CAMPUSSES:

North Campus
1189 Deepstep Road
Sandersville, GA 31082
Phone: 478.553.2050
Toll Free: 1 (877) 399.8324

South Campus
560 Pinehill Road
Dublin, GA 31021
Phone: 478.275.6589
Toll Free: 1 (800) 200.4484

OTHER CAMPUSES:

Hancock County Center
10571 Highway 15
Sparta, GA 31087
Phone: 706.444.1253

Transportation Center
1678 Kaolin Road
Sandersville, GA 31082
Phone: 478.553.2408

Jefferson County Center
1257 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

Jefferson County High School
1157 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

Little Ocmulgee Instructional Center
140 N. Third Avenue
Helena, GA 31037
Phone: 229.868.7834

A UNIT OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA.
EQUAL OPPORTUNITY INSTITUTION.

www.OFTC.edu

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addenda to the catalog/student handbook can be found at the Oconee Fall Line Tech web site http://www.OFTC.edu. The web version supersedes all other forms of publications in terms of revisions.
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A Message from the President

Welcome to Oconee Fall Line Technical College where you will find a student-centered, career driven, practical and powerful education with a supportive learning community.

Our approach to learning is both academic and hands-on. This means that our students examine the theories behind the material they are studying and have exciting opportunities to put what they learn into actual practice. All of our programs give our students a solid, up-to-date base of knowledge, skills, and experience.

We are a college that’s committed to the personal and academic success of every single student. You will see, hear, and feel this commitment all across OFTC.

OFTC works closely with business and industry to provide customized training, to connect our graduates with employment opportunities, and to ensure students are working with state-of-the-art equipment, technology, and processes.

The information on the following pages will help direct you down the path that is ideal for your future. It contains important information about admissions, financial aid, grading, academic policies, the library, student code of conduct, and much more.

Again, I welcome you to the Oconee Fall Line Technical College family and congratulate you on your decision. I pledge that we at OFTC will do everything in our power to make your experience here a pleasurable and rewarding one. If there is anything I can do to help you on your journey, please contact me.

Sincerely,

Lloyd D. Horadan, Ed.D.
President

The Mission of Oconee Fall Line Technical College

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

Guarantee/Warranty

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The TCSG guarantee to every one of our students is this:

If one of our graduates educated under a standard program and his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.

This guarantee is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, instructors or employers may contact the Executive Vice President for Academic/Student Affairs at 478-553-2068.
Non-Discrimination Statement

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

<table>
<thead>
<tr>
<th>TITLE IX Coordinator</th>
<th>ADA/504 Coordinator</th>
<th>EEOC Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Smith</td>
<td>Saketta Brown</td>
<td>Sharon O’Neal</td>
</tr>
<tr>
<td>Office: South Campus WRS 112</td>
<td>Office: South Campus WRS 112</td>
<td>Office: North Campus 218</td>
</tr>
<tr>
<td>478-274-7836</td>
<td>478-274-7643 or 478-553-2124</td>
<td>478-553-2056</td>
</tr>
<tr>
<td><a href="mailto:jrsmith@OFTC.edu">jrsmith@OFTC.edu</a></td>
<td><a href="mailto:sdbrown@oftc.edu">sdbrown@oftc.edu</a></td>
<td><a href="mailto:soneal@OFTC.edu">soneal@OFTC.edu</a></td>
</tr>
</tbody>
</table>

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Oconee Fall Line Technical College is a Unit of the Technical College System of Georgia.

Accreditation

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Oconee Fall Line Technical College.

The Commission is to be contacted only if there is evidence that appears to support Oconee Fall Line Technical College’s significant non-compliance with a requirement or standard. Normal inquiries about Oconee Fall Line Technical College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College at 1189 Deepstep Road, Sandersville, GA 31082 or call 877-399-8324.
# General Education Course Substitutions

## General Education Requirements for Diploma or Technical Certificate of Credit

<table>
<thead>
<tr>
<th>NATURAL SCIENCES/MATHEMATICS</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2113 Anatomy &amp; Physics I</td>
<td>ALHS 1011 Structure &amp; Function of the Human Body</td>
<td></td>
</tr>
<tr>
<td>BIOL 2113L Anatomy &amp; Physics I Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2114 Anatomy &amp; Physics II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2114L Anatomy &amp; Physics II Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1012 Foundations of Mathematics</td>
<td>MATH 1011 Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1013 Algebraic Concepts</td>
<td>MATH 1012 Foundations of Mathematics MATH 1011 Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1103 Quantitative Skills &amp; Reasoning</td>
<td>MATH 1011 Business Mathematics MATH 1012 Foundations of Mathematics MATH 1013 Algebraic Concepts</td>
<td></td>
</tr>
<tr>
<td>MATH 1111 College Algebra</td>
<td>MATH 1011 Business Mathematics MATH 1012 Foundations of Mathematics MATH 1013 Algebraic Concepts</td>
<td></td>
</tr>
<tr>
<td>MATH 1112 College Trigonometry</td>
<td>MATH 1015 Geometry and Trigonometry</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LANGUAGE ARTS/COMMUNICATION</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101 Composition and Rhetoric</td>
<td>ENGL 1010 Fundamentals of English I</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL/BEHAVIORAL SCIENCES</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1101 Introduction to Psychology</td>
<td>PSYC 1010 Basic Psychology EMPL 1000 Interpersonal Relations &amp; Professional Development</td>
<td></td>
</tr>
</tbody>
</table>
General Education Requirements for Degree

All OFTC degree-level students complete the following general education courses before graduating OFTC.

Area I – Language Arts/Communication  English 1101 Composition & Rhetoric
Area II – Social/Behavioral Sciences  Psychology 1101 Introductory Psychology
Area III – Natural Sciences/Mathematics  Math 1111 College Algebra or MATH 1103 Quantitative Skills and Reasoning
Area IV – Humanities/Fine Arts  English 2130 American Literature

If a student transfers into OFTC, the following general education courses are accepted as substitutions for the required OFTC general education courses.

<table>
<thead>
<tr>
<th>AREA I – LANGUAGE ARTS/COMMUNICATION</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1102 Literature and Composition</td>
<td>ENGL 1101 Composition and Rhetoric</td>
<td></td>
</tr>
<tr>
<td>COMM 1100 Human Communication</td>
<td></td>
<td></td>
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<tr>
<td>SPCH 1101 Public Speaking</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA II – SOCIAL/BEHAVIORAL SCIENCES</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1101 Principles of Economics</td>
<td>PSYC 1101 Introductory Psychology</td>
<td></td>
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<tr>
<td>ECON 2105 Macroeconomics</td>
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<tr>
<td>ECON 2106 Microeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1111 World History I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1112 World History II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2111 U.S. History I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2112 U.S. History II</td>
<td></td>
<td></td>
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<tr>
<td>POLS 1101 American Government</td>
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<td></td>
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<tr>
<td>POLS 2401 Global Issues</td>
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<tr>
<td>SOCI 1101 Introduction to Sociology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA III – NATURAL SCIENCES/MATHEMATICS</th>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1111 Biology I</td>
<td>MATH 1111 College Algebra</td>
<td></td>
</tr>
<tr>
<td>BIOL 1111L Biology I Lab</td>
<td>MATH 1103 Quantitative Skills and Reasoning</td>
<td></td>
</tr>
<tr>
<td>BIOL 1112 Biology II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1112L Biology II Lab</td>
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<td></td>
</tr>
<tr>
<td>BIOL 2107 Biological Principles I</td>
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<td></td>
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<tr>
<td>BIOL 2107L Biological Principles II Lab</td>
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<td></td>
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<tr>
<td>BIOL 2108 Biological Principles II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2108L Biological Principles II Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1151 Survey of Inorganic Chemistry</td>
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<td></td>
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<tr>
<td>CHEM 1151L Survey of Inorganic Chemistry Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1152 Survey of Organic Chemistry and Biochemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1211 Chemistry I</td>
<td></td>
<td></td>
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<tr>
<td>CHEM 1211L Chemistry I Lab</td>
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<td>CHEM 1212 Chemistry II</td>
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<td>CHEM 1212L Chemistry II Lab</td>
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<tr>
<td>MATH 1100 Quantitative Skills and Reasoning</td>
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<tr>
<td>MATH 1101 Mathematical Modeling</td>
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<tr>
<td>MATH 1103 Quantitative Skills &amp; Reasoning</td>
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<tr>
<td>MATH 1112 College Trigonometry</td>
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<tr>
<td>MATH 1113 Precalculus</td>
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<tr>
<td>MATH 1127 Introduction to Statistics</td>
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<td></td>
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<tr>
<td>MATH 1131 Calculus I</td>
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<tr>
<td>MATH 1132 Calculus II</td>
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</table>
### GENERAL EDUCATION COURSE SUBSTITUTIONS

<table>
<thead>
<tr>
<th>COURSE ACCEPTED</th>
<th>COURSE SUBSTITUTED FOR</th>
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<tbody>
<tr>
<td>PHSC 1111 Physical Science</td>
<td></td>
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<tr>
<td>PHYS 1110 Conceptual Physics</td>
<td></td>
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<tr>
<td>PHYS 1110 L Conceptual Physics Lab</td>
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<tr>
<td>PHYS 1111 Introductory Physics I</td>
<td></td>
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<tr>
<td>PHYS 1111L Introductory Physics I Lab</td>
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<tr>
<td>PHYS 1112 Introductory Physics II</td>
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<tr>
<td>PHYS 1112 L Introductory Physics II Lab</td>
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### AREA IV HUMANITIES/FINE ARTS

<table>
<thead>
<tr>
<th>COURSE ACCEPTED</th>
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<tbody>
<tr>
<td>ARTS 1101 Art Appreciation</td>
<td>ENGL 2130 American Literature</td>
</tr>
<tr>
<td>ENGL 2110 World Literature</td>
<td></td>
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<tr>
<td>ENGL 2310 English Literature from Beginnings to 1700</td>
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<tr>
<td>HUMN 1101 Intro to Humanities</td>
<td></td>
</tr>
<tr>
<td>MUSC 1101 Music Appreciation</td>
<td></td>
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<tr>
<td>RELG 1101 World Religions</td>
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<tr>
<td>THEA 1101 Theater Appreciation</td>
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### GENERAL CORE ELECTIVES

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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
<td>GENERAL EDUCATION COURSE SUBSTITUTIONS</td>
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<tr>
<td>MUSC 1101 Music Appreciation</td>
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<tr>
<td>PHYS 1110 Conceptual Physics</td>
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<tr>
<td>PHYS 1110L Conceptual Physics Lab</td>
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<td>PHYS 1112L Introductory Physics II Lab</td>
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<td>POLS 2401 Global Issues</td>
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<tr>
<td>THEA 1101 Theater Appreciation</td>
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</table>
Associate of Applied Science Degrees

Degrees are approximately two years in length and are designed with the needs and expectations of industry in mind. They prepare graduates for employment in mid-level technology positions. Students are required to take college-level general education courses such as English, algebra, psychology, sociology, economics, and/or humanities. Eligible students enrolled in associate degree programs may qualify for financial aid including HOPE Scholarship.

Oconee Fall Line Technical College offers the following degrees:

- Accounting
- Applied Business Technology
- Associate Degree in Nursing Bridge
- Business Management
- Business Technology
- Computer Support Specialist
- Criminal Justice Technology
- Early Childhood Care/Education
- Electronics Technology
- Machine Tool Technology
- Mechatronics Technology
- Networking Specialist
- Pharmacy Technology
- Radiologic Technology
- Respiratory Care

Diplomas

Programs vary in length; however, most diplomas require a little more than one year to complete. Diploma programs offer a well-rounded education through a combination of occupational courses and general education courses. Eligible students enrolled in diploma programs may qualify for financial aid including HOPE Grant.

Oconee Fall Line Technical College offers the following diploma programs:

- Accounting
- Air Conditioning Technology
- Applied Business Technology
- Automotive Fundamentals
- Automotive Technology
- Business Management
- Business Technology
- CNC Technology
- Computer Support Specialist
- Cosmetology
- Criminal Justice Technology
- Diesel Equipment Technology
- Early Childhood Care/Education
- Electrical Control Systems
- Electronics Fundamentals
- Electronics Technology
- EMS Professions
- Industrial Mechanical Systems
- Industrial Systems Technology
- Machine Tool Technology
- Mechatronics Technology
- Medical Assisting
- Networking Specialist
- Paramedicine
- Pharmacy Technology
- Practical Nursing
- Welding and Joining Technology

*Estimated Tuition and Fees calculation for each program is based on Fall Semester 2016 figures as of July 1, 2016. Information is subject to change. Visit www.OFTC.edu or visit the OFTC Admissions Office at the College’s North or South Campuses for the most current information.
These short-term programs are designed to provide training in specific occupational areas and generally take two semesters or less to complete. Students usually enroll in certificate programs to update or enhance their existing job skills or to acquire very specific skills for a job or promotion. Eligible students enrolled in technical certificate of credit programs may qualify for financial aid including HOPE Grant.

Oconee Fall Line Technical College offers the following technical certificate of credit programs:

- Administrative Support Assistant
- Advanced General Machinist
- Advanced Shielded Metal Arc Welder
- Air Conditioning Electrical Technician
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Auto Basic Maintenance and Detailing Technician
- Auto Electrical/Electronic Systems Technician
- Automotive Chassis Technician Specialist
- Automotive Climate Control Technician
- Automotive Collision Repair Assistant I
- Automotive Engine Performance Technician
- Automotive Engine Repair Technician
- Automotive Transmission/Transaxle Tech Specialist
- Basic Shielded Metal Arc Welder
- Certified Customer Service Specialist
- Child Development Specialist
- CNC Specialist
- Commercial Truck Driving
- CompTIA A+ Certified Technician Preparation
- Computerized Accounting Specialist
- Criminal Justice Technician
- Diesel Electrical/Electronic Systems Technician
- Diesel Engine Service Technician
- Diesel Truck Maintenance Technician
- Early Childhood Care and Education Basics
- Early Childhood Exceptionalities
- Early Childhood Program Administration
- Electricians Assistant
- Emergency Medical Responder
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Health Care Assistant
- Heating and Air Conditioning Installation Technician
- Heavy Diesel Service Technician
- Imaging Science Assistant
- Industrial Construction I
- Industrial Construction II
- Industrial Electrician
- Industrial Motor Control Technician
- Industrial Pumping and Piping Technician
- Infant/Toddler Child Care Specialist
- Mechatronics Specialist
- Mechatronics Technician
- Medical Billing Clerk
- Medical Front Office Assistant
- Medical Office Support Specialist
- Microsoft Excel Application Specialist
- Microsoft Network Administrator
- Microsoft Word Application Specialist
- Mobile Electronics Technician
- Nurse Aide
- Nursery/Greenhouse Technician
- Office Accounting Specialist
- Ornamental Iron Fabricator
- Payroll Accounting Specialist
- Pipe Shielded Metal Arc Welding
- Pipe Welder
- Pre-hospital EMS Operations
- Process Control Technician I
- Process Control Technician II
- Programmable Control Technician
- Shampoo Technician
- Small Business Management Specialist
- Tax Preparation Specialist

*Estimated Tuition and Fees calculation for each program is based on Fall Semester 2016 figures as of July 1, 2016. Information is subject to change. Visit www.OFTC.edu or visit the OFTC Admissions Office at the College's North or South Campuses for the most current information.
Oconee Fall Line Technical College offers a variety of programs of study that can lead to an Associate of Applied Science Degree, a Diploma, or a Technical Certificate of Credit. The purpose of these programs is to provide hands-on educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in the respective fields. This catalog groups programs by these areas of study:

### ACCOUNTING

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting AAS Degree</td>
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<tr>
<td>Accounting</td>
<td>17</td>
</tr>
<tr>
<td>Computerized Accounting Specialist</td>
<td>18</td>
</tr>
<tr>
<td>Office Accounting Specialist</td>
<td>19</td>
</tr>
<tr>
<td>Payroll Accounting Specialist</td>
<td>20</td>
</tr>
<tr>
<td>Tax Preparation Specialist</td>
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</tr>
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</table>

### AIR CONDITIONING TECHNOLOGY

<table>
<thead>
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<th>Program</th>
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<tbody>
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<tr>
<td>Air Conditioning Electrical Technician</td>
<td>24</td>
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<tr>
<td>Air Conditioning Repair Specialist</td>
<td>25</td>
</tr>
<tr>
<td>Air Conditioning Technician Assistant</td>
<td>26</td>
</tr>
<tr>
<td>Heating and Air Conditioning Installation Technician</td>
<td>27</td>
</tr>
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</table>

### AUTOMOTIVE TECHNOLOGY

<table>
<thead>
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<th>Program</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Automotive Technology</td>
<td>31</td>
</tr>
<tr>
<td>Auto Basic Maintenance and Detailing Technician</td>
<td>33</td>
</tr>
<tr>
<td>Auto Electrical/Electronic Systems Technician</td>
<td>34</td>
</tr>
<tr>
<td>Automotive Chassis Technician Specialist</td>
<td>35</td>
</tr>
<tr>
<td>Automotive Climate Control Technician</td>
<td>36</td>
</tr>
<tr>
<td>Automotive Collision Repair Assistant I</td>
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</tr>
<tr>
<td>Automotive Engine Performance Technician</td>
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</tr>
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<td>Automotive Transmission/Transaxle Tech Specialist</td>
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### BUSINESS TECHNOLOGY

<table>
<thead>
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<td>Applied Business Technology</td>
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<td>Business Management</td>
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<tr>
<td>Business Technology</td>
<td>52</td>
</tr>
<tr>
<td>Administrative Support Assistant</td>
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</tr>
<tr>
<td>Certified Customer Service Specialist</td>
<td>55</td>
</tr>
<tr>
<td>Medical Billing Clerk</td>
<td>56</td>
</tr>
<tr>
<td>Medical Front Office Assistant</td>
<td>57</td>
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<tr>
<td>Small Business Management Specialist</td>
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### COMMERCIAL TRUCK DRIVING

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<tbody>
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### COMPUTER INFORMATION SYSTEMS

<table>
<thead>
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<th>Program</th>
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<td>Networking Specialist AAS Degree</td>
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<tr>
<td>Computer Support Specialist</td>
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<td>68</td>
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<tr>
<td>CompTIA A+ Certified Technician Preparation</td>
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<tr>
<td>Microsoft Excel Application Specialist</td>
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</tr>
<tr>
<td>Microsoft Network Administrator</td>
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<td>Microsoft Word Application Specialist</td>
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### COSMETOLOGY

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<thead>
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<tbody>
<tr>
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<tr>
<td>Shampoo Technician</td>
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### CRIMINAL JUSTICE TECHNOLOGY

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<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Criminal Justice Technology AAS Degree</td>
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<tr>
<td>Criminal Justice Technology</td>
<td>81</td>
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<tr>
<td>Criminal Justice Technician</td>
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### DIESEL EQUIPMENT TECHNOLOGY

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<th>Program</th>
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<tbody>
<tr>
<td>Diesel Equipment Technology</td>
<td>85</td>
</tr>
<tr>
<td>Diesel Electrical/Electronic Systems Technician</td>
<td>87</td>
</tr>
<tr>
<td>Diesel Engine Service Technician</td>
<td>88</td>
</tr>
<tr>
<td>Diesel Truck Maintenance Technician</td>
<td>89</td>
</tr>
<tr>
<td>Heavy Diesel Service Technician</td>
<td>90</td>
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</table>

### EARLY CHILDHOOD CARE AND EDUCATION

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
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<td>Early Childhood Care/Education AAS Degree</td>
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<tr>
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<td>Early Childhood Exceptionalities</td>
<td>99</td>
</tr>
<tr>
<td>Early Childhood Program Administration</td>
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<tr>
<td>Infant/Toddler Child Care Specialist</td>
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### ELECTRICAL CONTROL TECHNOLOGY

<table>
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<tbody>
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<td>Industrial Motor Control Technician</td>
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OFTC's Accounting programs include sequences of courses that prepare students for careers in today's technology-driven workplaces. The skills students acquire in this program help them secure a job, excel, and advance in the field. Students obtaining an accounting associate degree will be able to enter the work force as accountants with the skills necessary to handle an array of financial and managerial accounting tasks, including maintaining a set of books for business entities, current and long-term liabilities, cost behavior and cost-volume-profit analysis budgets, capital investment analysis, and many more.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES
- Accounting

DIPLOMAS
- Accounting

TECHNICAL CERTIFICATES OF CREDIT
- Computerized Accounting Specialist
- Office Accounting Specialist
- Payroll Accounting Specialist
- Tax Preparation Specialist
Accounting

ASSOCIATE DEGREE OF APPLIED SCIENCE

The Accounting associate degree program is a sequence of courses that prepares students for 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.

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.

Students may enter the Accounting degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 64 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Accounting degree program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $27,000 - $30,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $2,400.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting Associate of Applied Science degree program are prepared for employment as bookkeepers, accounting technicians, data entry clerks, payroll technicians, accounts payable clerks, and accounts receivable clerks. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

Can my elective courses come from any program area? Accounting Degree students are required to take 18 credit hours of electives. Of the 18 hours, 9 credit hours must come from the Accounting program area. The remaining 9 credit hours can come from any program area.

ADVISORS

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Miriam Holtzclaw, Accounting Instructor
(478) 274-7900 | mholtzclaw@oftc.edu

CURRICULUM

AREA I - LANGUAGE/ARTS COMMUNICATION (SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)

| ENGL 1101 | Composition & Rhetoric | 3 | 45 |

AREA II - SOCIAL/BEHAVIORAL SCIENCES

| PSYC 1101 | Introductory Psychology | 3 | 45 |

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:

| MATH 1101 | Mathematical Modeling | 3 | 45 |
| MATH 1103 | Quantitative Skills and Reasoning | 3 | 45 |
| MATH 1111 | College Algebra | 3 | 45 |

AREA IV - HUMANITIES/FINE ARTS

| ENGL 2130 | American Literature | 3 | 45 |
**PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS**

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>U.S. History I</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>45</td>
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**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
<td>75</td>
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<tr>
<td>ACCT 2000</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>60</td>
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<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
<td>90</td>
</tr>
<tr>
<td>ACCT 1125</td>
<td>Individual Tax Accounting</td>
<td>3</td>
<td>60</td>
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<td>ACCT 1130</td>
<td>Payroll Accounting</td>
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<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
<td>105</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<td>50</td>
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<tr>
<td>XXXX XXXX</td>
<td>Accounting Electives</td>
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<td>XXXX XXXX</td>
<td>Elective - 9 Hours</td>
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</table>

*Credit Hours: 64, Contact Hours: 900*
Accounting

DIPLOMA

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting diploma.

The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems.

Students are accepted into the Accounting diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 42 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Accounting diploma program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)
• Online (Distance Education)

SALARY POTENTIAL

• $23,000 - $26,000

PROGRAM COSTS

• Tuition & Fees: $4,820.00
• Books & Supplies: $2,400.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting Diploma program are prepared for employment as bookkeepers, accounting technicians, data entry clerks, payroll technicians, accounts payable clerks, and accounts receivable clerks. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this diploma transfer to a degree program? Yes! However, higher levels of English, math, and psychology will need to be taken at the degree level.

