2205—Advanced Legal Research and Writing	3
PARA 1215—Administrative Law	3
ENGL 1105—Technical Communications	3
PARA 1200—Bankruptcy/Debtor-Creditor Relations	3
Occupational Guided electives**	9

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**\*\* Occupational Guided electives include any Degree level class in Accounting, Business Management, Business Administrative Technology, Criminal Justice, or Forensic Science. Any Degree level class outside of these programs are subject to advisor approval.**



**PS12 Paralegal Studies**  
**Diploma**  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 3 terms  
 Minimum Credit Hours for Graduation: 38

**Program Description**

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; researching state and federal law; legal correspondence preparation; family law matters; criminal law and procedure; and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and the skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies diploma.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

ENGL 1101—Composition and Rhetoric I	3
COMP 1000—Introduction to Computers	3
PARA 1100—Introduction to Law and Ethics	3
EMP 1000—Interpersonal Relations and Prof Development <b>OR</b>	2
PSYC 1101—Introductory Psychology	(3)
<b>Choose one of the following</b>	<b>3</b>
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	

**Second Term**

PARA 1145—Law Office Management	3
PARA 1140—Tort Law	3
PARA 1115—Family Law	3
PARA 1105—Legal Research and Writing I	3

**Third Term**

PARA 1110—Legal Research and Writing II	3
PARA 1125—Criminal Law and Criminal Procedure	3
Paralegal Elective	3
Paralegal Elective	3

**Paralegal Electives**

PARA 1200—Bankruptcy/Debtor-Creditor Relations	3
PARA 1135—Wills, Trusts, Probate, and Administration	3
PARA 1205—Constitutional Law	3
PARA 1210—Legal and Policy Issues in Healthcare	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**IS53 Internet Specialist  
Web Site Design**  
Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 64

**Program Description**

The Internet Specialist—Web Site Design degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists/Web Site Designers.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Pre-requisites**

All pre-requisite courses must be completed with at least a C grade.

**Course Expiration**

To ensure that students graduate with current skills in computer information systems, all CIST courses and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1530—Web Graphics I	3

**Second Term**

CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3
HUMN 1101 <b>OR</b> Humanities/Fine Arts elective	3
<i>MUSC 1101, ARTS 1101, ENGL 2130, <b>OR</b> THEA 1100</i>	

**Third Term**

CIST 1220—Structured Query Language (SQL)	4
CIST 1540—Web Animation I	3
CIST 2351—PHP Programming I	4
CIST 2921—IT Analysis, Design, and Project Management	4

**Fourth Term**

CIST 2531—Web Graphics II <b>OR</b>	3
CIST 2541—Web Animation II	(3)
CIST 2510—Web Technologies	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, <b>OR</b> HIST 2111</i>	
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	

**Fifth Term**

CIST 1601—Information Security Fundamentals	3
CIST 2550—Web Development II	3
CIST 2950—Web Systems Project <b>OR</b>	3
CIST 2991—CIST Internship I	(3)
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**IS64 Internet Specialist  
Web Site Design  
Diploma  
Offered at the Griffin Campus**

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 54

**Program Description**

The Internet Specialist—Web Site Design diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists/Web Site Designers.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Pre-requisites**

All pre-requisite courses must be completed with at least a C grade.

**Course Expiration**

To ensure that students graduate with current skills in computer information systems, all CIST courses and COMP 1000 must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3

**Second Term**

MATH 1012—Foundations of Mathematics	3
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3

**Third Term**

CIST 1220—Structured Query Language (SQL)	4
CIST 2531—Web Graphics II <b>OR</b>	3
CIST 2541—Web Animation II	(3)
CIST 2921—IT Analysis, Design, and Project Management	4
EMPL 1000—Interpersonal Relations and Prof. Development	2

**Fourth Term**

CIST 2351—PHP Programming I <b>OR</b> Web Programming Course	4
CIST 1520—Scripting Technologies	3
CIST 2510—Web Technologies	3

**Fifth Term**

CIST 1601—Information Security Fundamentals	3
CIST 2550—Web Development II	3

CUUL 2250—Advanced Baking Principles was added as an elective for Culinary Arts AAS program. CUUL 1120 require a final grade of a C to advance into any other CUUL occupational courses. Cost for Knife kit increased. **REVISED: 12/12/13**