ADVISORS

Stan Lawson, Division Chair Business Services / Accounting Instructor
(478) 553-2122 | slawson@oftc.edu

Miriam Holtzclaw, Accounting Instructor
(478) 274-7900 | mholtzclaw@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES

ENGL 1010 Fundamentals of English I 3 45
and one of the following:

EMPL 1000 Interpersonal Relations & Professional Development 2 30
PSYC 1010 Basic Psychology 3 45
and one of the following:

MATH 1011 Business Math 3 45
MATH 1012 Foundations of Mathematics 3 45

OCCUPATIONAL COURSES

ACCT 1100 Financial Accounting I 4 75
ACCT 1105 Financial Accounting II 4 75
ACCT 1115 Computerized Accounting 3 75
ACCT 1120 Spreadsheet Applications 4 90
ACCT 1125 Individual Tax Accounting 3 60
ACCT 1130 Payroll Accounting 3 60
BUSN 1440 Document Production 4 105
COLL 1060 Introduction to College and Computers 3 50

Credit Hours: 42
Computerized Accounting Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Computerized Accounting Specialist technical certificate of credit provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include: principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

Students may enter the Computerized Accounting Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Computerized Accounting Specialist certificate program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)
• Online (Distance Education)

SALARY POTENTIAL

• $21,000 - $23,000

PROGRAM COSTS

• Tuition & Fees: $2,410.00
• Books & Supplies: $743.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Every organization deals with money and needs somebody to account for that money. Graduates of the Computerized Accounting Specialist certificate program can be employed by a wide variety of businesses and organizations. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this certificate transfer to a diploma? Yes! All courses in this certificate transfer into both the Accounting Diploma and Accounting Associate of Applied Science Degree.

ADVISORS

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Miriam Holtzclaw, Accounting Instructor
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CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
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<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
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<td>75</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<tr>
<td>XXXX XXXX</td>
<td>Occupational Elective</td>
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</table>

Credit Hours: 21
Office Accounting Specialist

TECHNICAL CERTIFICATE OF CREDIT

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

Students may enter the Office Accounting Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Office Accounting Specialist certificate program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $21,000 - $23,000

PROGRAM COSTS

- Tuition & Fees: $1,375.00
- Books & Supplies: $743.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Office Accounting Specialist certificate program are prepared for entry-level employment in a variety of office settings working with accounts receivables and accounts payables. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Stan Lawson, Division Chair Business Services / Accounting Instructor
(478) 553-2122 | slawson@oftc.edu

Miriam Holtzclaw, Accounting Instructor
(478) 274-7900 | mholtzclaw@oftc.edu

CURRICULUM

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<tr>
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<th>CREDIT HOURS</th>
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Credit Hours: 14
Payroll Accounting Specialist

TECHNICAL CERTIFICATE OF CREDIT

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

Students may enter the Payroll Accounting Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 17 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Payroll Accounting Specialist certificate program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

$21,000 - $23,000

PROGRAM COSTS

- Tuition & Fees: $1,815.00
- Books & Supplies: $743.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Payroll Accounting Specialist certificate program are prepared for entry-level employment in the accounting field. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into both the Accounting Diploma and Accounting Associate of Applied Science Degree.

CAN I GET A JOB WITH THIS CREDENTIAL?
A student who completes this certificate has a firm foundation in accounting principles and should be able to obtain employment as a payroll technician.

ADVISORS

Stan Lawson, Division Chair Business Services / Accounting Instructor
(478) 553-2122 | slawson@oftc.edu

Miriam Holtzclaw, Accounting Instructor
(478) 274-7900 | mholtzclaw@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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Credit Hours: 17
Tax Preparation Specialist

**TECHNICAL CERTIFICATE OF CREDIT**

The Tax Preparation Specialist technical certificate of credit is designed to provide entry-level skills for tax preparers. Topics include: principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

Students may enter the Tax Preparation Specialist certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Tax Preparation Specialist certificate program must be able to work in an office environment, work with numbers, be able to solve problems, work with people, multi-task, display a professional appearance, and work with computers. They should also have a strong work ethic and be responsible, discreet and trustworthy.

**OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE**

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

**SALARY POTENTIAL**

- $21,000 - $23,000

**PROGRAM COSTS**

- Tuition & Fees: $2,410.00
- Books & Supplies: $743.00

(Costs are estimated and are subject to change.)

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Tax Preparation Specialist certificate program are prepared for entry-level employment working as tax preparers. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**

**Will this certificate transfer to a diploma?**

Yes! All courses in this certificate transfer into both the Accounting Diploma and Accounting Associate of Applied Science Degree.

**ADVISORS**

Stan Lawson, Division Chair Business Services / Accounting Instructor
(478) 553-2122 | slawson@oftc.edu

Miriam Holtzclaw, Accounting Instructor
(478) 274-7900 | mholtzclaw@oftc.edu

**CURRICULUM**

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*Credit Hours: 16*
OFTC's Air Conditioning Technology programs prepares students for careers in the air conditioning industry. Changing markets and technology can cause occupational uncertainty in many fields, but the need for air conditioning is constant. OFTC can provide you with the tools to start down this reliable career path, stay current with industry trends, and succeed in the field. The programs emphasize a combination of air conditioning theory and practical application necessary for successful employment.

Programs by Type of Award

**DIPLOMAS**
- Air Conditioning Technology

**TECHNICAL CERTIFICATES OF CREDIT**
- Air Conditioning Electrical Technician
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Heating and Air Conditioning Installation Technician
Air Conditioning Technology

DIPLOMA
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.

Students are accepted into the Air Conditioning Technology program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 51 semester credit hours. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00).

The Air Conditioning program is accredited by HVAC Excellence.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Air Conditioning diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $25,000 - $35,000

PROGRAM COSTS
• Tuition & Fees: $3,615.00
• Books & Supplies: $1,400.00

(Fees are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Air Conditioning Technology diploma program are prepared for employment as air conditioning technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the occupational courses in the Air Conditioning Technology diploma program are offered online. However, the basic skills courses are offered online either at our North Campus or our South Campus.

ADVISORS
Kevin Livingston, Air Conditioning Instructor
478-274-7870 | klivingston@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
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OCCUPATIONAL COURSES
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<td>AIRC 1050</td>
<td>HVACR Electrical Components and Control</td>
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<td>AIRC 1060</td>
<td>Air Conditioning Systems Application and Installation</td>
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<td>Gas Heat</td>
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<td>Heat Pumps and Related Systems</td>
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OCCUPATIONAL ELECTIVE: 3 CREDIT HOURS
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<td>COLL 1060</td>
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Credit Hours: 51
Air Conditioning Electrical Technician

TECHNICAL CERTIFICATE OF CREDIT

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

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained electrical installers and service heating and air conditioning technicians. This program will enable participants to attain educational and practical work experience in electrical components, safety, electrical wiring, electrical diagrams, and electrical code requirements.

Students are accepted into the Air Conditioning Electrical Technician program any semester. A full-time student can complete the program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

The Air Conditioning program is accredited by HVAC Excellence.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning Electrical Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

• $25,000 - $35,000

PROGRAM COSTS

• Tuition & Fees: $1,205.00
• Books & Supplies: $235.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Electrical Technician certificate program is intended to provide graduates with the knowledge for entry-level jobs as electrical installations and electrical service for heaters and air conditioning units.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;

• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this program transfer into the Air Conditioning Technology Diploma program?

YES!! All the courses in the Air Conditioning Electrical Technician certificate program are embedded in the Air Conditioning Technology diploma program.

ADVISORS

Kevin Livingston, Air Conditioning Instructor
478-274-7870 | klivingston@oftc.edu

CURRICULUM

<table>
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<td>AIRC 1050</td>
<td>HVACR Electrical Components and Control</td>
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Credit Hours: 12
Air Conditioning Repair Specialist

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

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained repair heating and air conditioning technicians. This program will enable participants to learn refrigeration theory, electrical theory, refrigeration and electrical safety, refrigeration and electrical component identification, electric wiring diagrams, gas service theory and safety, code requirements, and heat pump service and theory. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam. The cost for the exam is $50.

Students are accepted into the Air Conditioning Repair Specialist program any semester. A full-time student can complete the program in 2 semesters. To graduate, students must complete a minimum of 20 semester credit hours.

The Air Conditioning program is accredited by HVAC Excellence.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Air Conditioning Repair Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $25,000 - $35,000

PROGRAM COSTS
- Tuition & Fees: $1,460.00
- Books & Supplies: $715.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
The Air Conditioning Repair Specialist certificate program is intended to provide graduates with the knowledge for entry-level jobs as installers for heaters and air conditioning units.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Is the Air Conditioning program at OFTC accredited? Yes! The Air Conditioning program at OFTC is accredited by HVAC Excellence.

ADVISORS
Kevin Livingston, Air Conditioning Instructor
478-274-7870 | klivingston@oftc.edu

CURRICULUM

<table>
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<th>OCCUPATIONAL COURSES</th>
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<td>AIRC 1080 Heat Pumps and Related Systems</td>
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Credit Hours: 20
Air Conditioning Technician Assistant

TECHNICAL CERTIFICATE OF CREDIT

The Air Conditioning Technician Assistant Technical Certificate of Credit is a series of courses that prepares students to hold positions as refrigeration technician assistants. The Air Conditioning Technology program is accredited by HVAC Excellence.

Students are accepted into the Air Conditioning Technician Assistant program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Air Conditioning Technician Assistant program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $25,000 - $35,000

PROGRAM COSTS

- Tuition & Fees: $1,205.00
- Books & Supplies: $250.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

The Air Conditioning Technician Assistant program is intended to provide graduates with the knowledge for entry-level jobs to braze, charge, recover, install line sets, and help install air conditioning systems.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this program transfer into the Air Conditioning Technology Diploma program?

YES!! All the courses in the Air Conditioning Technician Assistant certificate program are embedded in the Air Conditioning Technology diploma program.

ADVISORS

Kevin Livingston, Air Conditioning Instructor
478-274-7870 | klivingston@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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Credit Hours: 12
Heating and Air Conditioning Installation Technician

TECHNICAL CERTIFICATE OF CREDIT
The Heating and Air Conditioning Installation Technician TCC prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

This program supports the needs of the area air conditioning industry by providing a reliable supply of trained heating and air conditioning technicians. This program will enable participants to attain educational and practical work experience so they may become employed as heating and air conditioning installation technicians. The program also provides safe educational facilities which support effective learning through standard curriculum, instructional materials, and equipment and promotes an atmosphere for learning so individuals will focus on opportunities for life long learning as a means for enhancing their opportunities for long term employment as heating and air conditioning installation technicians.

Students may enter the Heating and Air Conditioning Installation Technician program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00). The Air Conditioning program is accredited by HVAC Excellence.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Heating and Air Conditioning Installation Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $25,000 - $35,000

PROGRAM COSTS
- Tuition & Fees: $1,205.00
- Books & Supplies: $550.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
The Heating and Air Conditioning Installation Technician certificate program is intended to provide graduates with the knowledge for entry-level jobs as installers for heaters and air conditioning units.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer to a diploma? Yes! All courses in this certificate transfer into the Air Conditioning Technology Diploma.

ADVISORS
Kevin Livingston, Air Conditioning Instructor
478-274-7870 | klivingston@oftc.edu

CURRICULUM

<table>
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<tr>
<th>COURSE</th>
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<td>Air Conditioning Systems Application and Installation</td>
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Credit Hours: 12
Automotive Technology

OFTC's Automotive Technology programs include a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Graduates of OFTC's auto tech program leave the school with a diploma or certificate that certifies their readiness to contribute—from day one—to an array of automotive professions as an entry-level technician. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Automotive Technology graduates may work at car dealerships, service centers, auto parts stores, or be self-employed.

Programs by Type of Award

DIPLOMAS

• Automotive Fundamentals
• Automotive Technology

TECHNICAL CERTIFICATES OF CREDIT

• Auto Basic Maintenance and Detailing Technician
• Auto Electrical/Electronic Systems Technician
• Automotive Chassis Technician Specialist
• Automotive Climate Control Technician
• Automotive Collision Repair Assistant I
• Automotive Engine Performance Technician
• Automotive Engine Repair Technician
• Automotive Transmission/Transaxle Tech Specialist
Automotive Fundamentals

DIPLOMA

The Automotive Fundamentals program is a sequence of courses designed to prepare students for careers in 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 mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma that qualifies them as entry-level technicians.

Upon completion of this program, students are eligible to take the 609 Automotive Air Conditioning exam. Cost is $15. Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Automotive Fundamentals program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 40 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Fundamentals diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $20,000 - $30,000

PROGRAM COSTS

- Tuition & Fees: $3,615.00
- Books & Supplies: $275.00

(With an estimated cost of $3,890.00)

EMPLOYMENT OPPORTUNITIES

Upon completing the Automotive Fundamentals program, graduates may gain potential employment in the following areas: Automotive Service and Sales Associate, Automotive Technician, Automotive Trainer or Instructor, Fleet Mechanic, Power Equipment Technician, or Tools, Parts and Accessory Sales.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?
Currently, none of the Automotive Fundamentals occupational courses are offered online. However, the basic skills courses are offered online.

ADVISORS

Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
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</thead>
<tbody>
<tr>
<td>EMPL 1000</td>
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<tr>
<td>ENGL 1010</td>
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<tr>
<td>MATH 1012</td>
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<tr>
<th>OCCUPATIONAL COURSES</th>
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<tr>
<td>AUTT 1010</td>
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<table>
<thead>
<tr>
<th>AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED):</th>
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<tbody>
<tr>
<td>Option #1:</td>
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<tr>
<td>AUTT 1020</td>
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<td>Option #2:</td>
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<td>AUTT 1021</td>
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<tr>
<td>AUTT 1022</td>
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<td>AUTT 1030</td>
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<tr>
<th>AUTO ENGINE PERFORMANCE COURSE OPTIONS (7 CREDIT HOURS REQUIRED):</th>
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<tr>
<td>Option #1:</td>
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<tr>
<td>AUTT 1040</td>
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Option #2:

AUTT 1041 Automotive Engine Performance I 3 100
AUTT 1042 Automotive Engine Performance II 4 130
AUTT 1050 Automotive Suspension and Steering Systems 4 125
AUTT 1060 Automotive Climate Control Systems 5 110
COLL 1060 Introduction to College and Computers 3 50

Credit Hours: 40
Automotive Technology

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

Students are accepted into the Automotive Technology program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Automotive Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $20,000 - $30,000

PROGRAM COSTS
- Tuition & Fees: $6,025.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Can I take any of these courses online?
Currently, none of the Automotive Technology occupational courses are offered online. However, the general core courses are offered online.

ADVISORS
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CURRICULUM

GENERAL EDUCATION COURSES
MATH 1012 Foundations of Mathematics 3 45
ENGL 1010 Fundamentals of English I 3 45
EMPL 1000 Interpersonal Relations & Prof Development 2 30

OCCUPATIONAL COURSES
AUTT 1010 Automotive Technology Introduction 2 45

AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED):
Option #1:
AUTT 1020 Automotive Electrical Systems 7 240
Option #2:
AUTT 1021 Automotive Electrical Systems I 4 138
AUTT 1022 Automotive Electrical Systems II 3 103

AUTT 1030 Automotive Brake Systems 4 105
AUTT 1050 Automotive Suspension and Steering Systems 4 125
AUTT 1060 Automotive Climate Control Systems 5 110

AUTO ENGINE PERFORMANCE COURSE OPTIONS (7 CREDIT HOURS REQUIRED):
Option #1:
AUTT 1040 Automotive Engine Performance 7 230
Option #2:
AUTT 1041 Automotive Engine Performance I 3 100
AUTT 1042 Automotive Engine Performance II 4 130

AUTO ENGINE REPAIR COURSE OPTIONS (6 CREDIT HOURS REQUIRED):
Option #1:
AUTT 2010 Automotive Engine Repair 6 175
### Option #2:

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<td>AUTT 2012</td>
<td>Automotive Engine Repair II</td>
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<td>AUTT 2020</td>
<td>Automotive Manual Drive Train and Axles</td>
<td>4</td>
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<td>AUTT 2030</td>
<td>Automotive Automatic Transmissions and Transaxles</td>
<td>5</td>
<td>135</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
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**Credit Hours: 55**
Auto Basic Maintenance and Detailing Technician

TECHNICAL CERTIFICATE OF CREDIT

This program is only offered at the Eastman Youth Development Center.

This certificate program includes automobile system inspection and maintenance as well as vehicle exterior and interior inspection and reconditioning. Major topics include: safety in the shop, basic tools and equipment, basic vehicle maintenance procedures, and vehicle detailing equipment and procedures.

Students may enter the Auto Basic Maintenance and Detailing Technician program any semester. A full-time student can complete the program in 2 semesters. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Auto Basic Maintenance and Detailing Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

• $20,000 - $28,000

PROGRAM COSTS

• Tuition & Fees: $2,410.00
• Books & Supplies: $1,400.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared to enter the auto service industry as entry level basic maintenance and detailing technicians.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

Submit a completed application and application fee;
Be at least 16 years of age;
Meet assessment requirements by taking the ASSET or COMPASS placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Auto Basic Maintenance and Detailing Technician certificate program are offered online.

ADVISORS

Brent Redfern, Diesel Equipment Technology Instructor
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CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
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<tr>
<td>ACRP 1000</td>
<td>Introduction to Auto Collision Repair</td>
<td>4 66</td>
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<tr>
<td>ACRP 1030</td>
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<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2 45</td>
</tr>
</tbody>
</table>

Credit Hours: 9
Auto Electrical/Electronic Systems Technician

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

Students are accepted into the Auto Electrical/Electronic Systems Technician program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Auto Electrical/Electronic Systems Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $20,000 - $30,000

PROGRAM COSTS
• Tuition & Fees: $950.00
• Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to be employed as an entry-level automotive technician.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this program transfer into the Automotive Fundamentals Diploma program?
YES! All the courses in the Auto Electrical/Electronic Systems Technician certificate program are embedded in the Automotive Fundamentals diploma program.

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CURRICULUM

OCCUPATIONAL COURSES
AUTT 1010 Automotive Technology Introduction 2 45
AUTT 1020 Automotive Electrical Systems 7 240

Credit Hours: 9
Automotive Chassis Technician Specialist

TECHNICAL CERTIFICATE OF CREDIT
The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Automotive Chassis Technician Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 17 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Automotive Chassis Technician Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $20,000 - $30,000

PROGRAM COSTS
- Tuition & Fees: $2,410.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to become employed as an entry-level chassis technician.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this program transfer into the Automotive Fundamentals Diploma program?
YES!! All the courses in the Auto Chassis Technician Specialist certificate program are embedded in the Automotive Fundamentals diploma program.

ADVISORS
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CURRICULUM

OCCUPATIONAL COURSES

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
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AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED)

CHOICE ONE OF THE FOLLOWING:

Option #1:
- AUTT 1020 Automotive Electrical Systems 7 240

Option #2:
- AUTT 1021 Automotive Electrical Systems I 4 138
- AUTT 1022 Automotive Electrical Systems II 3 103

<table>
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<tr>
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<td>AUTT 1030</td>
<td>Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1050</td>
<td>Automotive Suspension and Steering Systems</td>
<td>4</td>
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</tbody>
</table>

Credit Hours: 17
Automotive Climate Control Technician

**TECHNICAL CERTIFICATE OF CREDIT**
The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Automotive Climate Control Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 14 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**
Individuals wanting to enroll in the Automotive Climate Control Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**
- South Campus (Dublin)

**SALARY POTENTIAL**
- $20,000 - $30,000

**PROGRAM COSTS**
- Tuition & Fees: $2,410.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

**FREQUENTLY ASKED QUESTIONS**
Will this program transfer into the Automotive Fundamentals Diploma program?
YES!! All the courses in the Automotive Climate Control Technician certificate program are embedded in the Automotive Fundamentals diploma program.

**ADVISORS**
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**CURRICULUM**

**OCCUPATIONAL COURSES**

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<tr>
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<td>Automotive Electrical Systems</td>
<td>7</td>
<td>240</td>
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<td>AUTT 1021</td>
<td>Automotive Electrical Systems I</td>
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<td>AUTT 1022</td>
<td>Automotive Electrical Systems II</td>
<td>3</td>
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<tr>
<td>AUTT 1060</td>
<td>Automotive Climate Control Systems</td>
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**AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED):**
Option #1:
- AUTT 1020 Automotive Electrical Systems 7 240
Option #2:
- AUTT 1021 Automotive Electrical Systems I 4 138
- AUTT 1022 Automotive Electrical Systems II 3 103

Credit Hours: 14

**ADMISSION REQUIREMENTS**
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.
Automotive Collision Repair Assistant I

This program is only offered at the Eastman Youth Development Center.

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

Students are only admitted to this program at the Eastman Youth Development Center. Students may enter the Automotive Collision Repair Assistant I program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Automotive Collision Repair Assistant I program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $23,000 - $32,000

PROGRAM COSTS
- Tuition & Fees: $1,460.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to become employed as an entry-level automotive body assistant.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the ASSET or COMPASS placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online? Currently, none of the courses in the Automotive Collision Repair Assistant I certificate program are offered online.

ADVISORS
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CURRICULUM

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<th>Title</th>
<th>Credit Hours</th>
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<td>ACRP 1000</td>
<td>Introduction to Auto Collision Repair</td>
<td>4</td>
<td>66</td>
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<tr>
<td>ACRP 1005</td>
<td>Automobile Component Repair and Replacement</td>
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<td>ACRP 1015</td>
<td>Fundamentals of Automotive Welding</td>
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<td>91</td>
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Credit Hours: 12
Automotive Engine Performance Technician

TECHNICAL CERTIFICATE OF CREDIT

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

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Automotive Engine Performance Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must complete a minimum of 16 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Automotive Engine Performance Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $20,000 - $30,000

PROGRAM COSTS

- Tuition & Fees: $2,410.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Grades are prepared to be employed as an entry-level engine performance technician.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this program transfer into the Automotive Fundamentals Diploma program?
YES!! All the courses in the Automotive Engine Performance Technician certificate program are embedded in the Automotive Fundamentals diploma program.

ADVISORS

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CURRICULUM

OCCUPATIONAL COURSES

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AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED)

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<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
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<td>AUTT 1021</td>
<td>Automotive Electrical Systems I</td>
<td>4</td>
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<td>Automotive Electrical Systems II</td>
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AUTO ENGINE PERFORMANCE COURSE OPTIONS (7 CREDIT HOURS REQUIRED)

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<td>AUTT 1040</td>
<td>Automotive Engine Performance</td>
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<td>AUTT 1041</td>
<td>Automotive Engine Performance I</td>
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<tr>
<td>AUTT 1042</td>
<td>Automotive Engine Performance II</td>
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</table>

Credit Hours: 16
Automotive Engine Repair Technician

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

Students who complete this program have participated in an automobile technician training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Automotive Engine Repair Technician program any semester. Full-time students can complete this program in 2 semesters. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Automotive Engine Repair Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $20,000 - $30,000

PROGRAM COSTS
• Tuition & Fees: $2,410.00
• Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to be employed as an engine repair technician.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this program transfer into the Automotive Fundamentals Diploma program?
YES!! All the courses in the Automotive Engine Performance Technician certificate program are embedded in the Automotive Fundamentals diploma program.

ADVISORS
Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
AUTT 1010 Automotive Technology Introduction 2 45

AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED)
Option #1:
AUTT 1020 Automotive Electrical Systems 7 240
Option #2:
AUTT 1021 Automotive Electrical Systems I 4 138
AUTT 1022 Automotive Electrical Systems II 3 103

AUTO ENGINE REPAIR COURSE OPTIONS (6 CREDIT HOURS REQUIRED)
Option #1:
AUTT 2010 Automotive Engine Repair 6 175
Option #2:
AUTT 2011 Automotive Engine Repair I 3 90
AUTT 2012 Automotive Engine Repair II 3 85

Credit Hours: 15
Automotive Transmission/Transaxle Tech Specialist

TECHNICAL CERTIFICATE OF CREDIT
The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Students are accepted into the Automotive Transmission/Transaxle Tech Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Automotive Transmission/Transaxle Tech Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $20,000 - $30,000

PROGRAM COSTS
- Tuition & Fees: $2,410.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to become employed as an entry level automotive transmission/transaxle technician.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

Are any of these courses offered online?
Currently, none of the courses in the Automotive Transmission/Transaxle Tech Specialist certificate program are offered online.

ADVISORS
Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
AUTT 1010 Automotive Technology Introduction 2 45

AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED)
Option #1:
AUTT 1020 Automotive Electrical Systems 7 240
Option #2:
AUTT 1021 Automotive Electrical Systems I 4 138
AUTT 1022 Automotive Electrical Systems II 3 103
AUTT 2020 Automotive Manual Drive Train and Axles 4 101
AUTT 2030 Automotive Automatic Transmissions and Transaxles 5 135

Credit Hours: 18

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Automotive Transmission/Transaxle Tech Specialist certificate program are offered online.

ADVISORS
Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
AUTT 1010 Automotive Technology Introduction 2 45

AUTO ELECTRICAL COURSE OPTIONS (7 CREDIT HOURS REQUIRED)
Option #1:
AUTT 1020 Automotive Electrical Systems 7 240
Option #2:
AUTT 1021 Automotive Electrical Systems I 4 138
AUTT 1022 Automotive Electrical Systems II 3 103
AUTT 2020 Automotive Manual Drive Train and Axles 4 101
AUTT 2030 Automotive Automatic Transmissions and Transaxles 5 135

Credit Hours: 18

FREQUENTLY ASKED QUESTIONS
OFTC's Business Technology programs are designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. Students learn how to locate, secure and excel in a position in the modern business environment through training in industry-standard software, accounting fundamentals, electronic communications, internet research, and electronic file management. Additionally, the programs provide opportunities to upgrade present knowledge and skills or retrain in the area of administrative technology.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES
- Applied Business Technology
- Business Management
- Business Technology

DIPLOMAS
- Applied Business Technology
- Business Management
- Business Technology

TECHNICAL CERTIFICATES OF CREDIT
- Administrative Support Assistant
- Certified Customer Service Specialist
- Medical Billing Clerk
- Medical Front Office Assistant
- Small Business Management Specialist
Applied Business Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Applied Business Technology Associate of Applied Science Degree program is a sequence of courses that provide students with a group of customer service specialty courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student’s area of specialty. The areas of specialties are as follows: Business Technology Specialization or Medical Administrative Specialist.

Students may enter the Applied Business Technology degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 68 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Applied Business Technology degree program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

• $26,500 - $29,500

PROGRAM COSTS

• Tuition & Fees: $6,025.00
• Books and Supplies for each specialization: $1,700.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Depending on specialization, graduates are prepared for entry-level positions in customer service, business, or in a medical office. In addition, the graduate may be able to start his/her own business and become self-employed. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Applied Business Technology Diploma and Applied Business Technology AAS Degree?
The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS

Jacqueline Copenny, Division Chair / Business Services Instructor
478-274-7855 | jcopenny@oftc.edu

CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)
ENGL 1101 Composition and Rhetoric 3 45

AREA II - SOCIAL/BEHAVIORAL SCIENCES
PSYC 1101 Introductory Psychology 3 45

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:
MATH 1101 Mathematical Modeling 3 45
MATH 1103 Quantitative Skills and Reasoning 3 45
MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130 American Literature 3 45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

ENGL1102 Literature and Composition 3 45
HIST 2111 U.S. History I 3 45
HIST 2112 U.S. History II 3 45
POLS 1101 American Government 3 45
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<td>50</td>
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<tr>
<td>MKTG 1161</td>
<td>Service Industry Business Environment</td>
<td>2</td>
<td>30</td>
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<tr>
<td>MKTG 1162</td>
<td>Customer Contact Skills</td>
<td>4</td>
<td>75</td>
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<tr>
<td>MKTG 1163</td>
<td>Computer Skills for Customer Service</td>
<td>2</td>
<td>45</td>
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<tr>
<td>MKTG 1164</td>
<td>Business Skills for the Customer</td>
<td>2</td>
<td>30</td>
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<tr>
<td>MKTG 1165</td>
<td>Personal Effectiveness in Customer Service</td>
<td>1</td>
<td>15</td>
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**OCCUPATIONAL COURSES**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>APBT 2100</td>
<td>Applied Bus. Tech. Field Experience/Internship</td>
<td>12</td>
<td>540</td>
</tr>
<tr>
<td>APBT 2101</td>
<td>Applied Bus. Tech. Field Experience/Internship I</td>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>APBT 2102</td>
<td>Applied Bus. Tech. Field Experience/Internship II</td>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>APBT 2103</td>
<td>Applied Bus. Tech. Field Experience/Internship III</td>
<td>3</td>
<td>135</td>
</tr>
<tr>
<td>APBT 2104</td>
<td>Applied Bus. Tech. Field Experience/Internship IV</td>
<td>3</td>
<td>135</td>
</tr>
</tbody>
</table>

**APBT FIELD EXPERIENCE/INTERNSHIP (CHOOSE ONE OF THE FOLLOWING)**

**Option #1:**


**Option #2:**

- APBT 2101 Applied Bus. Tech. Field Experience/Internship I 3 135
- APBT 2102 Applied Bus. Tech. Field Experience/Internship II 3 135
- APBT 2104 Applied Bus. Tech. Field Experience/Internship IV 3 135

**COMPLETION OF ONE OF THE FOLLOWING SPECIALIZATIONS**

**BUSINESS TECHNOLOGY SPECIALIZATION**

- BUSN 1240 Office Procedures 3 60
- BUSN 1400 Word Processing Applications 4 90
- BUSN 1410 Spreadsheet Concepts and Applications 4 90
- BUSN 1430 Desktop Publishing and Presentation Applications 4 90
- BUSN 1440 Document Production 4 105
- BUSN 1200 Machine Transcription 2 45
- XXXX XXXX Select ONE additional BUSN Course 2 0

**AND ONE OF THE FOLLOWING:**

- ACCT 1100 Financial Accounting I 4 75
- BUSN 2200 Office Accounting 4 75

**MEDICAL ADMINISTRATIVE SPECIALIST**

- BUSN 1440 Document Production 4 105
- MAST 1120 Human Diseases 3 60

**AND ONE OF THE FOLLOWING:**

- BUSN 2370 Medical Office Billing/Coding/Insurance 3 60
- BUSN 2375 Healthcare Coding 3 75

**AND ONE OF THE FOLLOWING:**

- ACCT 1100 Financial Accounting I 4 75
- BUSN 2200 Office Accounting 4 75

**Credit Hours: 68**
Business Management

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Students may enter the Business Management degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 63 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Management degree program should be able to supervise others, decide the daily priorities of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgement.

OFFERED AT THE FOLLOWING CAMPUS

- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL

- $26,500 - $29,500

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $2,700.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for professional positions within the business community, government agencies, health, and educational fields. Instruction and practical application of learned skills provide a broad occupational background, which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Business Management Diploma and Business Management AAS Degree?
The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS

Belinda Fisher, Business Technology Instructor
478-274-7853 | bfisher@oftc.edu

Stan Lawson, Division Chair Business Services / Accounting Instructor
478-553-2122 | slawson@oftc.edu

CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS (SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)

ENGL 1101 Composition and Rhetoric 3 45

AREA II - SOCIAL/BEHAVIORAL SCIENCES

PSYC 1101 Introductory Psychology 3 45

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:

MATH 1101 Mathematical Modeling 3 45
MATH 1103 Quantitative Skills and Reasoning 3 45
MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS

ENGL 2130 American Literature 3 45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 15 semester credit hours in General Core
Courses, students must take an additional 3 semester credit hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL1102</td>
<td>Literature and Composition</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>U.S. History I</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
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**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 1105</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 1115</td>
<td>Leadership</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 1120</td>
<td>Introduction to Business</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 1125</td>
<td>Business Ethics</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2115</td>
<td>Human Resource Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2125</td>
<td>Performance Management</td>
<td>3</td>
<td>45</td>
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<tr>
<td>MGMT 2215</td>
<td>Team Project</td>
<td>3</td>
<td>45</td>
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</table>

**AND ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>MGMT 1135</td>
<td>Managerial Accounting and Finance</td>
<td>3</td>
<td>45</td>
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</tbody>
</table>

**AND ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 1110</td>
<td>Employment Rules &amp; Regulations</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
<td>45</td>
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</table>

**CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS**

**HUMAN RESOURCES MANAGEMENT SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGMT 2120</td>
<td>Labor Management Relations</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2130</td>
<td>Employee Training and Development</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>XXXX XXXX</td>
<td>Guided Elective</td>
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**AND ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGMT 2205</td>
<td>Service Sector Management</td>
<td>3</td>
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</tr>
<tr>
<td>MGMT 2210</td>
<td>Project Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2220</td>
<td>Management Occupation-Based Instruction</td>
<td>3</td>
<td>135</td>
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</tbody>
</table>

**SMALL BUSINESS MANAGEMENT SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGMT 2140</td>
<td>Retail Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2145</td>
<td>Business Plan Development</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2150</td>
<td>Small Business Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>XXXX XXXX</td>
<td>Guided Elective</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

*Credibility Hours: 63*
Business Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Business Technology degree program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The Business 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, 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 Technology Associate of Applied Science Degree.

Students may enter the Business Technology degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 64 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Technology degree program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUS/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $26,500 - $29,500

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,865.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Technology Associate of Applied Science degree program are prepared for employment as executive secretaries, office managers, personnel managers, or human resource managers. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Business Technology Diploma and Business Technology AAS Degree?

The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS

Lynn Dixon, Business Technology Instructor
478-274-7932 | ldixon@oftc.edu

Beth Duggins, Business Technology Instructor
478-296-6114 | bduggins@oftc.edu

Angela Yarbrough, Business Technology Instructor
478-240-5163 | ayarbrough@oftc.edu

CURRICULUM

| AREA I - LANGUAGE ARTS/COMMUNICATIONS (SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED) |
|---------------------------------------------|---------------------------------------------|
| ENGL 1101 Composition and Rhetoric          | 3 45                                       |

<table>
<thead>
<tr>
<th>AREA II - SOCIAL/BEHAVIORAL SCIENCES</th>
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<tbody>
<tr>
<td>PSYC 1101 Introductory Psychology</td>
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</table>
AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:

- MATH 1101 Mathematical Modeling 3 45
- MATH 1103 Quantitative Skills and Reasoning 3 45
- MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130 American Literature 3 45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

- ENGL 1102 Literature and Composition 3 45
- HIST 2111 U.S. History I 3 45
- HIST 2112 U.S. History II 3 45
- POLS 1101 American Government 3 45
- SOCI 1101 Introduction to Sociology 3 45

OCCUPATIONAL COURSES

- BUSN 1190 Digital Technologies in Business 2 45
- BUSN 1240 Office Procedures 3 60
- BUSN 1400 Word Processing Applications 4 90
- BUSN 1430 Desktop Publishing and Presentation Applications 4 90
- BUSN 1440 Document Production 4 105
- BUSN 1410 Spreadsheet Concepts and Applications 4 90
- BUSN 1420 Database Applications 4 90
- BUSN 2160 Electronic Mail Applications 2 45
- BUSN 2190 Business Document Proofreading and Editing 3 60
- BUSN 2210 Applied Office Procedures 3 75
- COLL 1060 Introduction to College and Computers 3 50
- MGMT 1100 Principles of Management 3 45
- XXXX XXXX Guided Elective - 6 credit hours 6

AND ONE OF THE FOLLOWING:

- ACCT 1100 Financial Accounting I 4 75
- BUSN 2200 Office Accounting 4 75

Credit Hours: 64
Applied Business Technology

DIPLOMA
The Applied Business Technology diploma program is a sequence of courses that provide students with a group of customer service specialty courses, general education courses, work experience in a related area, and a series of courses in a specialty area. Graduates have qualifications to work in a variety of fields based on the student’s area of specialty. The areas of specialties are as follows: Business Technology Specialization or Medical Administrative Specialist.

Students may enter the Applied Business Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 50 semester credit hours for the Business Technology Specialization and 53 semester credit hours for the Medical Administrative Specialist.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Applied Business Technology diploma program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $20,800 - $24,960

PROGRAM COSTS
• Tuition & Fees: $4,820.00
• Books and Supplies for each specialization: $1,325.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Depending on specialization, graduates are prepared for entry-level positions in customer service, business, or medical offices.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this diploma transfer to a degree program?
Yes! However, higher levels of English, math, and psychology will need to be taken at the degree level.

ADVISORS
Jacqueline Copenny, Division Chair / Business Services Instructor
478-274-7855 | jcopenny@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
<td>45</td>
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<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
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AND ONE OF THE FOLLOWING:
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Prof Development</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
<td>45</td>
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OCCUPATIONAL COURSES
<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHOOSE ONE OF THE FOLLOWING:

GROUP #1:

GROUP #2:
- APBT 2101 Applied Bus. Tech. Field Experience/Internship I 3 135
- APBT 2102 Applied Bus. Tech. Field Experience/Internship II 3 135
- APBT 2104 Applied Bus. Tech. Field Experience/Internship IV 3 135

COMPLETION OF ONE OF THE FOLLOWING SPECIALIZATIONS

BUSINESS TECHNOLOGY SPECIALIZATION
- BUSN 1200 Machine Transcription 2 45
- BUSN 1240 Office Procedures 3 60
- BUSN 1400 Word Processing Applications 4 90
- BUSN 1440 Document Production 4 105
- XXXX XXXX Select ONE additional BUSN Course 2 0

AND ONE OF THE FOLLOWING:
- ACCT 1100 Financial Accounting I 4 75
- BUSN 2200 Office Accounting 4 75

MEDICAL ADMINISTRATIVE SPECIALIST
- BUSN 1440 Document Production 4 105
- MAST 1120 Human Diseases 3 60
- BUSN 2300 Medical Terminology 2 30
- BUSN 2310 Anatomy & Term for the Medical Admin. Assist. 3 45

AND ONE OF THE FOLLOWING:
- BUSN 2370 Medical Office Billing/Coding/Insurance 3 60
- BUSN 2375 Healthcare Coding 3 75

Credit Hours: 53
Business Management

DIPLOMA

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

Students are accepted into the Business Management diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 47 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Management diploma program should be able to supervise others, decide the daily priorities of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivation, determination, and sound business judgement.

OFFERED AT THE FOLLOWING CAMPUS

• North Campus (Sandersville)
• South Campus (Dublin)

SALARY POTENTIAL

• $20,800 - $24,960

PROGRAM COSTS

• Tuition & Fees: $4,820.00
• Books & Supplies: $2,300.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of program are prepared for professional positions within the business community, government agencies, health and educational fields. Instruction and practical application of learned skills provide a broad occupational background, which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this diploma transfer to a degree program?
Yes! However, higher levels of English, math, and psychology will need to be taken at the degree level.

ADVISORS

Belinda Fisher, Business Technology Instructor
478-274-7853 | bfisher@oftc.edu

Stan Lawson, Division Chair Business Services / Accounting Instructor
478-553-2122 | slawson@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES

| ENGL 1010 | Fundamentals of English I | 3 | 45 |

AND ONE OF THE FOLLOWING:

| EMPL 1000 | Interpersonal Relations & Prof Development | 2 | 30 |
| PSYC 1010 | Basic Psychology | 3 | 45 |

AND ONE OF THE FOLLOWING:

| MATH 1011 | Business Math | 3 | 45 |
| MATH 1012 | Foundations of Mathematics | 3 | 45 |

OCCUPATIONAL COURSES

| COLL 1060 | Introduction to College and Computers | 3 | 50 |
| MGMT 1100 | Principles of Management | 3 | 45 |
| MGMT 1105 | Organizational Behavior | 3 | 45 |
| MGMT 1115 | Leadership | 3 | 45 |
| MGMT 1120 | Introduction to Business | 3 | 45 |
| MGMT 1125 | Business Ethics | 3 | 45 |
| MGMT 2115 | Human Resource Management | 3 | 45 |
| MGMT 2125 | Performance Management | 3 | 45 |
| MGMT 2215 | Team Project | 3 | 45 |
| XXXX XXXX | Select guided Electives in area of concentration | 6 | 0 |
AND ONE OF THE FOLLOWING:

- **ACCT 1100 Financial Accounting I** 4 75
- **MGMT 1135 Managerial Accounting and Finance** 3 45

AND ONE OF THE FOLLOWING:

- **MGMT 1110 Employment Rules & Regulations** 3 45
- **MKTG 1130 Business Regulations and Compliance** 3 45

*Credit Hours: 47*
Business Technology

DIPLOMA

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

Graduates of the program receive a Business Technology diploma with a specialty in Business Administrative Assistant or Medical Administrative Assistant.

Students are accepted into the Business Technology diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 50 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Business Technology diploma program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $20,800 - $24,960

PROGRAM COSTS

- Tuition & Fees: $4,820.00
- Books & Supplies: $1,265.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Business Administrative Technology diploma program are prepared for employment as a data entry clerk or an administrative assistant. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Is this diploma embedded in a degree program?
Many of these courses are in the Business Technology degree program.

ADVISORS

Lynn Dixon, Business Technology Instructor
478-274-7932 | ldixon@oftc.edu

Beth Duggins, Business Technology Instructor
478-296-6114  |  bduggins@oftc.edu

Angela Yarbrough, Business Technology Instructor
478-240-5163  |  ayarbrough@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
ENGL 1010  Fundamentals of English I 3 45

AND ONE OF THE FOLLOWING:
EMPL 1000  Interpersonal Relations & Prof Development 2 30
PSYC 1010  Basic Psychology 3 45

AND ONE OF THE FOLLOWING:
MATH 1011  Business Math 3 45
MATH 1012  Foundations of Mathematics 3 45

OCCUPATIONAL COURSES
BUSN 1400  Word Processing Applications 4 90
BUSN 1440  Document Production  4  105  
BUSN 2190  Business Document Proofreading and Editing  3  60  
COLL 1060  Introduction to College and Computers  3  50  

**AND ONE OF THE FOLLOWING:**  
ACCT 1100  Financial Accounting I  4  75  
BUSN 2200  Office Accounting  4  75  

**COMPLETION OF ONE OF THE FOLLOWING SPECIALIZATIONS**  

**BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION**  
BUSN 1190  Digital Technologies in Business  2  45  
BUSN 1240  Office Procedures  3  60  
BUSN 1410  Spreadsheet Concepts and Applications  4  90  
BUSN 1430  Desktop Publishing and Presentation Applications  4  90  
BUSN 2160  Electronic Mail Applications  2  45  
BUSN 2210  Applied Office Procedures  3  75  
XXXX XXXX  Specific Occupational Guided Elective - 6 Hours  6  0  

**MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION**  
MAST 1120  Human Diseases  3  60  
BUSN 2340  Healthcare Administrative Procedures  4  90  
XXXX XXXX  Specific Occupational Guided Electives - 9 Hours  9  0  

**AND ONE OF THE FOLLOWING:**  
BUSN 2370  Medical Office Billing/Coding/Insurance  3  60  
BUSN 2375  Healthcare Coding  3  75  

**AND ONE OF THE FOLLOWING:**  
ALHS 1010  Introduction to Anatomy and Physiology  4  60  
ALHS 1011  Structure and Function of the Human Body  5  75  
BUSN 2310  Anatomy & Term for the Medical Admin. Assist.  3  45  

**AND ONE OF THE FOLLOWING:**  
ALHS 1090  Medical Terminology for Allied Health Sciences  2  30  
BUSN 2300  Medical Terminology  2  30  

*Credit Hours: 50*
Administrative Support Assistant

TECHNICAL CERTIFICATE OF CREDIT
The Administrative Support Assistant Technical Certificate of Credit program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Students may enter the Administrative Support Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Administrative Support Assistant certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSSES/
DELIVERY MODE
• North Campus (Sandersville)
• South Campus (Dublin)
• Online (Distance Education)

SALARY POTENTIAL
• $16,640 - $20,800

PROGRAM COSTS
• Tuition & Fees: $2,410.00
• Books & Supplies: $600.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Administrative Support Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They schedule meetings and appointments; organize and maintain paper and electronic files; conduct research; and disseminate information by using the telephone, mail services, Web Sites and e-mail. They may also handle travel and guest arrangements.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Is the certificate embedded in a diploma or degree program?
Yes! You can move towards the Business Technology Diploma or the Business Technology Associate of Applied Science Degree.

ADVISORS
Lynn Dixon, Business Technology Instructor
478-274-7932 | ldixon@oftc.edu

Beth Duggins, Business Technology Instructor
478-296-6114 | bduggins@oftc.edu

Angela Yarbrough, Business Technology Instructor
478-240-5163 | ayarbrough@oftc.edu

CURRICULUM

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<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
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<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
<td>105</td>
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<tr>
<td>XXXX XXXX</td>
<td>Specific Occupational Guided Elective - 6 Hours</td>
<td>6</td>
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</table>

Credit Hours: 20
Certified Customer Service Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Certified Customer Service Specialist (CCSS) program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

Students are accepted into the Certified Customer Service certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 11 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Customer Service Specialist certificate program must be able to work with people and have dynamic interpersonal and technical skills.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL

- $16,640 – $20,800

PROGRAM COSTS

- Tuition & Fees: $1,205.00
- Books & Supplies: $400.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment in the service industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Jacqueline Copenny, Division Chair / Business Services Instructor
478-274-7855 | jcopenny@oftc.edu

Stan Lawson, Division Chair Business Services / Accounting Instructor
478-553-2122 | slawson@oftc.edu

CURRICULUM

<table>
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<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>MKTG 1161 Service Industry Business Environment</td>
<td>2</td>
<td>30</td>
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<tr>
<td>MKTG 1162 Customer Contact Skills</td>
<td>4</td>
<td>75</td>
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<tr>
<td>MKTG 1163 Computer Skills for Customer Service</td>
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<td>45</td>
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<tr>
<td>MKTG 1164 Business Skills for the Customer</td>
<td>2</td>
<td>30</td>
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<tr>
<td>MKTG 1165 Personal Effectiveness in Customer Service</td>
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</table>

Credit Hours: 11
Medical Billing Clerk

TECHNICAL CERTIFICATE OF CREDIT

The Medical Billing Clerk certificate program provides instruction in medical insurance and medical billing for reimbursement purposes.