## CA43 Culinary Arts

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 65

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

### Approximate additional costs other than tuition, fees, and textbooks:

2 sets of SCTC uniforms	\$90
1 pair of non-slip shoes	\$60-80
Knife kit	\$345

**Note: Completion of COMP 1000, CUUL 1000, and CUUL 1110 with a grade of C or better are required as prerequisites to CUUL 1120. CUUL 1120 require a final grade of a C or better to advance into any other CUUL occupational courses.**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### First Term

ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
CUUL 1000—Fundamentals of Culinary Arts <b>(Required)</b>	4
CUUL 1110—Culinary Safety and Sanitation <b>(Required)</b>	2
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling <b>OR</b>	
MATH 1111—College Algebra	

#### Second Term

Social/Behavioral Sciences elective—Choose One: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
CUUL 1120—Principles of Cooking <b>(Required)</b>	6
Choose <b>one</b> of the following <b>(Required)</b>	
MGMT 1115—Leadership <b>OR</b>	3
CUUL 2190—Principles of Culinary Leadership	(3)

#### Third Term

Humanities/Fine Arts elective—Choose One: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
CUUL 1370—Culinary Nutrition and Menu Development <b>(Required)</b>	3
Choose <b>two (2)</b> of the following courses <b>(Required)</b>	
CUUL 1129—Fundamentals of Restaurant Operations <b>OR</b>	4
CUUL 1220—Baking Principles <b>OR</b>	(5)
CUUL 1320—Garde Manger	(4)

#### Fourth Term

General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 68)	
CUUL 2160—Contemporary Cuisine <b>(Required)</b>	4
Specific Occupational elective—See electives below <b>(Required)</b>	3 or 4
Choose <b>one (1)</b> of the following courses <b>(Required)</b>	
CUUL 1129—Fundamentals of Restaurant Operations <b>OR</b>	4
CUUL 1220—Baking Principles <b>OR</b>	(5)
CUUL 1320—Garde Manger	(4)

#### Fifth Term

CUUL 2130—Culinary Practicum and Leadership <b>(Required)</b>	6
Specific Occupational elective—See electives below <b>(Required)</b>	3 or 4

#### Specific Occupational Electives Approved by Advisor

CUUL 2250—Advanced Baking Principles	6
ACCT 1100—Financial Accounting	4
ACCT 1105—Financial Accounting II	4
MGMT 1100—Principles of Management	3
MGMT 1125—Business Ethics	3
MGMT 2130—Employee Training and Development	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

Added approximate additional costs other than tuition, fees, and textbooks. CUUL 1120 require a final grade of a C to advance into any other CUUL occupational courses. **REVISED: 12/12/13**

## CA44 Culinary Arts

### Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	52

#### Program Description

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

#### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

#### Approximate additional costs other than tuition, fees, and textbooks:

2 sets of SCTC uniforms	\$90
1 pair of non-slip shoes	\$60-80
Knife kit	\$345

**Note: Completion of COMP 1000, CUUL 1000, and CUUL 1110 with a grade of C or better are required as prerequisites to CUUL 1120. CUUL 1120 require a final grade of a C or better to advance into any other CUUL occupational courses.**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

#### Program Courses

#### Credits

##### First Term

MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
*CUUL 1000—Fundamentals of Culinary Arts	4
*CUUL 1110—Culinary Safety and Sanitation	2

##### Second Term

ENGL 1010—Fundamentals of English I	3
CUUL 1120—Principles of Cooking	6
Choose <b>one</b> of the following	
MGMT 1115—Leadership <b>OR</b>	3
CUUL 2190—Principles of Culinary Leadership	(3)

##### Third Term

EMPL 1000—Interpersonal Relations and Prof Development	2
CUUL 1370—Culinary Nutrition and Menu Development	3
Choose <b>two (2)</b> of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations <b>OR</b>	4
CUUL 1220—Baking Principles <b>OR</b>	(5)
CUUL 1320—Garde Manger	(4)

##### Fourth Term

CUUL 2160—Contemporary Cuisine	4
Choose <b>one (1)</b> of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations <b>OR</b>	4
CUUL 1220—Baking Principles <b>OR</b>	(5)
CUUL 1320—Garde Manger	(4)
CUUL 2130—Culinary Practicum and Leadership	6

In Specific Occupational Guided Electives, the prefix ELCR is replaced with the prefix ELTR. Revised 12/12/13

# ES12 Electrical Systems Technology

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 3 terms  
 Minimum Credit Hours for Graduation: 43

**Program Description**

The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in Residential or Industrial Applications.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