Students may enter the Medical Billing Clerk certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Billing Clerk certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)
• Online

SALARY POTENTIAL

$16,640 – $20,800

PROGRAM COSTS

• Tuition & Fees: $2,410.00
• Books & Supplies: $600.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Medical Billing Clerks are responsible for compiling and maintaining records of charges for goods and services rendered at any health care facility. Some duties may include patient billing, reimbursement, handling follow-up questions from patients, and records management. Medical Billing Clerks must be extremely organized and detail oriented.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

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478-274-7932 | ldixon@oftc.edu

Beth Duggins, Business Technology Instructor
478-296-6114 | bduggins@oftc.edu

Angela Yarbrough, Business Technology Instructor
478-240-5163 | ayarbrough@oftc.edu

CURRICULUM

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<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
<td>105</td>
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AND ONE OF THE FOLLOWING:

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<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSN 2370</td>
<td>Medical Office Billing/Coding/Insurance</td>
<td>3</td>
<td>60</td>
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<tr>
<td>BUSN 2375</td>
<td>Healthcare Coding</td>
<td>3</td>
<td>75</td>
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<tr>
<td>XXXX XXXX</td>
<td>Elective - 3 Hours</td>
<td>3</td>
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<tr>
<td>XXXX XXXX</td>
<td>Occupational Related Elective - 2 Credit Hours</td>
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<tbody>
<tr>
<td>ALHS 1010</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>60</td>
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<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
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<tr>
<td>BUSN 2310</td>
<td>Anatomy &amp; Term for the Medical Admin. Assist.</td>
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<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
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<tr>
<td>BUSN 2300</td>
<td>Medical Terminology</td>
<td>2</td>
<td>30</td>
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</table>

Credit Hours: 20
Medical Front Office Assistant

TECHNICAL CERTIFICATE OF CREDIT

The Medical Front Office Assistant certificate program is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician’s office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

Students may enter the Medical Front Office Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 22 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Front Office Assistant certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online

SALARY POTENTIAL

- $16,640 – $20,800

PROGRAM COSTS

- Tuition & Fees: $2,410.00
- Books & Supplies: $600.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Receptionists and assistants are charged with a responsibility that may affect the success of an organization-making a good first impression. Persons in these positions answer telephones, route and screen calls, greet visitors/patients, respond to inquiries from the public, and provide information about the organization. In a medical office environment, receptionists and assistants may be responsible for gathering patient information and directing them to waiting rooms.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Lynn Dixon, Business Technology Instructor
478-274-7932 | ldixon@oftc.edu

Beth Duggins, Business Technology Instructor
478-296-6114 | bduggins@oftc.edu

Angela Yarbrough, Business Technology Instructor
478-240-5163 | ayarbrough@oftc.edu

CURRICULUM

| ENGL 1010 | Fundamentals of English I | 3 | 45 |

OCCUPATIONAL COURSES

| COLL 1060 | Introduction to College and Computers | 3 | 50 |
| BUSN 1440 | Document Production | 4 | 105 |
| BUSN 2340 | Healthcare Administrative Procedures | 4 | 90 |
| XXXX XXXX | Specific Occupational Guided Elective - 6 Hours | 6 | 0 |

AND ONE OF THE FOLLOWING:

| ALHS 1090 | Medical Terminology for Allied Health Sciences | 2 | 30 |
| BUSN 2300 | Medical Terminology | 2 | 30 |

Credit Hours: 22
Small Business Management Specialist

TECHNICAL CERTIFICATE OF CREDIT
The Small Business Management Specialist Certificate prepares individuals to manage and direct day-to-day functions of a variety of small businesses. Learning opportunities will introduce, develop and reinforce students’ knowledge, skills and attitudes required for job acquisition, retention and success in small business management. Graduates will receive a Small Business Management Specialist TCC.

Students may enter the Small Business Management certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 19 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Small Business Management Specialist certificate program should be able to supervise others, decide the daily priorities of the business or office, delegate projects, and coordinate teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, able to digest large amounts of data quickly, and the skill to evaluate complex relationships among numerous factors. Additionally, managers exhibit personal qualities such as leadership, flexibility, self-confidence, motivations, determination, and sound business judgement.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL
- $16,640 – $20,800

PROGRAM COSTS
- Tuition & Fees: $2,410.00
- Books & Supplies: $600.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Small Business Management certificate program will develop the skill set of the owner and/or manager of a small business in order to organize resources that maximize the potential for meeting business and personal goals. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS
Belinda Fisher, Business Technology Instructor
478-274-7853 | bfisher@oftc.edu

Stan Lawson, Division Chair Business Services / Accounting Instructor
478-553-2122 | slawson@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
</tr>
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<tr>
<td>ACCT 1100 Financial Accounting I</td>
<td>4</td>
<td>75</td>
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<tr>
<td>MGMT 2140 Retail Management</td>
<td>3</td>
<td>45</td>
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<tr>
<td>COLL 1060 Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>MGMT 2125 Performance Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MGMT 2150 Small Business Management</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
</table>

AND ONE OF THE FOLLOWING:
- MGMT 1110 Employment Rules & Regulations
- MKTG 1130 Business Regulations and Compliance
- MGMT 2120 Labor Management Relations

Credit Hours: 19
Commercial Truck Driving

OFTC’s Commercial Truck Driving certificate programs provides basic training in the principles and skills of commercial truck operations. These programs are based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

Programs by Type of Award

TECHNICAL CERTIFICATES OF CREDIT

- Commercial Truck Driving
Commercial Truck Driving

TECHNICAL CERTIFICATE OF CREDIT
The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. This program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

The program emphasizes specialized training in the fundamentals of CTD, basic CTD operation, and advanced CTD operation.

Students are accepted into the Commercial Truck Driving program any semester. The Commercial Truck Driving program is an 10-week program so students can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS
Individuals wanting to enroll in the Commercial Truck Driving certificate program must be punctual, patient, safety minded, ability to manage stress and fatigue, cooperative with others, and have good organizational skills. They should also have a strong work ethic, be responsible, and trustworthy. Individuals must also be willing to be away from home often.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
• South Campus (Dublin)
• Jefferson County Center
• Transportation Center
• Hancock County Center

SALARY POTENTIAL
• $38,000 - $70,000

PROGRAM COSTS
• Tuition, Fees & Fuel Surcharge: $1,650.50
• Tuition Covered by HOPE: $1,585.00
• Total Tuition & Fees to be paid by student or other funding sources: $65.50
• Books & Supplies: $100.00

Financial aid and payment plan opportunities are available. Speak with an Admissions Specialist at (478) 553-2064 in Sandersville or (478) 274-7842 in Dublin for more information.

Talk with a WIA representative in your region to see if you qualify for additional financial assistance. Find your local WIOA office.

ADDITIONAL FEES
• 7-Year Motor Vehicle Report (MVR) from Georgia Department of Driver Services: $8.00
• DOT Physical Exam: $50.00 - $200.00
• DOT Drug Screen: $46.50

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Commercial Truck Driving certificate program can find employment in local and over-the-road commercial truck driving positions. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 18 years of age; (18-20 year olds may operate a commercial truck only in Georgia and may have limited employment opportunities)
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADDITIONAL ADMISSION REQUIREMENTS:
The Commercial Truck Driving program prefers applicants to be 21 years of age or older. Students aged 18-20 years old may operate a commercial truck only in the state of Georgia and, therefore, may have limited employment opportunities. All students are admitted to the program on a first-applied,
first-qualified basis. REGISTRATION FOR THE CTD PROGRAMS IS OPEN 30 DAYS PRIOR TO THE FIRST DAY OF CLASS.

In order to be officially accepted into the CTD Program at Oconee Fall Line Technical College, students must complete the following step:

- Complete all Oconee Fall Line Technical College admission procedures.
- Students under 21 must complete an acknowledgement form stating that they understand the restrictions on employment and training opportunities in the trucking industry.
- After obtaining acceptable scores on the placement test or completing necessary development courses, students must obtain a 7-year Motor Vehicle Report (MVR) from the Georgia Department of Driver Services.
- Applicants must have a valid Georgia driver’s license and have no more than 8 points (or 5 points in one year) or 4 moving violations on the Georgia Violator Scale. Furthermore, applicants can have no more than one DUI, Controlled Substance Conviction, or Open Container, and none in the past 5 years. After the MVR is approved, the following conditions must be met:
  - Applicants must successfully pass the NIDA 5 drug screen.
  - Applicants must pass the Department of Transportation (DOT) physical examination.
    - All providers of DOT physicals for commercial drivers must be listed on the National Registry of Certified Medical Examiners. The provider must note their registration number on the physical card that the driver retains. Approved providers for your area can be found at the National Registry of Certified Medical Examiners (https://nationalregistry.fmcsa.dot.gov/NRPUBLICUI/home.seam).
    - Commercial Truck Driving Disqualifying Events
    - Commercial Truck Driving Testing Procedures

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Students can now take CTDL 1010 online.

ADVISORS

Gerald Burten, Transportation Instructor
478-553-2396 | gburten@oftc.edu

Kristie West, Transportation Instructor
(478)625-1925 | kwest@oftc.edu
OFTC’s Computer Information Systems (CIS) programs are a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Technology can benefit any number of areas in nearly any setting, so OFTC’s CIS programs focus on its students’ understanding of practical applications of technology in a variety of areas.

Programs by Type of Award

**ASSOCIATE OF APPLIED SCIENCE DEGREES**
- Computer Support Specialist
- Networking Specialist

**DIPLOMAS**
- Computer Support Specialist
- Networking Specialist

**TECHNICAL CERTIFICATES OF CREDIT**
- CompTIA A+ Certified Technician Preparation
- Microsoft Excel Application Specialist
- Microsoft Network Administrator
- Microsoft Word Application Specialist
Computer Support Specialist

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Computer Information Systems - Computer Support Specialist associate 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 or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.

Students may enter the Computer Support Specialist degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 62 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Computer Support Specialist degree program must show initiative; be willing to continue education as technology advances; be interested in computer application software, hardware design, and computer development and programming; be organized; have the ability to multi-task; and possess a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $46,000 - $56,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,780.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Support Specialist degree program are prepared to perform many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer hardware design, computer development and programming, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College's transfer policy.

FREQUENTLY ASKED QUESTIONS

Will you accept transfer credit from other technical colleges?
Courses transfer with ease from other technical colleges in Georgia.

ADVISORS

Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

CURRICULUM

CREDIT CONTACT

| AREA I - LANGUAGE ARTS/COMMUNICATIONS |  
| SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED |  
| ENGL 1101 Composition and Rhetoric | 3 | 45 |

| AREA II - SOCIAL/BEHAVIORAL SCIENCES |  
| PSYC 1101 Introductory Psychology | 3 | 45 |

| AREA III - NATURAL SCIENCES/MATHEMATICS |  
| CHOOSE ONE OF THE FOLLOWING: |  
| MATH 1101 Mathematical Modeling | 3 | 45 |
| MATH 1103 Quantitative Skills and Reasoning | 3 | 45 |
| MATH 1111 College Algebra | 3 | 45 |

| AREA IV - HUMANITIES/FINE ARTS |  
| ENGL 2130 American Literature | 3 | 45 |
PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3 45</td>
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<tr>
<td>HIST 2111</td>
<td>U.S. History I</td>
<td>3 45</td>
</tr>
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<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3 45</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3 45</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3 45</td>
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OCCUPATIONAL COURSES

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<td>Introduction to College and Computers</td>
<td>3 50</td>
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<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4 90</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4 105</td>
</tr>
<tr>
<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
<td>3 60</td>
</tr>
<tr>
<td>CIST 2921</td>
<td>IT Analysis, Design, and Project Management</td>
<td>4 105</td>
</tr>
<tr>
<td>CIST 1305</td>
<td>Program Design and Development</td>
<td>3 60</td>
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</table>

AND ONE OF THE FOLLOWING INTRODUCTORY NETWORKING CLASSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
<td>4 90</td>
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<tr>
<td>CIST 2451</td>
<td>Cisco Network Fundamentals</td>
<td>4 90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX XXXX</td>
<td>Computer Operating Systems Course</td>
<td>3 0</td>
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<tr>
<td>XXXX XXXX</td>
<td>CIS Database Elective</td>
<td>4 0</td>
</tr>
<tr>
<td>XXXX XXXX</td>
<td>CIS Guided Office Productivity Course</td>
<td>3 0</td>
</tr>
<tr>
<td>XXXX XXXX</td>
<td>CIS Elective - 12 Hours</td>
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</table>

**Credit Hours: 62**
Networking Specialist

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Networking Specialist associate 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 or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Graduates are qualified for employment as networking specialists.

Students may enter the Networking Specialist degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 66 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Networking Specialist degree program must show initiative; be willing to continue education as technology advances; be interested in operating systems and applications, networking theory and solutions, configuring, and troubleshooting; be organized; have the ability to multi-task; and possess a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $30,000 - $60,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $2,300.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Networking Specialist degree program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, system design and analysis, security, troubleshooting, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment.:

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

Will you accept transfer credit from other technical colleges?
Courses transfer with ease from other technical colleges in Georgia.

ADVISORS

Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)

| ENGL 1101 | Composition and Rhetoric | 3 | 45 |

AREA II - SOCIAL/BEHAVIORAL SCIENCES

| PSYC 1101 | Introductory Psychology | 3 | 45 |

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:

| MATH 1101 | Mathematical Modeling | 3 | 45 |
| MATH 1103 | Quantitative Skills and Reasoning | 3 | 45 |
| MATH 1111 | College Algebra | 3 | 45 |

AREA IV - HUMANITIES/FINE ARTS

| ENGL 2130 | American Literature | 3 | 45 |

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS
To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

- ENGL 1102 Literature and Composition 3 45
- HIST 2111 U.S. History I 3 45
- HIST 2112 U.S. History II 3 45
- POLS 1101 American Government 3 45
- SOCI 1101 Introduction to Sociology 3 45

**OCCUPATIONAL COURSES**

- CIST 1001 Computer Concepts 4 90
- CIST 1122 Hardware Installation and Maintenance 4 105

**CHOOSE ONE OF THE FOLLOWING INTRODUCTORY NETWORKING COURSES:**

- CIST 1401 Computer Networking Fundamentals 4 90
- CIST 2451 Cisco Network Fundamentals 4 90

- COLL 1060 Introduction to College and Computers 3 50

- XXXX XXXX Guided Elective - 14 Credit Hours 14

- XXXX XXXX CIS Operating Systems Course 3 0
- XXXX XXXX CIS Security Course 3 0

**MICROSOFT SPECIALIZATION**

- CIST 2411 Microsoft Client 4 90
- CIST 2412 Microsoft Server Directory Services 4 90
- CIST 2413 Microsoft Server Infrastructure 4 90
- XXXX XXXX MS Elective 4 0

*Credit Hours: 66*
Computer Support Specialist

**DIPLOMA**
The Computer Support Specialist 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 technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as a computer support specialist.

Students may enter the Computer Support Specialist diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**
Individuals wanting to enroll in the Computer Support Specialist degree program must show initiative; be willing to continue education as technology advances; be interested in computer application software, hardware design, and computer development and programming; be organized; have the ability to multi-task; and possess a strong work ethic.

**OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE**
- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

**SALARY POTENTIAL**
- $45,000 - $55,000

**PROGRAM COSTS**
- Tuition & Fees: $4,820.00
- Books & Supplies: $1,785.00

(Costs are estimated and are subject to change.)

**EMPLOYMENT OPPORTUNITIES**
Graduates of the Computer Support Specialist diploma program are prepared to perform many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, computer hardware design, computer development and programming, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

**ADMISSION REQUIREMENTS**
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**
Will this diploma transfer to a degree program? YES!! However, higher levels of English, math and psychology will need to be taken at the degree level.

**ADVISORS**
Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

**CURRICULUM**

<table>
<thead>
<tr>
<th>BASIC SKILLS COURSES</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tr>
<td>EMPL 1000 Interpersonal Relations &amp; Prof Development</td>
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<tr>
<td>ENGL 1010 Fundamentals of English I</td>
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<td>MATH 1012 Foundations of Mathematics</td>
<td>3</td>
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<th>OCCUPATIONAL COURSES</th>
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<th>CONTACT HOURS</th>
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<tr>
<td>COLL 1060 Introduction to College and Computers</td>
<td>3</td>
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<tr>
<td>CIST 1001 Computer Concepts</td>
<td>4</td>
<td>90</td>
</tr>
<tr>
<td>CIST 1122 Hardware Installation and Maintenance</td>
<td>4</td>
<td>105</td>
</tr>
<tr>
<td>CIST 1305 Program Design and Development</td>
<td>3</td>
<td>60</td>
</tr>
</tbody>
</table>

AND ONE OF THE FOLLOWING INTRODUCTORY-LEVEL NETWORKING CLASSES:

| CIST 1401 Computer Networking Fundamentals | 4 | 90 |
| CIST 2451 Cisco Network Fundamentals | 4 | 90 |

| CIST 1601 Information Security Fundamentals | 3 | 60 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 | 105 |
| XXXX XXXX CIS Database Elective | 4 | 0 |
| XXXX XXXX CIS Elective - 12 Hours | 12 |
| XXXX XXXX CIS Guided Office Productivity Course | 3 | 0 |
| XXXX XXXX CIS Operating Systems Course | 3 | 0 |

Credit Hours: 55
Networking Specialist

**DIPLOMA**

The Networking Specialist 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 or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, system design and analysis, security, troubleshooting, and computer networking. Program graduates are qualified for employment as networking specialists.

Students may enter the Networking Specialist diploma program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Networking Specialist diploma program must show initiative; be willing to continue education as technology advances; be interested in operating systems and applications, networking theory and solutions, configuring, and troubleshooting; be organized; have the ability to multi-task; and possess a strong work ethic.

**OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE**

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

**SALARY POTENTIAL**

- $30,000 - $50,000

**PROGRAM COSTS**

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,900.00

(Contacts are estimated and are subject to change.)

**HOPE CAREER GRANT**

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Computer Information Systems-Networking Specialist diploma program are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, computer networking, system design and analysis, security, troubleshooting, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**

**How many courses can I take online?**
10 of the courses required for this diploma can be taken online with more possibly coming.

**ADVISORS**

Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

**CURRICULUM**

<table>
<thead>
<tr>
<th>BASIC SKILLS COURSES</th>
<th>CREDIT CONTACT</th>
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**OCCUPATIONAL COURSES**

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**MICROSOFT SPECIALIZATION**

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**Credit Hours:** 54
CompTIA A+ Certified Technician Preparation

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

Students may enter the CompTIA A+ Certified Technician Preparation program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the CompTIA A+ Certified Technician Preparation certificate program must be able to work in an office setting, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, troubleshoot, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL
- $20,000 - $40,000

PROGRAM COSTS
- Tuition & Fees: $1,205.00
- Books & Supplies: $794.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for performing many different types of jobs. Graduates can find employment in the areas of computer hardware and software sales, installation and repair, and software and technical support. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Yes!! Many of the courses in the CompTIA A+ Certified Technician Preparation certificate are offered online.

ADVISORS
Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
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<td>XXXX XXXX</td>
<td>CIS Elective</td>
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Credit Hours: 18
Microsoft Excel Application Specialist

TECHNICAL CERTIFICATE OF CREDIT
The Microsoft Excel Application Specialist technical certificate of credit program provides students with the knowledge and skills to perform intermediate and advanced Microsoft Excel. Students are prepared with the skills necessary to obtain the expert user certification.

Students may enter the Microsoft Excel Application Specialist certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Microsoft Excel Application Specialist certificate program must show initiative, be willing to continue education as technology advances, be interested in computer application software, be organized, have the ability to multi-task, possess a strong work ethic, and have a desire to work in an office setting.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Online (Distance Education)

SALARY POTENTIAL
- $25,000 - $40,000

PROGRAM COSTS
- Tuition & Fees: $1,205.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Microsoft Excel Application Specialist certificate program are prepared for entry-level employment in the data entry/spreadsheet field. Skills include, setting up and preparing reports, letters, mailing labels and other text materials. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
YES! Most courses in the program are available online during the academic year.

ADVISORS
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478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

CURRICULUM

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<td>CIST 2128 Comprehensive Spreadsheet Techniques</td>
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<td>XXXX XXXX Computer Information System Elective</td>
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Credit Hours: 9
Microsoft Network Administrator

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

Students may enter the Microsoft Network Administrator certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Microsoft Network Administrator certificate program must show initiative, be willing to continue education as technology advances, be interested in computer networking, be organized, have the ability to multi-task, possess a strong work ethic, and have a desire to work in an office setting.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL
- $28,000 - $47,000

PROGRAM COSTS
- Tuition & Fees: $1,830.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Microsoft Network Administrator certificate program are prepared for entry-level computer networking positions. As a computer service technician you would design, install, maintain and repair computer systems and equipment. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer to a diploma? Yes! All courses in this certificate transfer into both Networking Specialist, Microsoft Specialization Diploma and Associate of Applied Science Degree programs.

ADVISORS
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478-553-2078 | llayfield@oftc.edu

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CURRICULUM

<table>
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<td>CIST 2413 Microsoft Server Infrastructure</td>
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AND ONE OF THE FOLLOWING:
- CIST 2414 Microsoft Server Administrator 4 90
- CIST 2420 Microsoft Exchange Server 4 90

Credit Hours: 16
Microsoft Word Application Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Microsoft Word Application Specialist technical certificate program provides students with the knowledge and skills to perform word processing, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

Students are accepted in the Microsoft Word Application certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Microsoft Word Application Specialist certificate program must be able to work in a business setting, type and produce business documents, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL

- $25,000 - $35,000

PROGRAM COSTS

- Tuition & Fees: $950.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Microsoft Word Application Specialist certificate program are prepared for entry-level employment in a data entry/word processing field. Skills include setting up and preparing reports, letters, mailing labels, and other text materials. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;

- Be at least 16 years of age;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
YES! Most courses in the program are available online during the academic year.

ADVISORS

Laura Layfield, Computer Info Systems Instructor
478-553-2078 | llayfield@oftc.edu

Brandon McNeal, Computer Info Systems Instructor
478-274-7774 | bmcneal@oftc.edu

CURRICULUM

OCcupational Courses

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<td>Comprehensive Word Processing Techniques</td>
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Credit Hours: 9
OFTC’s Cosmetology program prepares students for careers related to skin, hair, and nails. This program emphasizes the theory and practical aspects of operating an efficient and effective beauty salon. Upon graduation students are eligible to sit for State of Georgia cosmetology licensure.

Programs by Type of Award

**DIPLOMAS**

- Cosmetology

**TECHNICAL CERTIFICATES OF CREDIT**

- Shampoo Technician
Cosmetology

DIPLOMA

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Upon successful completion of the cosmetology program, a licensure examination is required by the State of Georgia. The test is both a practical evaluation requiring a minimum of 70% accuracy and a written evaluation, which also requires a minimum of 70%.

After obtaining a passing score on both the written and practical examination, a candidate must submit an application for licensure to the Georgia State Board of Cosmetology with the appropriate fee. Passing the written and practical exam does not guarantee licensure. All criminal convictions and any board sanctions must be reviewed by the Board as a consideration for licensure.

Students are accepted into the Cosmetology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 55 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cosmetology diploma program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)

SALARY POTENTIAL

• $17,000 - $20,000

PROGRAM COSTS

- Tuition & Fees: $3,615.00
- Books & Supplies: $1,645.00
- Liability Insurance*: $11.00

*Ccharged upon program entry and annually at beginning of calendar year

(Comes are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Upon passing the State of Georgia licensure exam, graduates may choose from a variety of career options: hair stylist, nail technician, skin care specialist/esthetician, manufacturer representative, hair colorist, salon owner, salon chain owner, salon manager, or retail specialist. Cosmetology offers limitless opportunities in a rapidly growing industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

Students must complete the entire OFTC diploma program in order for faculty to sign and approve State of Georgia board licensure application papers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

DO I HAVE TO TAKE INSTRUCTION ON NAILS AND SKIN CARE IF I’M ONLY INTERESTED IN HAIR?

Yes. A graduate must meet all requirements set by The State Board of Cosmetology before taking the licensure exam; which includes nail and skin care expertise.

ADVISORS

Lisa Jones, Cosmetology Instructor
478-274-7844 | ljones@oftc.edu
<table>
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<th>Course</th>
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<td>COLL 1060</td>
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Credit Hours: 55
Shampoo Technician

TECHNICAL CERTIFICATE OF CREDIT

The Shampoo Technician certificate program introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon receptionist, or salon technician.

Students are accepted into the Shampoo Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Shampoo Technician certificate program must be motivated, personable, creative, and able to work independently. Appearance, punctuality, and professional attitude are only a few of the personal traits required to be successful in this profession.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)

SALARY POTENTIAL

• $12,000 - $15,000

PROGRAM COSTS

• Tuition & Fees: $1,120.00
• Books & Supplies: $960.00
• Malpractice Insurance: $11.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Shampoo Technician certificate program are prepared for employment as a receptionist, cosmetology salesperson or shampoo assistant position in a salon. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this certificate transfer to the diploma program? Yes! All courses in this program are embedded within the Cosmetology Diploma.

ADVISORS

Lisa Jones, Cosmetology Instructor
478-274-7844 | ljones@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
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<th>Course Code</th>
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<td>COSM 1020</td>
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<td>Salon Management</td>
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Credit Hours: 12
OFTC's Criminal Justice Technology programs are a sequence of courses that prepare students for Criminal Justice professions with a foundation for careers in law enforcement, peacekeeping and security. These programs emphasize a combination of Criminal Justice theory and practical application, and graduates will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Additionally, graduates who are current practitioners can enhance their career potential through completion of the program.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES
  • Criminal Justice Technology

DIPLOMAS
  • Criminal Justice Technology

TECHNICAL CERTIFICATES OF CREDIT
  • Criminal Justice Technician
Criminal Justice Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Criminal Justice associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Students desiring to be employed in the public protection sector upon graduation must meet the requirements established by Georgia Code 35-8-8.

Students who intend to become certified Peace Officers or Corrections Officers in the State of Georgia should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant, "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in a federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require that a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center and a National Crime Information Center printout. Qualifications for peace officer/corrections officer may be found at the P.O.S.T. web site.

Students can enter the Criminal Justice Technology degree program any semester. A full-time student can complete this program in 6 semesters. To graduate, a student must earn a minimum of 60 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice degree program must be able to deal with a wide array of situations with a level head.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $25,000 - $40,000

PROGRAM COSTS

- Tuition & Fees: $7,230.00
- Books & Supplies: $2,035.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Criminal Justice Technology degree program are prepared for positions in law enforcement, corrections or security such as: Community Police Officer, Detention Officer, EMS Coordinator, Police Officer, Sheriff, Deputy Sheriff, Dispatcher, Jailer, Private Probation Officer, Game Warden and Records Manager. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

A criminal background investigation with a satisfactory determination is required of all persons working in the criminal justice field.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College's transfer policy.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Criminal Justice Diploma and Criminal Justice AAS Degree?
The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS

Kevin Corbin, Department Chair/Criminal Justice Instructor
478-296-6197 | kcorbin@oftc.edu
CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)
ENGL 1101 Composition and Rhetoric 3 45

AREA II - SOCIAL/BEHAVIORAL SCIENCES
PSYC 1101 Introductory Psychology 3 45

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:

- MATH 1101 Mathematical Modeling 3 45
- MATH 1103 Quantitative Skills and Reasoning 3 45
- MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130 American Literature 3 45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS
To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

- ENGL1102 Literature and Composition 3 45
- HIST 2111 U.S. History I 3 45
- HIST 2112 U.S. History II 3 45
- POLS 1101 American Government 3 45
- SOCI 1101 Introduction to Sociology 3 45

OCCUPATIONAL COURSES

- COLL 1060 Introduction to College and Computers 3 50
- CRJU 1010 Introduction to Criminal Justice 3 45
- CRJU 1030 Corrections 3 45
- CRJU 1040 Principles of Law Enforcement 3 45
- CRJU 1068 Criminal Law for Criminal Justice 3 45
- CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice 3 45
- CRJU 2020 Constitutional Law for Criminal Justice 3 45
- CRJU 2050 Criminal Procedure 3 45
- CRJU 2070 Juvenile Justice 3 45
- XXXX XXXX Occupational Electives - 15 Hours 15 0

AND ONE OF THE FOLLOWING:

- CRJU 2090 Criminal Justice Practicum 3 135
- CRJU 2100 Criminal Justice Externship 3 135

Credit Hours: 60
Criminal Justice Technology

DIPLOMA

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

Students desiring to be employed in the public protection sector upon graduation must meet the requirements established by Georgia Code 35-8-8.

Students can enter the Criminal Justice Technology diploma program any semester. A full-time student can complete this program in 5 semesters. To graduate, a student must earn a minimum of 48 semester credit hours.

NOTICE: Students who intend to become certified Peace Officers or Corrections Officers in the State of Georgia should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant, "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver’s History, a Georgia Crime Information Center and a National Crime Information Center printout. Qualifications for peace officer/corrections officer may be found at the P.O.S.T. web site.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice diploma program must be able to deal with a wide array of situations with a level head.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $18,000 - $40,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,610.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

The diploma program prepares students for positions in law enforcement, corrections or security such as: Community Police Officer, Detention Officer, EMS Coordinator, Police Officer, Sheriff, Deputy Sheriff, Dispatcher, Jailer, or Records Manager.

A criminal background investigation with a satisfactory determination is required of all persons working in the criminal justice field.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this diploma transfer to a degree program?

Yes! However, higher levels of English, math, and psychology will need to be taken at the degree level.

ADVISORS

Kevin Corbin, Department Chair/Criminal Justice Instructor
478-296-6197 | kcorbin@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
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<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
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<td>PSYC 1010</td>
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<td>COLL 1060</td>
<td>Introduction to College and</td>
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Computers 3 50
CRJU 1010 Introduction to Criminal Justice 3 45
CRJU 1030 Corrections 3 45
CRJU 1040 Principles of Law Enforcement 3 45
CRJU 1068 Criminal Law for Criminal Justice 3 45
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice 3 45
CRJU 2020 Constitutional Law for Criminal Justice 3 45
CRJU 2050 Criminal Procedure 3 45
CRJU 2070 Juvenile Justice 3 45
XXXX XXXX Elective - 9 Hours 9 0

AND ONE OF THE FOLLOWING:
   CRJU 2090 Criminal Justice Practicum 3 135
   CRJU 2100 Criminal Justice Externship 3 135

Credit Hours: 48
Criminal Justice Technician

TECHNICAL CERTIFICATE OF CREDIT

The Criminal Justice Technician Technical Certificate program is a sequence of courses that prepares the student for entry-level employment opportunities with regional law enforcement and correctional facility employers. The program emphasizes the principles of law enforcement, constitutional law, and criminal/corrections procedures needed for entry-level criminal justice employment. The technical certificate of credit prepares students for a position in law enforcement, corrections, or security.

Students can enter the Criminal Justice Technician certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Criminal Justice Technician program must be able to deal with a wide array of situations with a level head.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $18,000 - $40,000

PROGRAM COSTS

- Tuition & Fees: $1,460.00
- Books & Supplies: $710.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level employment opportunities with regional law enforcement and correctional facility employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into both the Criminal Justice Technology Diploma and Criminal Justice Technology Associate of Applied Science Degree.

ADVISORS

Kevin Corbin, Department Chair/Criminal Justice Instructor
478-296-6197 | kcorbin@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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<tr>
<td>CRJU 1040</td>
<td>Principles of Law Enforcement</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>CRJU 2020</td>
<td>Constitutional Law for Criminal Justice</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>CRJU 2070</td>
<td>Juvenile Justice</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
</table>

Credit Hours: 15
Diesel equipment technicians work in a variety of different types of repair shops or in the field performing repairs on heavy trucks or diesel equipment and engines for customers. Repairs often involve the technician using a variety of tools and specialized equipment. In recent times computers diagnostic equipment is used in virtual all facets of the repair process. Diesel technicians are often paid an hourly wage and overtime hours are readily available. As a result, diesel technicians can make a higher annual wage than their hourly rate would indicate.

Programs by Type of Award

**DIPLOMAS**
- Diesel Equipment Technology

**TECHNICAL CERTIFICATES OF CREDIT**
- Diesel Electrical/Electronic Systems Technician
- Diesel Engine Service Technician
- Diesel Truck Maintenance Technician
- Heavy Diesel Service Technician
Diesel Equipment Technology

DIPLOMA

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students are accepted into the Diesel Equipment Technology program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 47 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Diesel Equipment Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $24,000 - $30,000

PROGRAM COSTS

- Tuition & Fees: $4,820.00
- Books & Supplies: $1,550.00

(Costs are estimated and are subject to change.)

ADDITIONAL FEES:

- ASE Student Certifications Exams: $30.00
  This fee will be assessed when a student registers for DIET 1000.

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

The Diesel Equipment Technology program is intended to prepare graduates for entry-level jobs in truck service and repair or heavy equipment service and repair.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/. 

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?
Currently, none of the Diesel Equipment Technology occupational courses are offered online. However, the basic skills courses are offered online.

ADVISORS

Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
EMPL 1000 Interpersonal Relations & Prof
Development 2 30
ENGL 1010 Fundamentals of English I 3 45
MATH 1012 Foundations of Mathematics 3 45

OCCUPATIONAL COURSES
COLL 1060 Introduction to College and Computers 3 50
DIET 1000 Introduction to Diesel Technology, Tools, and Safety 3 80
DIET 1020 Preventive Maintenance 5 121
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems 3 90

ELECTRICAL COURSE OPTIONS: 7 CREDIT HOURS REQUIRED
DIET 1010 Diesel Electrical and Electronic Systems 7 210
DIET 1011 Diesel Electrical and Electronic Systems I 4 115
DIET 1012 Diesel Electrical and Electronics Systems II 3 94

ENGINES COURSE OPTIONS: 6 CREDIT HOURS REQUIRED
DIET 1030 Diesel Engines 7 208
DIET 1031 Diesel Engine Repair 3 93
DIET 1032 Diesel Engine Support Systems 3 100

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

MEDIUM/HEAVY TRUCK SPECIALIZATION
DIET 2010 Truck Brake Systems 4 127
DIET 2000 Truck Steering and Suspension Systems 4 102
DIET 2020 Truck Drive Trains 4 100

HEAVY EQUIPMENT SPECIALIZATION
DIET 2001 Heavy Equipment Hydraulics 6 168
DIET 2011 Off Road Drivelines 6 163

EMERGENCY POWER GENERATION SPECIALIZATION
DIET 2002 Diesel Power Generation Basic Power Generation Fundamentals 6 183
DIET 2012 Diesel Power Generation Controls, Switching, and Auxiliary Systems 6 184

MARINE DIESEL ENGINE SYSTEMS SPECIALIZATION
DIET 2003 Marine Auxiliary Systems 6 157
DIET 2013 Marine Drive Systems 6 158

Credit Hours: 47
Diesel Electrical/Electronic Systems Technician

TECHNICAL CERTIFICATE OF CREDIT
The Diesel Electrical/Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

Students may enter the Diesel Electrical/Electronic Systems Technician program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Diesel Electrical/Electronic Systems Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $15,000 - $30,000

PROGRAM COSTS
- Tuition & Fees: $1,035.00
- Books & Supplies: $575.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for employment as a diesel electrical/electronics systems technician.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Is this certificate embedded in a diploma program? Yes! The courses in the Diesel Electrical/Electronic Systems Technician certificate program are in the Diesel Equipment Technology diploma program.

ADVISORS
Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
DIET 1000 Introduction to Diesel Technology, Tools, and Safety 3 80

DIESEL ELECTRICAL COURSE OPTIONS: 7 CREDIT HOURS REQUIRED
DIET 1010 Diesel Electrical and Electronic Systems 7 210
DIET 1011 Diesel Electrical and Electronic Systems I 4 115
DIET 1012 Diesel Electrical and Electronic Systems II 3 94

Credit Hours: 10
Diesel Engine Service Technician

TECHNICAL CERTIFICATE OF CREDIT
The Diesel Engine Service Technician certificate program provides the student with training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Diesel Engine Service Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 16 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Diesel Engine Service Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $18,000 - $22,000

PROGRAM COSTS
• Tuition & Fees: $2,410.00
• Books & Supplies: $800.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for employment as a diesel engine service technician.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the ASSET or COMPASS placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into the Diesel Equipment Technology Diploma program.

ADVISORS
Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
DIET 1000 Introduction to Diesel Technology, Tools, and Safety 3 80

DIESEL ELECTRICAL COURSE OPTIONS: 7 CREDIT HOURS REQUIRED
DIET 1010 Diesel Electrical and Electronic Systems 7 210
DIET 1011 Diesel Electrical and Electronic Systems I 4 115
DIET 1012 Diesel Electrical and Electronics Systems II 3 94

ENGINES COURSE OPTIONS: 6 CREDIT HOURS REQUIRED
DIET 1030 Diesel Engines 7 208
DIET 1031 Diesel Engine Repair 3 93
DIET 1032 Diesel Engine Support Systems 3 100

Credit Hours: 16
Diesel Truck Maintenance Technician

**TECHNICAL CERTIFICATE OF CREDIT**

The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Diesel Truck Maintenance Technician program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 23 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Diesel Truck Maintenance Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $18,000 - $23,000

**PROGRAM COSTS**

- Tuition & Fees: $2,410.00
- Books & Supplies: $660.00

(Costs are estimated and are subject to change.)

**EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for entry-level jobs in the truck maintenance field.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**

Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into the Diesel Equipment Technology, Medium/Heavy Truck Specialization diploma program.

**ADVISORS**

Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864 | bredfern@oftc.edu

**CURRICULUM**

**OCCUPATIONAL COURSES**

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<tr>
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<td>Introduction to Diesel Technology, Tools, and Safety</td>
<td>3 80</td>
</tr>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7 210</td>
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<tr>
<td>DIET 1011</td>
<td>Diesel Electrical and Electronic Systems I</td>
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<td>DIET 1012</td>
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<td>3 94</td>
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<tr>
<td>DIET 1020</td>
<td>Preventive Maintenance</td>
<td>5 121</td>
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<tr>
<td>DIET 2010</td>
<td>Truck Brake Systems</td>
<td>4 127</td>
</tr>
<tr>
<td>DIET 2020</td>
<td>Truck Drive Trains</td>
<td>4 100</td>
</tr>
</tbody>
</table>

**Credit Hours: 23**
Heavy Diesel Service Technician

TECHNICAL CERTIFICATE OF CREDIT

The Heavy Diesel Service Technician certificate program provides training in both theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, shop equipment, diesel engines and fuel systems, electrical and electronic systems, off road power trains, and heavy equipment hydraulics. Successful completion of this program will prepare the student for entering industry as an entry level diesel service technician.

Students who complete this program have participated in a training program that was certified by the National Institute for Automotive Service Excellence.

Students may enter the Heavy Diesel Service Technician program any semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 31 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Heavy Diesel Service Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $20,000 – $30,000

PROGRAM COSTS

- Tuition & Fees: $3,615.00
- Books & Supplies: $900.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as an entry-level diesel service technician.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Brent Redfern, Diesel Equipment Technology Instructor
478-274-7864  |  bredfern@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1000</td>
<td>Introduction to Diesel Technology, Tools, and Safety</td>
<td>3</td>
<td>80</td>
</tr>
</tbody>
</table>

DIESEL ELECTRICAL COURSE OPTIONS: 7 CREDIT HOURS REQUIRED

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7</td>
<td>210</td>
</tr>
<tr>
<td>DIET 1011</td>
<td>Diesel Electrical and Electronic Systems I</td>
<td>4</td>
<td>115</td>
</tr>
<tr>
<td>DIET 1012</td>
<td>Diesel Electrical and Electronics Systems II</td>
<td>3</td>
<td>94</td>
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</table>

ENGINES COURSE OPTIONS: 6 CREDIT HOURS REQUIRED

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1030</td>
<td>Diesel Engines</td>
<td>7</td>
<td>208</td>
</tr>
<tr>
<td>DIET 1031</td>
<td>Diesel Engine Repair</td>
<td>3</td>
<td>93</td>
</tr>
<tr>
<td>DIET 1032</td>
<td>Diesel Engine Support Systems</td>
<td>3</td>
<td>100</td>
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</tbody>
</table>

AND ONE OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1040</td>
<td>Diesel Truck and Heavy Equipment HVAC Systems</td>
<td>3</td>
<td>90</td>
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</tbody>
</table>

- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award
DIET 1050  Diesel Equipment Technology Internship  4  180

DIET 2001  Heavy Equipment Hydraulics  6  168
DIET 2011  Off Road Drivelines  6  163

Credit Hours: 31
OFTC’s Early Childhood Care and Education (ECCE) program are a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. Few careers offer the chance to shape the future in the way that ECCE careers do. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

Programs by Type of Award

**ASSOCIATE OF APPLIED SCIENCE DEGREES**
- Early Childhood Care/Education

**DIPLOMAS**
- Early Childhood Care/Education

**TECHNICAL CERTIFICATES OF CREDIT**
- Child Development Specialist
- Early Childhood Care and Education Basics
- Early Childhood Exceptionalities
- Early Childhood Program Administration
- Infant/Toddler Child Care Specialist
Early Childhood Care/ Education

ASSOCIATE OF APPLIED SCIENCE DEGREE
The Early Childhood Care/Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates of this program will receive one of four areas of specialization: exceptionalities, infant/toddler, program administration, or paraprofessional/school age.

The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Program graduates receive an Early Childhood Care/Education Associate of Applied Science degree and have the qualifications to be an early childhood care and education paraprofessional or early childhood program management director. Graduates have qualifications to be employed in early childhood care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Students in the ECCE program will have to pay for their CPR and first aid training. Prior to practicums and internships, students must submit to a GAPS fingerprint check.

Students are accepted into the Early Childhood Care/Education degree program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 72 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Early Childhood degree program must be fond of children, dependable and reliable, flexible, patient, and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE
• North Campus (Sandersville)
• South Campus (Dublin)
• Little Ocmulgee Instructional Center

SALARY POTENTIAL
• $17,200 - $29,000

PROGRAM COSTS
• Tuition & Fees: $6,025.00
• Books & Supplies: $3,000.00

ADDITIONAL FEES
• CPR Card: $7.00
• Malpractice Insurance: $11.00

• Fingerprinting: $47.75
(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Early Childhood Care/Education degree program are prepared for employment as Preschool Teachers, paraprofessionals, Child Life Specialists, tutors, nannies, or Military Preschool Teachers or Preschool Directors. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS
Is there financial support available for the cost of tuition and mandatory fees after HOPE has been applied? Bright From The Start (BFTS) provides financial help through its “SCHOLARSHIPS” program. The “SCHOLARSHIPS” program is for childcare staff and family daycare home providers who work in licensed centers or registered homes. An individual that is interested in working in a childcare program, but not yet employed, does not qualify for this financial assistance. “SCHOLARSHIPS” considers wages, position, hours of employment, length of employment, and work setting in determining eligibility for this financial assistance. “SCHOLARSHIPS” pays, directly to the institution, 80% of fees not covered by HOPE or PELL if a student is enrolled in a public two- or four-year institution in an early childhood care and education program of study. It does not cover course work offered through Continuing Education—only academic, credit-bearing course work is covered. At private institutions, “SCHOLARSHIPS” awards up to $1800 per semester after HOPE and PELL have been applied.

ADVISORS
Gail Clark, Early Childhood Care & Education Instructor
478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu
### CURRICULUM

#### AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
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</tr>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
<td>45</td>
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#### AREA II - SOCIAL/BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
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#### AREA III - NATURAL SCIENCES/MATHEMATICS

**CHOOSE ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>MATH 1101</td>
<td>Mathematical Modeling</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Quantitative Skills and Reasoning</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
<td>45</td>
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#### AREA IV - HUMANITIES/FINE ARTS

<table>
<thead>
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<th>Course</th>
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<th>Hours</th>
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<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
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**PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS**

*To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>HIST 2111</td>
<td>U.S. History I</td>
<td>3</td>
<td>45</td>
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<tr>
<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>45</td>
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**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>ECCE 1101</td>
<td>Introduction to Early Childhood Care and Education</td>
<td>3</td>
<td>45</td>
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<tr>
<td>ECCE 1103</td>
<td>Child Growth and Development</td>
<td>3</td>
<td>45</td>
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<tr>
<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
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<td>ECCE 1112</td>
<td>Curriculum and Assessment</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>ECCE 1113</td>
<td>Creative Activities for Children</td>
<td>3</td>
<td>60</td>
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<tr>
<td>ECCE 1121</td>
<td>Early Childhood Care and Education Practicum</td>
<td>3</td>
<td>105</td>
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<td>ECCE 2115</td>
<td>Language and Literacy</td>
<td>3</td>
<td>60</td>
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<tr>
<td>ECCE 2116</td>
<td>Math and Science</td>
<td>3</td>
<td>60</td>
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<tr>
<td>ECCE 2201</td>
<td>Exceptionalities</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ECCE 2202</td>
<td>Social Issues and Family Involvement</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ECCE 2203</td>
<td>Guidance and Classroom Management</td>
<td>3</td>
<td>45</td>
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**INTERNSHIP REQUIREMENT**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>ECCE 2245</td>
<td>Early Childhood Care and Education Internship I</td>
<td>6</td>
<td>270</td>
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**SELECT ECCE 2246 OR 6 HOURS OF GUIDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>XXXX XXXX</td>
<td>Guided Elective - 6 credit hours</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>ECCE 2246</td>
<td>Early Childhood Care and Education Internship II</td>
<td>6</td>
<td>270</td>
</tr>
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</table>

**CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS**

**PARAPROFESSIONAL SPECIALIZATION**

<table>
<thead>
<tr>
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<th>Hours</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>ECCE 2310</td>
<td>Paraprofessional Methods and Materials</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ECCE 2312</td>
<td>Paraprofessional Roles and Practices</td>
<td>3</td>
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**PROGRAM ADMINISTRATION SPECIALIZATION**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>ECCE 2320</td>
<td>Program Administration and Facility Management</td>
<td>3</td>
<td>45</td>
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<tr>
<td>ECCE 2322</td>
<td>Personnel Management</td>
<td>3</td>
<td>45</td>
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**INFANT/TODDLER DEVELOPMENT SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2330</td>
<td>Infant/Toddler Development</td>
<td>3</td>
<td>45</td>
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<tr>
<td>ECCE 2332</td>
<td>Infant/Toddler Group Care and Curriculum</td>
<td>3</td>
<td>45</td>
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</tbody>
</table>

**EXCEPTIONALITIES SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2360</td>
<td>Classroom Strategies for Exceptional Children</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ECCE 2362</td>
<td>Exploring Your Role in the Exceptional Environment</td>
<td>3</td>
<td>75</td>
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</tbody>
</table>

*Credit Hours: 72*
Early Childhood Care/Education

Diploma
The Early Childhood Care/Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early childhood care and education settings including childcare centers, Head Start and Georgia Pre-K programs.