IDFC 1007—Industrial Safety Procedures	2
IDFC 1011—Direct Current I	3
ELTR 1020—Electrical Systems Basics I	3
MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
EMPL 1000—Interpersonal Relations and Prof Development	2

**Second Term**

ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1080—Commercial Wiring I	5
ELTR 1090—Commercial Wiring II	3
ELTR 1180—Electrical Controls	4

**Third Term**

ENGL 1010—Fundamentals of English I	3
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And completion of one of the following specializations

***Electrical Construction and Maintenance Specialization***

ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3
Specific Occupational Guided elective	4-5

**OR**

***Industrial Electrical Technology Specialization***

ELTR 1220—Industrial PLCs	4
ELTR 1250—Diagnostic Troubleshooting	2
ELTR 1270—National Electrical Code Industrial Applications	4

**Specific Occupational Guided Electives—Choose one**

ELTR 1525—Photovoltaic Systems	5
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**OR**

Any course from the following with a minimum of four (4) credit hours  
 IDSY  
 ELTR  
 AIRC

The entrance terms changed to Fall and Spring. **REVISED: 12/12/13**

## **ARA1 Automotive Refinishing Assistant I**

Technical Certificate of Credit  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
Minimum Length of Program: 1 terms  
Minimum Credit Hours for Graduation: 13

### **Program Description**

The Automotive Refinishing Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

	<b><u>Credits</u></b>
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1010—Foundations of Collision Repair	5

The following courses include revisions to the pre/co-requisites and new courses that are added. **Revised 12/12/13**

## Course Descriptions

### **BIOL 2113 - Anatomy and Physiology I (3)**

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.

Pre-requisites: Regular Admissions

Co-requisites: BIOL 2113L - Anatomy and Physiology Lab I OR BIOL 2113L with a grade of "C" or better. ENGL 1101 - Composition and Rhetoric

### **BIOL 2113L - Anatomy and Physiology Lab I (1)**

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.

Pre-requisites: Regular Admissions

Co-requisites: BIOL 2113 - Anatomy and Physiology I OR BIOL 2113 with a grade of "C" or better. ENGL 1101 - Composition and Rhetoric

### **COMP 1000 - Introduction to Computers (3)**

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and e-mail, word processing software, spreadsheet software, database software, and presentation software. Students must have the SAM access keycode and reliable access to a computer that has either the Windows 7 or Windows 8 Operating System AND Office 2013 Professional including Word 2013, Excel 2013, Access 2013, and PowerPoint 2013.

Pre-requisites: Provisional Admission

### **COSM 1080 - Cosmetology Practicum I (4)**

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better

Co-requisites: COSM 1010 - Chemical Texture Services, COSM 1020 - Hair Care and Treatment, COSM 1030 - Haircutting, COSM 1040 - Styling, COSM 1050 - Hair Color, COSM 1060 - Fundamentals of Skin Care, COSM 1070 - Nail Care and Advanced Techniques AND COSM 1120 - Salon Management

### **CSSP 1010 - Central Sterile Supply Processing Technician (5)**

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends.

Pre-requisites: Provisional Admission

### **CSSP 1020 - Central Sterile Supply Proc. Tech. Practicum (11)**

This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practica hours.

Pre-requisites: Provisional Admission

### **CUUL 1120 - Principles of Cooking (6)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Pre-requisites: CUUL 1000 - Fundamentals of Culinary Arts, CUUL 1110 - Culinary Safety and Sanitation with a grade of "C" or better, COMP 1000 - Introduction to Computers with a grade of "C" or better



**CUUL 2160 - Contemporary Cuisine (4)**

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites:

CUUL 1220 - Baking Principles with a grade of "C" or better, CUUL 1320 - Garde Manger with a grade of "C" or better

Co-requisites: CUUL 2130 - Culinary Practicum and Leadership

**CUUL 2250 - Advanced Baking Principles (6)**

Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections.

Laboratory practice parallels class work.

Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better, CUUL 1220 - Baking Principles with a grade of "C" or better

**ECGT 1030 - Introduction to Electrocardiography (5)**

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

Pre-requisites: ENGL 1010 OR ENGL 1101 with a grade of "C" or better, PSYC 1010 OR PSYC 1101 with a grade of "C" or better, MATH 1011 OR MATH 1111 with a grade of "C" or better

Co-requisites: ALHS 1011 OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of "C" or better, ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better

**ELTR 1020 - Electrical Systems Basics I (3)**

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Pre-requisites: None

**ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)**

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

Pre-requisites: Program Admission

**ELTR 1080 - Commercial Wiring I (5)**

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

Pre-requisites: None

**ELTR 1090 - Commercial Wiring II (6)**

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

Pre-requisites: None

**ELTR 1110 - Electric Motors (4)**

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

Pre-requisites: None

**ELTR 1120 - Variable Speed/Low Voltage Controls (2)**

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer;

adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

Pre-requisites: None

Co-requisites: ELTR 1180 - Electrical Controls with a grade of "C" or better

**ELTR 1150 - Interpreting the National Electrical Code (5)**

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and the use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

Pre-requisites: Advisor Approval

**ELTR 1180 - Electrical Controls (3)**

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

Pre-requisites: None

Co-requisites: ELTR 1120 - Variable Speed/Low Voltage Controls with a grade of "C" or better

**ELTR 1205 - Residential Wiring I (3)**

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

Pre-requisites: None

**ELTR 1260 - Transformers (3)**

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

Pre-requisites: None

**ELTR 1520 - Grounding and Bonding (2)**

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

Pre-requisites: Program Admission

**FOSC 2200 - Forensic Firearm Injuries (4)**

Firearm related injuries and distance determination, using the analysis of both gunshot residues and shotgun pattern analysis will be the focus of this course. The application of the scientific method, testing protocols, analysis of firearms injuries on victims and the reproduction and comparison of gunpowder and primer residues to determine the muzzle to target distance will also be explained. The functionality, maintenance, and safety testing of firearms will also be demonstrated.

Pre-requisites: Program Admission

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better

**IDFC 1000 - Principles of Electricity I (4)**

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.

Pre-requisites: Program Admission

**IDFC 1007 - Industrial Safety Procedures (2)**

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

Pre-requisites: Program Admission

**IDFC 1011 - Direct Current I (3)**

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

Pre-requisites: None

**MCHT 1219 - Lathe Operations II (3)**

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

Pre-requisites: Provisional Admission

**MCHT 1220 - Mill Operations II (3)**

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

Pre-requisites: None

**PARA 1105 - Legal Research and Legal Writing I (3)**

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

Pre-requisites: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, AND PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1110 - Legal Research and Legal Writing II (3)**

Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

Pre-requisites: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better AND PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better AND PARA 1105 - Legal Research and Legal Writing I with a grade of "C" or better

**PARA 1115 - Family Law (3)**

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1120 - Real Estate Law (3)**

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1125 - Criminal Law and Criminal Procedure (3)**

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1130 - Civil Litigation (3)**

Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

Pre-requisites: Program level in English and Reading

PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1135 - Wills, Trusts, Probate, and Administration (3)**

Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1140 - Tort Law (3)**

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1145 - Law Office Management (3)**

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

Pre-requisites: Program level in English and Reading

Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1150 - Contracts, Commercial Law and Business Organizations (3)**

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

Pre-requisites: Program level in English and Reading

PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

**PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)**

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

Pre-requisites: Program Admission

**PARA 1205 - Constitutional Law (3)**

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

Pre-requisites: Program Admission

PARA 1100 - Intro to Law and Ethics with a grade of "C" or better

**PARA 1215 - Administrative Law (3)**

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rulemaking, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), the students are introduced to the various aspects of such representation.

Pre-requisites: Program Admission

PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better

PARA 2205 - Advanced Legal Research and Writing (3)

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

Pre-requisites:

PARA 1110 - Legal Research and Legal Writing II with a grade of "C" or better

ENGL 1102 - Literature and Composition with a grade of "C" or better

## Terminated Programs

The following programs will be available in teach out mode to students actively enrolled as of September 5, 2013 until the end of Summer 2014 term. New students will not be accepted. Effective Fall 2014, the programs will no longer be available.

### **Barbering Programs**

2012-2013 Student Handbook/Course Catalog

Remove Programs

- Barbering (Diploma) – page 26
- Barbering for Cosmetologists (TCC) – page 27

### **Electronics and Telecommunications**

2013-2014 Student Handbook/Course Catalog

Programs are no longer offered on Griffin Campus. Programs are only available on the Flint River Campus.

- Electronics Technology (AAS) – page 198
- Electronics Technology (Diploma) – page 199

### **Lawn Equipment/Small Engine Repair**

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Remove program

- Lawn Equipment/Small Engine Repair (TCC) – 193