Students are accepted into the Early Childhood Care/Education diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 53 semester credit hours.

Students in the ECCE program will have to pay for their CPR and first aid training. Prior to practicums or internships, students must submit to a GAPS fingerprint check.

Career Traits/Requirements
Individuals wanting to enroll in the Early Childhood diploma program must be fond of children, dependable and reliable, flexible, patient and have a positive attitude.

Offered at the Following Campuses/Delivery Mode
- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Little Ocmulgee Instructional Center

Salary Potential
- $14,560 - $20,560

Program Costs
- Tuition & Fees: $4,820.00
- Books & Supplies: $1,700.00

Additional Fees
- CPR Card: $7.00
- Malpractice Insurance: $11.00
- Fingerprinting: $47.75

(Costs are estimated and are subject to change.)

Hope Career Grant:
The Hope Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to Hope Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the Hope Grant for the same term. The amount of the Hope Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

Employment Opportunities
Graduates of the Early Childhood Care/Education diploma program are prepared for employment as an early childhood care and education provider. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

Admission Requirements
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

Frequently Asked Questions
Is there financial support available for the cost of tuition and mandatory fees after Hope has been applied?
Bright From The Start (BFTS) provides financial help through its “SCHOLARSHIPS” program. The “SCHOLARSHIPS” program is for childcare staff and family daycare home providers who work in licensed centers or registered homes. An individual that is interested in working in a childcare program, but not yet employed, does not qualify for this financial assistance. “SCHOLARSHIPS” considers wages, position, hours of employment, length of employment, and work setting in determining eligibility for this financial assistance. “SCHOLARSHIPS” pays, directly to the institution, 80% of fees not covered by HOPE or PELL if a student is enrolled in a public two- or four-year institution in an early childhood care and education program of study. It does not cover course work offered through Continuing Education—only academic, credit-bearing course work is covered. At private institutions, “SCHOLARSHIPS” awards up to $1800.
per semester after HOPE and PELL have been applied.

**ADVISORS**

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>AND ONE OF THE FOLLOWING:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Prof Development</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
<td>45</td>
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</table>

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<td>ECCE 2115</td>
<td>Language and Literacy</td>
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<td>ECCE 2116</td>
<td>Math and Science</td>
<td>3</td>
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<td>Social Issues and Family Involvement</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ECCE 2203</td>
<td>Guidance and Classroom Management</td>
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<td>45</td>
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</tbody>
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**INTERNSHIP REQUIREMENT**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2245</td>
<td>Early Childhood Care and Education Internship I</td>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

**SELECT ECCE 2246 OR 6 HOURS OF GUIDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2246</td>
<td>Early Childhood Care and Education Internship II</td>
<td>6</td>
<td>270</td>
</tr>
<tr>
<td>XXXX</td>
<td>Guided Elective - 6 credit hours</td>
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_Credit Hours: 53_
Child Development Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Child Development Specialist technical certificate of credit program is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Pre-K programs and Head Start.

Students are accepted into the Child Development Specialist certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 14 semester credit hours. If students choose the option of taking the practicum, they must submit to a GAPS fingerprint check.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Child Development Specialist certificate program must be fond of children, dependable and reliable, flexible, patient and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)
• Online (Distance Education)
• Jefferson County Center

SALARY POTENTIAL

• $13,000 - $17,000

PROGRAM COSTS

• Tuition & Fees: $1,375.00
• Books & Supplies: $530.00

ADDITIONAL FEES

• Malpractice Insurance: $11.00
• CPR Card: $7.00
• Fingerprinting: $47.75

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Child Development Specialist TCC would be ideal candidates to work for a day care facility or even open their own day care facility. This program is not a requirement for working in a day care facility, but it will better prepare students for a career working with small children. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! Some of these courses are offered online, as well as web enhanced, hybrid and traditional classroom setting.

ADVISORS

Gail Clark, Early Childhood Care & Education Instructor
478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tr>
<td>ECCE 1103</td>
<td>Child Growth and Development</td>
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<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
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<td>ECCE 1112</td>
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AND ONE OF THE FOLLOWING:

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<tr>
<td>ECCE 1121</td>
<td>Early Childhood Care and Education Practicum</td>
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<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Prof Development</td>
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Credit Hours: 14
Early Childhood Care and Education Basics

TECHNICAL CERTIFICATE OF CREDIT

The Early Childhood Care and Education (ECCE) Basics technical certificate of credit program includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be employed in a child care center or family day care center.

Students are accepted into the Early Childhood Care and Education Basics certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood Care and Education Basics program must be fond of children, dependable and reliable, flexible, patient, and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $12,480 - $13,520

PROGRAM COSTS

- Tuition & Fees: $950.00
- Books & Supplies: $450.00

ADDITIONAL FEES

- CPR Card: $7.00

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online? Yes! Some of the courses in the Early Childhood Care and Education Basics certificate are offered online, as well as Hybrid.

ADVISORS

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478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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<th>Course</th>
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<th>Credit Hours</th>
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<td>ECCE 1103</td>
<td>Child Growth and Development</td>
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<tr>
<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
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Credit Hours: 9

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

EMPLOYMENT OPPORTUNITIES

Employment potential exists in the child care center classroom (must be 18 years old to be the lead teacher), or to open and operate a family child care home (must be 21 years old).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.
Early Childhood Exceptionalities

TECHNICAL CERTIFICATE OF CREDIT
The Early Childhood Exceptionalities technical certificate of credit program is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and primary schools.

Students are accepted into the Early Childhood Exceptionalities certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Early Childhood Exceptionalities certificate program must be fond of children, dependable and reliable, flexible, patient and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL
- $13,000 - $17,000

PROGRAM COSTS
- Tuition & Fees: $950.00
- Books & Supplies: $630.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Early Childhood Exceptionalities certificate program are prepared for employment as child care providers of children with special needs, in school systems in a special needs classroom, for families with special needs children, and with children and adults that may be severely or profoundly disabled. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Yes! Many of the courses in the Early Childhood Exceptionalities certificate are offered online, as well as Hybrid.

ADVISORS
Gail Clark, Early Childhood Care & Education Instructor
478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu

CURRICULUM

<table>
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<td>ECCE 2360 Classroom Strategies for Exceptional Children</td>
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<td>ECCE 2362 Exploring Your Role in the Exceptional Environment</td>
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Credit Hours: 9
Early Childhood Program Administration

TECHNICAL CERTIFICATE OF CREDIT

The Early Childhood Program Administration technical certificate of credit program is a sequence of three courses designed to prepare students for a job as a manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Students are accepted into the Early Childhood Program Administration certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood Administration certificate program must be fond of children, dependable and reliable, flexible, patient and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $13,000 - $19,000

PROGRAM COSTS

| Tuition & Fees: | $950.00 |
| Books & Supplies: | $375.00 |

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Early Childhood Program Administration certificate program are prepared for employment as a childcare center owner, director, or administrator. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! YES, all of the courses in the Early Childhood Paraprofessional Specialization certificate program that are offered online, as well as Hybrid.

ADVISORS

Gail Clark, Early Childhood Care & Education Instructor
478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu

CURRICULUM

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<td>ECCE 1103 Child Growth and Development</td>
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<td>ECCE 2320 Program Administration and Facility Management</td>
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<td>ECCE 2322 Personnel Management</td>
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Credit Hours: 9
Infant/Toddler Child Care Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Infant/Toddler Child Care Specialist technical certificate of credit program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including child care centers and Early Head Start.

Students are accepted into the Infant/Toddler Child Care Specialist certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Infant/Toddler Child Care Specialist certificate program must be fond of children, dependable and reliable, flexible, patient and have a positive attitude.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Jefferson County Center

SALARY POTENTIAL

- $13,000 - $17,000

PROGRAM COSTS

- Tuition & Fees: $1,460.00
- Books & Supplies: $530.00

ADDITIONAL FEES

- CPR Card: $7.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Infant/Toddler Child Care Specialist certificate program are prepared for employment in child-care centers, in Early Head Start, or in private settings. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! Many of these courses are offered online, as well as hybrid and traditional classroom setting.

ADVISORS

Gail Clark, Early Childhood Care & Education Instructor
478-274-7799 | gclark@oftc.edu

Carla Hutchings, Early Childhood Care & Education Instructor
478-240-5164 | chutchings@oftc.edu

CURRICULUM

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<td>ECCE 1103 Child Growth and Development</td>
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<td>ECCE 1105 Health, Safety and Nutrition</td>
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<td>ECCE 2330 Infant/Toddler Development</td>
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<td>ECCE 2332 Infant/Toddler Group Care and Curriculum</td>
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Credit Hours: 15
Electrical Control Technology

Electrical Control Systems technicians inspect, maintain, check, install, service and repair the electrical systems and controls that are used in commercial and industrial applications, mostly in the manufacturing arena. These technicians are involved in the maintenance and repair of both electrical and electronic systems and components. Business and other organizations depend on complex electronic and electrical equipment for a variety of functions, and cannot allow machinery to sit idle, and thus a good amount of the work is centered around removing the defective parts and replacing with new ones.

Programs by Type of Award

DIPLOMAS

• Electrical Control Systems

TECHNICAL CERTIFICATES OF CREDIT

• Electrician’s Assistant
• Industrial Electrician
• Industrial Motor Control Technician
• Process Control Technician I
• Process Control Technician II
• Programmable Control Technician
Electrical Control Systems

DIPLOMA
The Electrical Control Systems diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLC’s, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Students are accepted into the Electrical Control Systems diploma program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 47 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Electrical Controls diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- North Campus (Sandersville)

SALARY POTENTIAL
- $37,400 - $52,000

PROGRAM COSTS
- Tuition & Fees: $4,380.00
- Books & Supplies: $1,760.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates are prepared to work with construction companies, facility maintenance, and industrial sites. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Electrical Control Systems diploma program are offered online.

ADVISORS
Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
EMPL 1000 Interpersonal Relations & Prof Development  2  30
ENGL 1010 Fundamentals of English I  3  45

CHOOSE ONE OF THE FOLLOWING MATH COURSES:
MATH 1012 Foundations of Mathematics  3  45
MATH 1013 Algebraic Concepts  3  45

OCCUPATIONAL COURSES

CHOOSE ONE OF THE FOLLOWING DC COURSES:
IDFC 1011 Direct Current I  3  60
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<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
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**CHOOSE ONE OF THE FOLLOWING AC COURSES:**

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<td>Electrical Systems Basics</td>
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<td>IDFC 1012</td>
<td>Alternating Current I</td>
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<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
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<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
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<td>IDSY 1120</td>
<td>Basic Industrial PLCs</td>
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<td>IDSY 1130</td>
<td>Industrial Wiring</td>
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<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
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<td>IDSY 1230</td>
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**Credit Hours:** 47
Electricians Assistant

TECHNICAL CERTIFICATE OF CREDIT
This program is an introductory presentation of the fundamental skills and knowledge needed for employment as an electrician’s assistant. The program is heavily focused toward lab exercises and places great emphasis on applied or practical learning experiences that will enable students with limited preparation to successfully complete the program. Graduates of this program are prepared for entry-level employment as electrician’s assistants.

Students are accepted into the Electricians Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 21 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Electricians Assistant program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)

SALARY POTENTIAL
- $19,000 - $23,000

PROGRAM COSTS
- Tuition & Fees: $2,410.00
- Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for employment as an electrician’s assistant working with construction companies and residential builders. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Electricians Assistant certificate program are offered online.

ADVISORS
Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
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<td>ELTR 1205</td>
<td>Residential Wiring I</td>
<td>3</td>
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<td>ELTR 1210</td>
<td>Residential Wiring II</td>
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<td>IDFC 1000</td>
<td>Principles of Electricity I</td>
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<td>IDFC 1005</td>
<td>Principles of Electricity II</td>
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<td>ELTR 2600</td>
<td>Electrician’s Assistant Internship</td>
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<td>IDSY 1130</td>
<td>Industrial Wiring</td>
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Credit Hours: 21
Industrial Electrician

TECHNICAL CERTIFICATE OF CREDIT

The Industrial Electrician Technical Certificate of Credit program prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Students are accepted in the Industrial Electrician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Electrician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, and problem solving skills.

OFFERED AT THE FOLLOWING CAMPUS

• North Campus (Sandersville)

SALARY POTENTIAL

• $20,800 - $37,440

PROGRAM COSTS

• Tuition & Fees: $950.00
• Books & Supplies: $250.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

FREQUENTLY ASKED QUESTIONS

Can I take any of these course online?

Currently, none of the courses in the Industrial Electrician certificate program are offered online.

ADVISORS

Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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CHOOSE ONE OF THE FOLLOWING DC COURSES:

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<th>Title</th>
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<th>Contact Hours</th>
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<td>Direct Current I</td>
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<tr>
<td>IDSY 1101</td>
<td>DC Circuit Analysis</td>
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CHOOSE ONE OF THE FOLLOWING AC COURSES:

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<tr>
<td>ELTR 1020</td>
<td>Electrical Systems Basics</td>
<td>3</td>
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<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
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<tr>
<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
<td>3</td>
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</table>

Credit Hours: 10

Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level employment positions in the residential and commercial electrical industries.
Industrial Motor Control Technician

TECHNICAL CERTIFICATE OF CREDIT
The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Students are accepted in the Industrial Motor Control Technician certificate program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Industrial Motor Control Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• North Campus (Sandersville)

SALARY POTENTIAL
• $33,000 - $45,000

PROGRAM COSTS
• Tuition & Fees: $1,035.00
• Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for employment in the industrial maintenance field at manufacturing facilities nationwide. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/. Due to the number of graduates in Academic Year 2014, Gainful Employment data is not available for this program.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Take the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into the Industrial Systems Technology Diploma.

ADVISORS
Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>IDSY</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>1110</td>
<td>Industrial Motor Controls I</td>
<td>4</td>
<td>105</td>
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<tr>
<td>1130</td>
<td>Industrial Wiring</td>
<td>4</td>
<td>105</td>
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<tr>
<td>1210</td>
<td>Industrial Motor Controls II</td>
<td>4</td>
<td>105</td>
</tr>
</tbody>
</table>

Credit Hours: 12
Process Control Technician I

**TECHNICAL CERTIFICATE OF CREDIT**

The Process Control Technician I certificate program offers instruction in the theory and practical application of motor and variable speed controls, industrial PLCs, and industrial fluid power systems. Completion of the program is profitable for entry-level employment or for upgrading technical skills.

Students are accepted into the Process Control Technician I certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Process Control Technician I certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- North Campus (Sandersville)

**SALARY POTENTIAL**

- $32,000 - $42,000

**PROGRAM COSTS**

- Tuition & Fees: $1,035.00
- Books & Supplies: $435.00

(Costs are estimated and are subject to change.)

**HOPE CAREER GRANT:**

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**

Modern manufacturing relies on automated processes to deliver quality products in a timely fashion. Graduates of the Process Control Technician I certificate are prepared to install and program these systems for first time quality and reliability. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**

Are any of these courses offered online?

Currently, none of the courses in the Process Control Technician I certificate program are offered online.

**ADVISORS**

Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

**CURRICULUM**

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Basic Industrial PLCs</td>
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<td>120</td>
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<tr>
<td>IDSY 1190</td>
<td>Fluid Power Systems</td>
<td>4</td>
<td>105</td>
</tr>
<tr>
<td>IDSY 1195</td>
<td>Pumps and Piping Systems</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
<td>4</td>
<td>105</td>
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</table>

*Credit Hours: 15*
Process Control Technician II

TECHNICAL CERTIFICATE OF CREDIT
The Process Control Technician II Technical Certificate of Credit provides instruction continuing the offerings in the Process Control Technician I certificate. Topics include industrial computer applications, intermediate PLCS, industrial instrumentation, and solid state devices.

Students are accepted into the Process Control Technician II certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 11 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Process Control Technician II certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- North Campus (Sandersville)

SALARY POTENTIAL
- $36,000 - $50,000

PROGRAM COSTS
- Tuition & Fees: $1,035.00
- Books & Supplies: $570.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Modern manufacturing relies on automated processes to deliver quality products in a timely fashion. Graduates of the Process Control Technician II certificate are prepared to install and program these systems for first time quality and reliability. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADDITIONAL ADMISSION REQUIREMENTS:
- Must have completed Process Control Technician I TCC.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Process Control Technician II certificate program are offered online.

ADVISORS
Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>Occcupational Courses</th>
<th>Credit Hours</th>
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<tr>
<td>IDFC 1013 Solid State Devices I</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>IDSY 1220 Intermediate Industrial PLCs</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>IDSY 1230 Industrial Instrumentation</td>
<td>4</td>
<td>120</td>
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</tbody>
</table>

Credit Hours: 11
Programmable Control Technician

TECHNICAL CERTIFICATE OF CREDIT
The Programmable Control Technician certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Students are accepted into the Programmable Control Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Programmable Control Technician certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- North Campus (Sandersville)

SALARY POTENTIAL
- $32,250 - $42,300

PROGRAM COSTS
- Tuition & Fees: $1,035.00
- Books & Supplies: $400.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
The Programmable Control Technician program prepares graduates to work in the rapidly expanding field of industrial controls. A Programmable Control Technician works with electrical controls typically found in an industrial environment. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer to a diploma program? YES! The courses offered in this certificate are embedded in the Electrical Control Systems diploma program.

ADVISORS
Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
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<tr>
<th>Course</th>
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<td>IDSY 1220</td>
<td>Intermediate Industrial PLCs</td>
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<tr>
<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
<td>4</td>
<td>120</td>
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Credit Hours: 12
OFTC’s Electronics Technology programs are a sequence of courses designed to prepare students for careers in electronics technology professions. Electronics are the backbone of our society and permeate nearly every aspect of every day. OFTC’s electronics program gives students the tools to understand electronics and take advantage of the numerous opportunities available in the field. The programs emphasize a combination of electronics technology theory and practical application necessary for successful employment.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES

• Electronics Technology

DIPLOMAS

• Electronics Fundamentals
• Electronics Technology

TECHNICAL CERTIFICATES OF CREDIT

• Mobile Electronics Technician
Electronics Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Electronics Technology Associate of Applied Science Degree program is a sequence of courses 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 technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Associate of Applied Science Degree, which qualifies them as electronics technicians with a specialization in communications electronics, or industrial electronics.

Students can enter the Electronics degree program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Electronics Technology degree program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $30,000 - $50,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,965.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

The Electronics Technology program is intended to produce graduates who are prepared for employment as entry-level technicians in the electronics field.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Electronics Technology Diploma and Electronics Technology AAS Degree?

The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS

Lee Radney, Electronics Instructor
478-274-7862  |  lradney@oftc.edu

CURRICULUM

<table>
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<th>CREDIT HOURS</th>
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<tr>
<td>ENGL 1101 Composition and Rhetoric</td>
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<tr>
<td>AREA II - SOCIAL/BEHAVIORAL SCIENCES</td>
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<td>PSYC 1101 Introductory Psychology</td>
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<tr>
<td>AREA III - NATURAL SCIENCES/MATHEMATICS</td>
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<tr>
<td>MATH 1111 College Algebra</td>
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<tr>
<td>AREA IV - HUMANITIES/FINE ARTS</td>
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<td>ENGL 2130 American Literature</td>
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<td>PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS</td>
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<td>To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.</td>
<td></td>
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<tr>
<td>ENGL 1102 Literature and Composition</td>
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<td>HIST 2111 U.S. History I</td>
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<td>HIST 2112 U.S. History II</td>
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<td>POLS 1101 American Government</td>
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<td>SOCI 1101 Introduction to Sociology</td>
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<td>OCCUPATIONAL COURSES</td>
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<td>COLL 1060 Introduction to College and Computers</td>
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<td>Solid State Devices</td>
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<td>ELCR 1040</td>
<td>Digital and Microprocessor Fundamentals</td>
</tr>
<tr>
<td>ELCR 1060</td>
<td>Linear Integrated Circuits</td>
</tr>
</tbody>
</table>

**COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS**

**BIOMEDICAL INSTRUMENTATION TECHNOLOGY SPECIALIZATION**

- CHOOSE ONE OF THE FOLLOWING:
  - ALHS 1010 Introduction to Anatomy and Physiology | 4 | 60 |
  - ALHS 1011 Structure and Function of the Human Body | 5 | 75 |

- ALHS 1090 Medical Terminology for Allied Health Sciences | 2 | 30 |
- BMET 1231 Medical Equipment Function and Operation I | 4 | 90 |
- BMET 2242 Medical Equipment Function and Operation II | 4 | 90 |
- BMET 2343 Internship Medical Systems | 3 | 105 |

**COMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIZATION**

- ELCR 2210 Analog Communications | 5 | 105 |
- ELCR 2220 Digital Communications | 3 | 60 |
- ELCR 2230 Antenna and Transmission Lines | 3 | 60 |
- ELCR 2240 Microwave Communications and Radar | 3 | 45 |
- ELCR 2250 Optical Communications Techniques | 3 | 60 |

**INDUSTRIAL ELECTRONICS TECHNOLOGY SPECIALIZATION**

- ELCR 2110 Process Control | 3 | 75 |
- ELCR 2120 Motor Controls | 3 | 75 |
- ELCR 2130 Programmable Controllers | 3 | 75 |
- ELCR 2140 Mechanical Devices | 2 | 45 |
- ELCR 2150 Fluid Power | 2 | 45 |
- ELCR 2160 Advanced Microprocessors and Robotics | 3 | 60 |

**Credit Hours:** 61
Electronics Fundamentals

**DIPLOMA**

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.

Students are accepted into the Electronics Fundamentals program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 38 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Electronics Fundamentals diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $18,000 – $25,000

**PROGRAM COSTS**

- Tuition & Fees: $3,615.00
- Books & Supplies: $1,150.00

(Costs are estimated and are subject to change.)

**HOPE CAREER GRANT:**

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**

Program graduates receive an Electronics Fundamentals diploma which prepares them for entry-level positions in the electronics field and qualifies them for admission in the Electronics Technology program. Continuation into the Electronics Technology program is recommended and encouraged.

**CO-OP OPPORTUNITY:**

Oconee Fall Line Technical College participates in a cooperative agreement with Warner Robins Air Force Base. For students to be eligible to compete for the co-op program, a student must be in regular admit status. No provisional or learning support students will be accepted for co-op interviews. For additional information, contact the program instructor.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADVISORS**

Lee Radney, Electronics Instructor
478-274-7862  |  lradney@oftc.edu

**CURRICULUM**

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
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**GENERAL EDUCATION COURSES**

| EMPL 1000 | Interpersonal Relations & Prof Development | 2 | 30 |
| ENGL 1010 | Fundamentals of English I | 3 | 45 |

**AND ONE OF THE FOLLOWING:**

- MATH 1012 Foundations of Mathematics | 3 | 45 |
- MATH 1013 Algebraic Concepts | 3 | 45 |
- MATH 1111 College Algebra | 3 | 45 |
### OCCUPATIONAL COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<td>Solid State Devices</td>
<td>5</td>
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<td>Linear Integrated Circuits</td>
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**Credit Hours: 38**
Electronics Technology

**DIPLOMA**

The Electronics Technology Diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, or industrial electronics.

Students are accepted in the Electronics Technology diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Electronics Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $25,000 - $40,000

**PROGRAM COSTS**

- Tuition & Fees: $4,820.00
- Books & Supplies: $1,625.00

(Costs are estimated and are subject to change.)

**HOPE CAREER GRANT**:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for employment as an electronic technician.

**CO-OP OPPORTUNITY**:

Oconee Fall Line Technical College participates in a cooperative agreement with Warner Robins Air Force Base. For students to be eligible to compete for the co-op program, a student must be in regular admit status. No provisional or learning support students will be accepted for co-op interviews. For additional information, contact the program instructor.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**FREQUENTLY ASKED QUESTIONS**

WHAT IS THE DIFFERENCE BETWEEN THE ELECTRONICS TECHNOLOGY DIPLOMA AND ELECTRONICS TECHNOLOGY AAS DEGREE?

The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

**ADVISORS**

Lee Radney, Electronics Instructor
478-274-7862  |  lradney@oftc.edu
# CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
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<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<tr>
<td><strong>AND ONE OF THE FOLLOWING:</strong></td>
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<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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<td>MATH 1111</td>
<td>College Algebra</td>
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<td>ELCR 1005</td>
<td>Soldering Technology</td>
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<td>ELCR 1010</td>
<td>Direct Current Circuits</td>
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<td>ELCR 1020</td>
<td>Alternating Current Circuits</td>
<td>7</td>
<td>135</td>
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<td>ELCR 1030</td>
<td>Solid State Devices</td>
<td>5</td>
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<td>ELCR 1040</td>
<td>Digital and Microprocessor Fundamentals</td>
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<td>Linear Integrated Circuits</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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**COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS**

**BIOMEDICAL INSTRUMENTATION TECHNOLOGY SPECIALIZATION**

**CHOOSE ONE OF THE FOLLOWING:**

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<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
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<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
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<td>BMET 1231</td>
<td>Medical Equipment Function and Operation I</td>
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<td>BMET 2242</td>
<td>Medical Equipment Function and Operation II</td>
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<td>BMET 2343</td>
<td>Internship Medical Systems</td>
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**COMMUNICATIONS ELECTRONICS TECHNOLOGY SPECIALIZATION**

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<td>ELCR 2220</td>
<td>Digital Communications</td>
<td>3</td>
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<td>ELCR 2230</td>
<td>Antenna and Transmission Lines</td>
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<tr>
<td>ELCR 2240</td>
<td>Microwave Communications and</td>
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**INDUSTRIAL ELECTRONICS TECHNOLOGY SPECIALIZATION**

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<td>Radar Optical Communications Techniques</td>
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<td>ELCR 2110</td>
<td>Process Control</td>
<td>3</td>
<td>75</td>
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<td>ELCR 2120</td>
<td>Motor Controls</td>
<td>3</td>
<td>75</td>
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<td>ELCR 2130</td>
<td>Programmable Controllers</td>
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<td>ELCR 2140</td>
<td>Mechanical Devices</td>
<td>2</td>
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<td>ELCR 2150</td>
<td>Fluid Power</td>
<td>2</td>
<td>45</td>
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<td>ELCR 2160</td>
<td>Advanced Microprocessors and Robotics</td>
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</table>

**Credit Hours:** 54
Mobile Electronics Technician

TECHNICAL CERTIFICATE OF CREDIT

The Mobile Electronics Technician Technical Certificate of Credit is designed to provide students with short term training to prepare them for entry level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

Students are accepted into the Mobile Electronics Technician program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mobile Electronics Technician program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFTC AY18 Catalog

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

• $17,000 - $22,000

PROGRAM COSTS

• Tuition & Fees: $885.00
• Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment as a car audio systems installer.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

ARE ANY OF THESE COURSES OFFERED ONLINE?

Currently, none of the courses in the Mobile Electronics Technician certificate program are offered online.

ADVISORS

Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
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<td>ELCR 1005</td>
<td>Soldering Technology</td>
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<tr>
<td>ELCR 1300</td>
<td>Mobile Audio and Video Systems</td>
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CHOOSE ONE OF THE FOLLOWING DC COURSES:

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
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<tr>
<td>IDSY 1101</td>
<td>DC Circuit Analysis</td>
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CHOOSE ONE OF THE FOLLOWING AC COURSES:

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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<td>ELTR 1020</td>
<td>Electrical Systems Basics</td>
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<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
<td>3</td>
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</table>

Credit Hours: 10
OFTC’s Emergency Services Programs produce graduates who are the link between emergency and care, facilitating lifesaving medical treatment when patients need it most. Successful completion of the AEMT program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT licensure examination. Successful completion of the Paramedicine program allows the graduate to take the National Registry of Emergency Technicians (NREMT) paramedic certification exam.

Programs by Type of Award

**DIPLOMAS**
- EMS Professions
- Paramedicine

**TECHNICAL CERTIFICATES OF CREDIT**
- Emergency Medical Responder
- Pre-hospital EMS Operations
EMS Professions

DIPLOMA

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation.

Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Students are accepted into the EMS Professions diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 45 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the EMS Professions diploma program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL

$19,760- $35,000

PROGRAM COSTS

- Tuition & Fees: $4,820.00
- Books & Supplies: $2,550.00

ADDITIONAL FEES

- EMS Testing Fee: $113.00
- Malpractice Insurance: $47.00
- Drug Screen: $30.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the EMS Professions diploma program are prepared for responsible employment positions in various locations (i.e., EMS, hospitals, and clinics).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students. Check program pages for entry dates. Students without an application on file will NOT be considered for program courses. Applications signify that the student has completed the designated courses and understand the deadlines for official college transcripts.

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

FREQUENTLY ASKED QUESTIONS

CAN I TAKE ANY OF THESE COURSES ONLINE?

Currently, all basic and advanced EMT courses are offered online.

ADVISORS

John David Carver, III, EMT Instructor
478-296-6186  |  jcarver@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES

ENGL 1010  Fundamentals of English I  3  45
MATH 1012  Foundations of Mathematics  3  45
PSYC 1010  Basic Psychology  3  45

OCCUPATIONAL COURSES
ALHS 1011  Structure and Function of the Human Body  5  75
ALHS 1090  Medical Terminology for Allied Health Sciences  2  30
COLL 1060  Introduction to College and Computers  3  50
EMSP 1110  Introduction to the EMT Profession  3  60
EMSP 1120  EMT Assessment/Airway Management and Pharmacology  3  60
EMSP 1130  Medical Emergencies for the EMT  3  60
EMSP 1140  Special Patient Populations  3  60
EMSP 1150  Shock and Trauma for the EMT  3  60
EMSP 1160  Clinical and Practical Applications for the EMT  1  45
EMSP 1510  Advanced Concepts for the AEMT  3  60
EMSP 1520  Advanced Patient Care for the AEMT  3  60
EMSP 1530  Clinical Applications for the AEMT  1  30
EMSP 1540  Clinical and Practical Applications for the AEMT  3  90

Credit Hours: 45
Paramedicine

DIPLOMA

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedicine diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SO-EMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Students are accepted into the Paramedicine diploma program every semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 61 semester credit hours.

The Oconee Fall Line Technical College Paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
www.caahep.org

Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
www.coaemsp.org

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Paramedicine diploma program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $27,040 - $52,000

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $2,550.00

ADDITIONAL FEES

- Malpractice Insurance: $47.00
- Drug Screen: $30.00
- Criminal Background Check: $49.50
- ACLS (EMSP 2310): $10.00
- PHTLS (EMSP 2330): $15.00
- EMS Testing: $180.00
- PALS: $10.00
- Turning Technologies: $22.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Paramedicine diploma program are prepared for responsible employment positions in various locations (i.e., EMS, hospitals, and clinics).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 18 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADDITIONAL ADMISSION REQUIREMENTS:

- Hold current certification and/or licensure as an: EMT, EMTB (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) A-EMT Course), EMT I/85
(with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT to AEMT update course), EMT I/99, or AEMT.

COMPETITIVE ADMISSION REQUIREMENTS

- If the number of qualified students wishing to enter a program exceeds the number of spaces available in a particular program, those qualified students will enter into a competitive selection process for acceptance.

FREQUENTLY ASKED QUESTIONS

CAN I TAKE ANY OF THESE COURSES ONLINE?
Currently, none of the Paramedicine occupational courses are offered online. However, the basic skills courses are offered online.

ADVISORS
John David Carver, III, EMT Instructor
478-296-6186 | jcarver@oftc.edu

CURRICULUM

<table>
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<tr>
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<td>Basic Psychology</td>
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<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
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<td>Applications of Pathophysiology for Paramedics</td>
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<td>Advanced Resuscitative Skills for Paramedics</td>
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<td>Therapeutic Modalities of Cardiovascular Care</td>
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<td>EMSP 2320</td>
<td>Therapeutic Modalities of Medical Care</td>
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<td>EMSP 2330</td>
<td>Therapeutic Modalities of Trauma</td>
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<td>Therapeutic Modalities for Special Patient Populations</td>
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<td>Clinical Applications for the Paramedic - III</td>
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<td>Field Internship for the Paramedic</td>
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<tr>
<td>EMSP 2720</td>
<td>Practical Applications for the Paramedic</td>
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Credit Hours: 61
Emergency Medical Responder

**TECHNICAL CERTIFICATE OF CREDIT**

"THIS PROGRAM IS ONLY OPEN TO HIGH SCHOOL MOVE ON WHEN READY STUDENTS.*

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight.

The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings. After successful completion of the SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Students are accepted into the Emergency Medical Responder certificate program any semester. To graduate, students must earn a minimum of 11 semester credit hours.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $29,000 – $32,000

**PROGRAM COSTS**

- Tuition & Fees: $1,120.00
- Books & Supplies: see your program advisor

**ADDITIONAL FEES**

- CPR Card: $7.00
- EMS Testing: $22.00

(Costs are estimated and are subject to change.)

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADVISORS**

John David Carver, III, EMT Instructor
478-296-6186 | jcarver@oftc.edu

**CURRICULUM**

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
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<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
<td>30</td>
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<td>EMSP 1010</td>
<td>Emergency Medical Responder</td>
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</table>

**Credit Hours: 11**
Pre-hospital EMS Operations

TECHNICAL CERTIFICATE OF CREDIT

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

The Pre-hospital EMS technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of settings. After successful completion of the Pre-hospital EMS Operations certificate program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Students are accepted into the Pre-hospital EMS Operations certificate program every Fall Semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 26 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUS

- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL

- $29,000 - $34,500

PROGRAM COSTS

- Tuition & Fees: $2,765.00
- Books & Supplies: see your program advisor
- CPR Card $7.00
- EMS Testing: $113.00
- Malpractice Insurance: $47.00
- Drug Screening: $30.00
- Criminal Background Check: $49.50

CREDIT HOURS CONTACT HOURS

EMSP 1110 Introduction to the EMT Profession 3 60
EMSP 1120 EMT Assessment/Airway Management and Pharmacology 3 60
EMSP 1130 Medical Emergencies for the EMT 3 60
EMSP 1140 Special Patient Populations 3 60
EMSP 1150 Shock and Trauma for the EMT 3 60
EMSP 1160 Clinical and Practical Applications for the EMT 1 45
EMSP 1510 Advanced Concepts for the AEMT 3 60
EMSP 1520 Advanced Patient Care for the AEMT 3 60
EMSP 1530 Clinical Applications for the AEMT 1 30
EMSP 1540 Clinical and Practical Applications for the AEMT 3 90

Credit Hours: 26

ADMISSION REQUIREMENTS

- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

COMPETITIVE ADMISSION REQUIREMENTS

If the number of qualified students wishing to enter a program exceeds the number of spaces available in a particular program, those qualified students will enter into a competitive selection process for acceptance.

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADVISORS

John David Carver, III, EMT Instructor
478-296-6186 | jcarver@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

ADDITIONAL FEES

(Costs are estimated and are subject to change.)

ADMISSION REQUIREMENTS
OFTC’s Health Care Assistant Technical Certificate of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals of basic health care delivery. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Programs by Type of Award

**TECHNICAL CERTIFICATES OF CREDIT**

- Health Care Assistant
- Nurse Aide
Health Care Assistant

TECHNICAL CERTIFICATES OF CREDIT

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

Students are accepted into the Health Care Assistant certificate program every semester. A student can complete this program in 3 semesters. To graduate, students must earn a minimum of 30 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Health Care Assistant certificate program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $15,080 - $23,000

PROGRAM COSTS

- Tuition & Fees: $3,105.00
- Books & Supplies: See program advisor

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $30.00
- Criminal Background Check: $49.50
- CPR Card: $7.00
- Nurse Aide Certification Test: $112

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Students in the Health Care Assistant TCC will complete NAST 1100 - Nurse Aide Fundamentals which prepares them to take the National Nurse Aide Assessment Program (NNAAP) examination. Students must pass the national examination to be certified as Certified Nursing Assistants.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! Many of the courses in the Health Care Assistant certificate program are offered online. COLL 1060, Introduction to College and Computers, is taught online every term.

ADVISORS

Rene Brogdon, Practical Nursing Instructor
(478) 275-5987 | rbrogdon@oftc.edu

Kaitlin Callaway, Health Care Assistant Instructor
478-625-7238 | kcallaway@oftc.edu

Deborah Thomsen, Practical Nursing Instructor
478-274-7863 | dthomsen@oftc.edu

Ranna Nichols, Practical Nursing Instructor
(478) 274-7883 | rnichols@oftc.edu

Candace Brown, Practical Nursing Instructor
(478) 274-7857 | cbrown@oftc.edu

Leigh Anne Schmidt, Practical Nursing Instructor
478-625-7217 | lschmidt@oftc.edu

CURRICULUM

| ENGL 1010 | Fundamentals of English I | 3 | 45 |
| PSYC 1010 | Basic Psychology | 3 | 45 |

AND ONE OF THE FOLLOWING:

- MATH 1012 | Foundations of Mathematics | 3 | 45 |
MATH 1013 Algebraic Concepts 3 45

OCCUPATIONAL COURSES
ALHS 1011 Structure and Function of the Human Body 5 75
ALHS 1040 Introduction to Health Care 3 75
ALHS 1090 Medical Terminology for Allied Health Sciences 2 30
COLL 1060 Introduction to College and Computers 3 50

NURSE AIDE SPECIALIZATION
ALHS 1060 Diet and Nutrition for Allied Health Sciences 2 30
NAST 1100 Nurse Aide Fundamentals 6 135

Credit Hours: 30
Nurse Aide

TECHNICAL CERTIFICATE OF CREDIT

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

Students enrolled in the Nurse Aide Technical Certificate of Credit may be required to successfully pass both criminal background checks and drug screening procedures to participate in clinical experiences with patients in licensed facilities.

Students are accepted into the Nurse Aide certificate program every semester. A student can complete this program in 2 semesters. To graduate, students must earn a minimum of 13 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Nurse Aide certificate program must have good work ethics, be people oriented and possess great organizational skills.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Little Ocmulgee Instructional Center

SALARY POTENTIAL

- $15,000 - $20,404

PROGRAM COSTS

- Tuition & Fees: $1,475.00
- Books & Supplies: $225.00
- Uniform & Supplies: $300.00

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $30.00
- Criminal Background Check: $49.50
- CPR Card: $7.00
- Nurse Aide Certification Test: $112

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Nurse Aide certificate program would be ideal candidates for a job as a nursing assistant in a nursing home, hospital, home health care, or hospice.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

What personality traits are most important for a nurse aide?
Compassion, empathy, determination, optimism, organization, cooperation, and most importantly good communication.

ADVISORS

Anna Ryals, Nurse Aide Coordinator
478-274-7736 | aryals@oftc.edu

Kaitlin Callaway, Health Care Assistant Instructor
478-625-7238 | kcallaway@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDIT HOURS</th>
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<tr>
<td>ALHS 1040 Introduction to Health Care</td>
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<tr>
<td>ALHS 1060 Diet and Nutrition for Allied Health Sciences</td>
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<tr>
<td>ALHS 1090 Medical Terminology for Allied Health Sciences</td>
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<td>30</td>
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<tr>
<td>NAST 1100 Nurse Aide Fundamentals</td>
<td>6</td>
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</table>

Credit Hours: 13
Industrial system maintenance personnel, technicians, electricians, millwrights, and other related jobs are charged with inspecting, maintaining, troubleshooting, and repairing commercial and install mechanical and electrical systems. The complex machinery found in each of these situations need technicians to install, service, troubleshoot, maintain, and repair the machinery in order for the companies to maintain a high level of productivity.

Programs by Type of Award

**DIPLOMAS**
- Industrial Mechanical Systems
- Industrial Systems Technology

**TECHNICAL CERTIFICATES OF CREDIT**
- Industrial Pumping and Piping Technician
Industrial Mechanical Systems

DIPLOMA
The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Students are accepted into the Industrial Mechanical Systems diploma program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 51 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Industrial Mechanical Systems diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- North Campus (Sandersville)

SALARY POTENTIAL
- $37,440 - $52,000

PROGRAM COSTS
- Tuition & Fees: $3,615.00
- Books & Supplies: $1,450.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Industrial Mechanical Systems diploma program are prepared for employment as an industrial maintenance mechanic. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Industrial Mechanical Systems diploma program are offered online.

ADVISORS
Coy Lee Horton, Industrial Maintenance Instructor
478-553-2111 | chorton@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
<td>45</td>
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<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Prof Development</td>
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<td>30</td>
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<tr>
<td>MATH 1012</td>
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<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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<th>Course</th>
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<th>Contact Hours</th>
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<tbody>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>IDSY 1020</td>
<td>Print Reading and Problem Solving</td>
<td>3</td>
<td>75</td>
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<tr>
<td>IDSY 1160</td>
<td>Mechanical Laws and Principles</td>
<td>4</td>
<td>90</td>
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<tr>
<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
<td>4</td>
<td>120</td>
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</table>
IDSY 1190 Fluid Power Systems 4 105
IDSY 1195 Pumps and Piping Systems 3 75
IDSY 1240 Maintenance for Reliability 4 90
XXXX XXXX Occupational Related Electives -

11 Credit Hours 11

CHOOSE ONE OF THE FOLLOWING DC COURSES:
  IDFC 1011 Direct Current I 3 60
  IDSY 1101 DC Circuit Analysis 3 60

CHOOSE ONE OF THE FOLLOWING AC COURSES:
  ELTR 1020 Electrical Systems Basics 3 60
  IDFC 1012 Alternating Current I 3 60
  IDSY 1105 AC Circuit Analysis 3 60

Credit Hours: 51
Industrial Systems Technology

DIPLOMA
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 skills. 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.

Students are accepted into the Industrial Systems Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 46 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Industrial Systems Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• North Campus (Sandersville)

SALARY POTENTIAL
• $41,000 - $56,160

PROGRAM COSTS
• Tuition & Fees: $4,140.00
• Books & Supplies: $1,175.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester

• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Industrial Systems Technology diploma program are prepared for employment as industrial electricians or industrial systems technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Industrial Systems Technology diploma program are offered online.

ADVISORS
Mark Stewart, Division Chair T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>CREDIT HOURS</th>
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<tr>
<td>ENGL 1010 Fundamentals of English I</td>
<td>3</td>
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<td>EMPL 1000 Interpersonal Relations &amp; Prof Development</td>
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<th>CREDIT HOURS</th>
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<tr>
<td>MATH 1012 Foundations of Mathematics</td>
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<tr>
<td>MATH 1013 Algebraic Concepts</td>
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OCCUPATIONAL COURSES
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<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
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<td>IDSY 1120</td>
<td>Basic Industrial PLCS</td>
<td>4</td>
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<td>IDSY 1130</td>
<td>Industrial Wiring</td>
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<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
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<tr>
<td>IDSY 1190</td>
<td>Fluid Power Systems</td>
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<tr>
<td>IDSY 1195</td>
<td>Pumps and Piping Systems</td>
<td>3</td>
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Choose one of the following DC courses:
- IDFC 1011 Direct Current I
  - 3 hours
- IDSY 1101 DC Circuit Analysis
  - 3 hours

**CHOOSE ONE OF THE FOLLOWING AC COURSES:**
- ELTR 1020 Electrical Systems Basics
  - 3 hours
- IDFC 1012 Alternating Current I
  - 3 hours
- IDSY 1105 AC Circuit Analysis
  - 3 hours

XXXX XXXX Occupational Electives - 6 Credit Hours

*Credit Hours: 46*
Industrial Pumping and Piping Technician

TECHNICAL CERTIFICATES OF CREDIT

The Industrial Pumping and Piping Technician technical certificate of credit program is designed to introduce students to industrial safety, power systems, and pumps and piping systems. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The technical certificate program is an introductory technical certificate of credit within the Industrial Systems Technology diploma program.

Students are accepted into the Industrial Pumping and Piping Technician technical certificate of credit program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Pumping and Piping Technician technical certificate of credit program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- North Campus (Sandersville)

SALARY POTENTIAL

- $19,000 – $23,000

PROGRAM COSTS

- Tuition & Fees: $1,242.00
- Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Industrial Pumping and Piping Technician technical certificate of credit program are prepared for employment as industrial electricians or industrial systems technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Coy Lee Horton, Industrial Maintenance Instructor
478-553-2111 | chorton@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
<td>45</td>
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<tr>
<td>IDSY 1190</td>
<td>Fluid Power Systems</td>
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<td>105</td>
</tr>
<tr>
<td>IDSY 1195</td>
<td>Pumps and Piping Systems</td>
<td>3</td>
<td>75</td>
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</tbody>
</table>

Credit Hours: 9
Machine Tool Technology

Machinists use machine tools such as lathes, milling machines, and grinders to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make products that meet precise specifications.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES

- Machine Tool Technology

DIPLOMAS

- CNC Technology
- Machine Tool Technology

TECHNICAL CERTIFICATES OF CREDIT

- Advanced General Machinist
- CNC Specialist
Machine Tool Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Machine Tool Technology degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology degree and have the qualifications of a machine tool technician.

Students may enter the Machine Tool Technology degree program any semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Machine Tool Technology degree program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $34,000 - $40,000

PROGRAM COSTS

- Tuition & Fees: $4,140.00
- Books & Supplies: $1,220.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Machine Tool Technology program are prepared to enter professional positions as metal workers and machinists in manufacturing firms, private industry and government projects. There is a vital need for trained individuals to keep industry machinery in good working order and to produce the parts necessary to keep industry moving. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

The College may accept transfer credit for other courses according to the College’s transfer policy.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?
Currently, none of the Machine Tool Technology occupational courses are offered online. However, the general education courses are offered online.

ADVISORS

David Hall, Machine Tool Technology Instructor
478-274-7945 | dahall@oftc.edu

CURRICULUM

| AREA I - LANGUAGE ARTS/COMMUNICATIONS (SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED) |
|---------------------------------------------|-------------------------------------|
| ENGL 1101 Composition and Rhetoric | 3 | 45 |

<table>
<thead>
<tr>
<th>AREA II - SOCIAL/BEHAVIORAL SCIENCES</th>
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<tbody>
<tr>
<td>PSYC 1101 Introductory Psychology</td>
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<table>
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<tr>
<th>AREA III - NATURAL SCIENCES/MATHEMATICS</th>
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<tbody>
<tr>
<td>CHOOSE ONE OF THE FOLLOWING:</td>
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<tr>
<td>MATH 1101 Mathematical Modeling</td>
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<td>MATH 1111 College Algebra</td>
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<td>MATH 1103 Quantitative Skills and Reasoning</td>
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<tr>
<th>AREA IV - HUMANITIES/FINE ARTS</th>
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<tr>
<td>ENGL 2130 American Literature</td>
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PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

<p>| ENGL 1102 Literature and Composition | 3 | 45 |
| HIST 2111 U.S. History I | 3 | 45 |</p>
<table>
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<th>Course Code</th>
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<th>Credits</th>
<th>Hours</th>
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<tr>
<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3</td>
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<td>POLS 1101</td>
<td>American Government</td>
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<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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**OCCUPATIONAL COURSES**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AMCA 2110</td>
<td>CNC Fundamentals</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>AMCA 2130</td>
<td>CNC Mill Manual Programming</td>
<td>5</td>
<td>105</td>
</tr>
<tr>
<td>AMCA 2150</td>
<td>CNC Lathe Manual Programming</td>
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</tr>
<tr>
<td>AMCA 2190</td>
<td>CAD/CAM Programming</td>
<td>4</td>
<td>90</td>
</tr>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
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<td>50</td>
</tr>
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<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
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<td>Blueprint for Machine Tool</td>
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<td>45</td>
</tr>
<tr>
<td>MCHT 1020</td>
<td>Heat Treatment and Surface Grinding</td>
<td>3</td>
<td>75</td>
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<tr>
<td>MCHT 1119</td>
<td>Lathe Operations I</td>
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<td>MCHT 1120</td>
<td>Mill Operations I</td>
<td>3</td>
<td>105</td>
</tr>
<tr>
<td>MCHT 1219</td>
<td>Lathe Operations II</td>
<td>3</td>
<td>105</td>
</tr>
<tr>
<td>MCHT 1220</td>
<td>Mill Operations II</td>
<td>3</td>
<td>105</td>
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</table>

**CHOOSE ONE OF THE FOLLOWING MATH OPTIONS**

**Option #1:**
- MCHT 1013 Machine Tool Math 3 75

**Option #2:**
- MATH 1013 Algebraic Concepts 3 45
- MATH 1015 Geometry and Trigonometry 3 45

**Credit Hours: 60**
CNC Technology

Diploma

The CNC Technology diploma program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualifications of a CNC technician.

Students are accepted into the CNC Technology program any semester. A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 50 semester credit hours.

Career Traits/Requirements

Individuals wanting to enroll in the CNC Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

Offered at the Following Campus

- South Campus (Dublin)

Salary Potential

- $28,000 – $40,000

Program Costs

- Tuition & Fees: $4,380.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

Hope Career Grant:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

Employment Opportunities

Graduates are prepared for employment as a CNC technician.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

Admission Requirements

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

Advisors

David Hall, Machine Tool Technology Instructor
478-274-7945 | dahall@oftc.edu

Curriculum

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tr>
<td>ENGL 1010 Fundamentals of English I</td>
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<tr>
<td>EMLP 1000 Interpersonal Relations &amp; Prof Development</td>
<td>2</td>
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<tr>
<td>MATH 1012 Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
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<table>
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<tr>
<th>OCCUPATIONAL COURSES</th>
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<tbody>
<tr>
<td>COLL 1060 Introduction to College and Computers</td>
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<td>MCHT 1011 Introduction to Machine Tool</td>
</tr>
<tr>
<td>MCHT 1012 Blueprint for Machine Tool</td>
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</table>

Choose One of the Following Math Options

Option #1:
- MCHT 1013 Machine Tool Math | 3 | 75 |

Option #2:
- MATH 1013 Algebraic Concepts | 3 | 45 |
- MATH 1015 Geometry and Trigonometry | 3 | 45 |

<table>
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<tr>
<th>Advanced Courses</th>
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<tbody>
<tr>
<td>MCHT 1020 Heat Treatment and Surface Grinding</td>
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<td>MCHT 1119 Lathe Operations I</td>
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<td>MCHT 1120 Mill Operations I</td>
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<td>AMCA 2110 CNC Fundamentals</td>
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<td>AMCA 2130 CNC Mill Manual Programming</td>
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<td>AMCA 2150</td>
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<td>AMCA 2190</td>
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**Credit Hours:** 50
Machine Tool Technology

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

Students are accepted into the Machine Tool Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 42 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Machine Tool Technology diploma program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $26,000 - $40,000

PROGRAM COSTS
• Tuition & Fees: $3,105.00
• Books & Supplies: $1,120.00
(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Machine Tool Technology Diploma program are prepared to enter professional positions as metal workers and machinists in manufacturing firms, private industry and government projects. There is a vital need for trained individuals to keep industry machinery in good working order and to produce the parts necessary to keep industry moving. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
What is the difference between the Machine Tool Technology Diploma and Machine Tool Technology AAS Degree?
The degree program adds the requirement of algebra, composition and psychology. The degree also allows a student the opportunity to apply for jobs that require an associate degree.

ADVISORS
David Hall, Machine Tool Technology Instructor
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CURRICULUM

GENERAL EDUCATION COURSES
<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>AMCA 2110</td>
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<td>3</td>
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<td>COLL 1060</td>
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<td>MCHT 1012</td>
<td>Blueprint for Machine Tool</td>
<td>3 45</td>
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<tr>
<td>MCHT 1020</td>
<td>Heat Treatment and Surface Grinding</td>
<td>3 75</td>
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**CHOOSE ONE OF THE FOLLOWING MATH OPTIONS**

*Option #1:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MCHT 1013</td>
<td>Machine Tool Math</td>
<td>3 75</td>
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*Option #2:*

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>3 45</td>
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<tr>
<td>MATH 1015</td>
<td>Geometry and Trigonometry</td>
<td>3 45</td>
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<tbody>
<tr>
<td>MCHT 1119</td>
<td>Lathe Operations I</td>
<td>3 105</td>
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<td>MCHT 1120</td>
<td>Mill Operations I</td>
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<td>MCHT 1219</td>
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<tr>
<td>XXXX XXXX</td>
<td>Occupational Elective</td>
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**Credit Hours: 42**
Advanced General Machinist

TECHNICAL CERTIFICATE OF CREDIT
The Advanced General Machinist technical certificate of credit provides training for graduates to gain employment as machine tool technicians. Emphasis is placed on advanced grinding, milling, and lathe operations.

Students are accepted into the Advanced General Machinist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Advanced General Machinist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $22,000 – $32,000

PROGRAM COSTS
• Tuition & Fees: $2,410.00
• Books & Supplies: $20.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADDITIONAL ADMISSION REQUIREMENTS:
• Must have completed the Machine Tool degree or diploma program, or have a minimum of three years work experience at the machinist level.

ADVISORS
David Hall, Machine Tool Technology Instructor
478-274-7945 | dahall@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
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<td>AMCA 2030 Advanced Milling II</td>
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<td>AMCA 2080 Advanced Grinding I</td>
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<td>AMCA 2090 Advanced Grinding Operations II</td>
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Credit Hours: 20

EMLOYMENT OPPORTUNITIES
Graduates of the program receive an Advanced General Machinist technical certificate of credit for advanced placement in the machining field.
CNC Specialist

TECHNICAL CERTIFICATE OF CREDIT

The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Students may enter the CNC Specialist program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 20 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CNC Specialist program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $37,000 - $40,000

PROGRAM COSTS

- Tuition & Fees: $2,410.00
- Books & Supplies: $20.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Graduates of the program receive a CNC Specialist technical certificate of credit for advanced placement in the machining field.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.
- Students must have completed the Machine Tool Technology degree or diploma program, or with Program Advisor approval.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the CNC Specialist certificate program are offered online.

ADVISORS

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478-274-7945 | dahall@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES

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<td>CNC Lathe Manual Programming</td>
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<td>105</td>
</tr>
<tr>
<td>AMCA 2170</td>
<td>CNC Practical Applications</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>AMCA 2190</td>
<td>CAD/CAM Programming</td>
<td>4</td>
<td>90</td>
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</tbody>
</table>

Credit Hours: 20
These programs begin Fall Semester 2017 (201812).

OFTC’s Mechatronics programs include sequences of courses that prepare students for careers in today’s technology-driven workplaces. The skills students acquire in this program help them secure a job, excel, and advance in the field. Students obtaining a Mechatronics Technology associates degree will be capable of inspecting, maintaining, troubleshooting, and repairing commercial and industrial mechanical and electrical systems. These systems are found in manufacturing applications, assembly lines, and production facilities. The complex machinery found in each of these situations needs technicians to install, service, troubleshoot, maintain, and repair machinery in order for the companies to maintain a high level of productivity.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES

• Mechatronics Technology

DIPLOMAS

• Mechatronics Technology

TECHNICAL CERTIFICATES OF CREDIT

• Mechatronics Specialist
• Mechatronics Technician
Mechatronics Technology

** BEGINNING FALL SEMESTER 2017 (201812) **

** ASSOCIATE OF APPLIED SCIENCE DEGREE **

The Mechatronics Technology degree program is designed for the student who wishes to prepare for a career as a Mechatronics 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 skills. The Degree program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC’s, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Students are accepted into the Mechatronics Technology degree program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 63 semester credit hours.

** CAREER TRAITS/REQUIREMENTS **

Individuals wanting to enroll in the Mechatronics degree program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

** OFFERED AT THE FOLLOWING CAMPUS **

- South Campus (Dublin)

** SALARY POTENTIAL **

$37,440 – $52,000

** PROGRAM COSTS **

- Tuition & Fees: $3,615.00
- Books & Supplies: $1,600.00

(Costs are estimated and are subject to change.)

** EMPLOYMENT OPPORTUNITIES **

Graduates of the Mechatronics Technology degree program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

** ADMISSION REQUIREMENTS **

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

** ADVISORS **

Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

** CURRICULUM **

<table>
<thead>
<tr>
<th>AREA I - LANGUAGE ARTS/COMMUNICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101 Composition and Rhetoric 3 45</td>
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<tr>
<th>AREA II - SOCIAL/BEHAVIORAL SCIENCES</th>
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<tr>
<td>PSYC 1101 Introductory Psychology 3 45</td>
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<tr>
<th>AREA III - NATURAL SCIENCES/MATHEMATICS</th>
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<tr>
<td>CHOOSE ONE OF THE FOLLOWING:</td>
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<tr>
<td>MATH 1101 Mathematical Modeling 3 45</td>
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<tr>
<td>MATH 1111 College Algebra 3 45</td>
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<td>MATH 1103 Quantitative Skills and Reasoning 3 45</td>
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<tr>
<th>AREA IV - HUMANITIES/FINE ARTS</th>
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<tbody>
<tr>
<td>ENGL 2130 American Literature 3 45</td>
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</table>

** PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS **

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

| ENGL 1102 Literature and Composition 3 45 |
| HIST 2111 U.S. History I 3 45 |
| HIST 2112 U.S. History II 3 45 |
| POLS 1101 American Government 3 45 |
| SOCI 1101 Introduction to Sociology 3 45 |

** OCCUPATIONAL COURSES **

<p>| AUMF 1150 Introduction to Robotics 3 75 |
| COLL 1060 Introduction to College and Computers 3 50 |
| IDFC 1013 Solid State Devices I 3 60 |
| IDSY 1101 DC Circuit Analysis 3 60 |
| IDSY 1105 AC Circuit Analysis 3 60 |
| IDSY 1110 Industrial Motor Controls I 4 105 |
| IDSY 1120 Basic Industrial PLCs 4 120 |
| IDSY 1190 Fluid Power Systems 4 105 |</p>
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<th>Course Code</th>
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<tr>
<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
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<td>Intermediate Industrial PLCs</td>
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<td>120</td>
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<td>IDSY 1230</td>
<td>Industrial Instrumentation</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>MCTX 2250</td>
<td>Mechatronics Capstone</td>
<td>3</td>
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CHOOSE 6 CREDIT HOURS FROM THE FOLLOWING:

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<tr>
<td>AIRC 1005</td>
<td>Refrigeration Fundamentals</td>
<td>4</td>
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<td>IDSY 1130</td>
<td>Industrial Wiring</td>
<td>4</td>
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<td>IDSY 1240</td>
<td>Maintenance for Reliability</td>
<td>4</td>
<td>90</td>
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<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
<td>60</td>
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<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
<td>75</td>
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<tr>
<td>AUMF 2060</td>
<td>Work Cell Design Laboratory</td>
<td>2</td>
<td>45</td>
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<tr>
<td>BUAS 1010</td>
<td>BAS Fundamentals</td>
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</table>

**Credit Hours: 63**
Mechatronics Technology

** BEGINNING FALL SEMESTER 2017 (201812) **

**DIPLOMA**

The Mechatronics Technology diploma program is designed for the student who wishes to prepare for a career as a Mechatronics 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 skills. The diploma program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC’s, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Students are accepted into the Mechatronics Technology diploma program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 50 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Mechatronics diploma program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $35,000 – $50,000

**PROGRAM COSTS**

- Tuition & Fees: $3,615.00
- Books & Supplies: $1,450.00

(Costs are estimated and are subject to change.)

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADVISORS**

Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

**CURRICULUM**

**GENERAL EDUCATION COURSES**

| ENGL 1010 | Fundamentals of English I | 3 | 45 |

**CHOOSE ONE OF THE FOLLOWING:**

| MATH 1012 | Foundations of Mathematics | 3 | 45 |
| MATH 1013 | Algebraic Concepts | 3 | 45 |

**CHOOSE ONE OF THE FOLLOWING:**

| EMPL1000 | Interpersonal Relations & Prof Development | 2 | 30 |
| PSYC 1010 | Basic Psychology | 3 | 45 |

**OCCUPATIONAL COURSES**

| COLL1060 | Introduction to College and Computers | 3 | 50 |
| IDFC 1013 | Solid State Devices | 3 | 60 |
| IDSY 1101 | DC Circuit Analysis | 3 | 60 |
| IDSY 1105 | AC Circuit Analysis | 3 | 60 |
| IDSY 1110 | Industrial Motor Controls | 4 | 105 |
| IDSY 1120 | Basic Industrial PLCs | 4 | 120 |
| IDSY 1190 | Fluid Power Systems | 4 | 105 |
| IDSY 1210 | Industrial Motor Controls II | 4 | 105 |
| IDSY 1220 | Intermediate Industrial PLCs | 4 | 120 |
| IDSY 1230 | Industrial Instrumentation | 4 | 120 |
| AUMF 1150 | Introduction to Robotics | 3 | 75 |
| MCTX 2250 | Mechatronics Capstone | 3 | 64 |

**Credit Hours: 50**
Mechatronics Specialist

** BEGINNING FALL SEMESTER 2017 (201812) **

TECHNICAL CERTIFICATE OF CREDIT

The Mechatronics Specialist certificate program is designed for the student who wishes to prepare for a career as a Mechatronics Technician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement. This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power and Robotics.

Students are accepted into the Mechatronics Specialist certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 11 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechatronics Specialist certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $22,500 – $33,000

PROGRAM COSTS

- Tuition & Fees: $3,615.00
- Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Mechatronics Specialist certificate program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS

Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

CURRICULUM

CREDIT CONTACT

HOURS

\begin{tabular}{lcc}
OCCUPATIONAL COURSES & CREDIT HOURS & CONTACT HOURS \\
AUMF 1150 & Introduction to Robotics & 3 & 75 \\
ELCR 2140 & Mechanical Devices & 2 & 45 \\
ELCR 2150 & Fluid Power & 2 & 45 \\
IDSY 1160 & Mechanical Laws and Principles & 4 & 90 \\
\end{tabular}

Credit Hours: 11
**BEGINNING FALL SEMESTER 2017 (201812) **

**TECHNICAL CERTIFICATE OF CREDIT**

The Mechatronics Technician certificate program is designed for the student who wishes to prepare for a career as a Mechatronics Technician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention and advancement. This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power and Robotics.

Students are accepted into the Mechatronics Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Mechatronics Technician certificate program must have good eyesight, manual dexterity, hand-eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $22,500 – $33,000

**PROGRAM COSTS**

- Tuition & Fees: $3,615.00
- Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Mechatronics Technician certificate program are prepared for employment as an industrial electricians or Mechatronics technicians. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADVISORS**

Lee Radney, Electronics Instructor
478-274-7862 | lradney@oftc.edu

**CURRICULUM**

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tr>
<td>IDSY 1005</td>
<td>Introduction to Mechatronics</td>
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<tr>
<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>IDSY 1190</td>
<td>Fluid Power Systems</td>
<td>4</td>
<td>105</td>
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</table>

Credit Hours: 12
OFTC’s Medical Assisting program prepares students for employment in a variety of positions in both the clinical and administrative areas of today’s medical offices. The Medical Assisting diploma provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Graduates of the program receive a Medical Assisting diploma and are eligible to take the AAMA certification exam for Medical Assisting.

Programs by Type of Award

**DIPLOMAS**

- Medical Assisting

**TECHNICAL CERTIFICATES OF CREDIT**

- Medical Office Support Specialist
Medical Assisting

DIPLOMA

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting diploma provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

Students are accepted into the Medical Assisting diploma program fall and spring semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

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

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756
727-210-2350

The MAERB (Medical Assisting Education Review Board) 2016 Annual Report retention rate for the 5 years is 91.88%.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Medical Assisting diploma program must have good work ethics, be people oriented and possess great organizational skills.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

- South Campus (Dublin)

SALARY POTENTIAL

- $24,000 - $31,200

PROGRAM COSTS

- Tuition & Fees: $6,025.00
- Books & Supplies: $1,700.00
- Uniform & Supplies: $300.00
- Liability Insurance (per year): $11.00
- First Aid Card: $7.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Assisting diploma program can find employment as a medical assistant in a physician's office or outpatient clinics. Classroom instruction and practical application of learned skills provide a solid background, which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC's gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

COMPETITIVE ADMISSION REQUIREMENTS

If the number of qualified students wishing to enter a program exceeds the number of spaces available in a particular program, those qualified students will enter into a competitive selection process for acceptance.

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

FREQUENTLY ASKED QUESTIONS

What types of job can I get with this credential?

The Medical Assisting Program prepares students for employment in a variety of positions in today's medical offices. Additionally, other medically related facilities such as hospitals, clinics, insurance companies, and health departments may provide suitable employment opportunities.

ADVISORS

Brenda Gurr, Medical Assisting Instructor
478-274-7885 | bgurr@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES

ENGL 1010 Fundamentals of English I 3 45
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
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<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
<td>45</td>
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<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
<td>75</td>
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<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
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<tr>
<td>MAST 1010</td>
<td>Legal and Ethical Concerns in the Medical Office</td>
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<td>Pharmacology in the Medical Office</td>
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<td>Medical Office Procedures</td>
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<td>MAST 1080</td>
<td>Medical Assisting Skills I</td>
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<td>Medical Assisting Skills II</td>
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<td>MAST 1100</td>
<td>Medical Insurance Management</td>
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<td>Administrative Practice Management</td>
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<td>MAST 1120</td>
<td>Human Diseases</td>
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<td>MAST 1170</td>
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<td>MAST 1180</td>
<td>Medical Assisting Seminar</td>
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</table>

*Credit Hours: 54*
Medical Office Support Specialist

TECHNICAL CERTIFICATE OF CREDIT
The Medical Office Support Specialist program provides learning opportunities which introduce, develop, and re-inforce academic and occupational knowledge, skills and attitudes required in today's medical offices. Medical Office Support Specialists answer the telephone and keep records of callers, schedule appointments, greet patients, and interview patients to gain needed information.

Students may enter the Administrative Support Assistant certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 13 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Medical Office Support Specialist certificate program must be able to work in an office setting, type and produce business documents, be a fast and accurate typist, show initiative, work with people, work as a team member, multi-task, display a professional appearance, work with computers and computer application software, and have a strong work ethic.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
• South Campus (Dublin)

SALARY POTENTIAL
• $18,720 – $24,960

PROGRAM COSTS
• Tuition & Fees: $2,410.00
• Books & Supplies: $600.00
(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Graduates of the Medical Office Support Specialist certificate program are prepared for employment as office assistants in many different types of office environments with emphasis placed on computers, office procedures, word processing, and accounting. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADVISORS
Brenda Gurr, Medical Assisting Instructor
478-274-7885 | bgurr@oftc.edu

CURRICULUM

OCCUPATIONAL COURSES
<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ALHS 1090</td>
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<tr>
<td>MAST 1010</td>
<td>Legal and Ethical Concerns in the Medical Office</td>
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<td>MAST 1060</td>
<td>Medical Office Procedures</td>
<td>4</td>
<td>75</td>
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<tr>
<td>MAST 1100</td>
<td>Medical Insurance Management</td>
<td>2</td>
<td>60</td>
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<tr>
<td>MAST 1110</td>
<td>Administrative Practice Management</td>
<td>3</td>
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Credit Hours: 13
Nursery/Greenhouse Technician

This program is only offered at the Eastman Youth Development Center.

OFTC’s Nursery/Greenhouse Technician certificate program prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Programs by Type of Award

TECHNICAL CERTIFICATES OF CREDIT
  • Nursery/Greenhouse Technician
Nursery/Greenhouse Technician

This program is only taught at Eastman Youth Development Center.

TECHNICAL CERTIFICATE OF CREDIT

The Nursery/Greenhouse Technician certificate program prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Students are accepted into the Nursery/Greenhouse Technician program every semester. To graduate, students must earn a minimum of 17 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $18,000 - $28,000

PROGRAM COSTS

- Tuition & Fees: $1,460.00
- Books & Supplies: See program advisor

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Nursery/Greenhouse Technician certificate program are employable as entry-level positions in the nursery, landscape, or agricultural industry. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

CURRICULUM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>HORT 1000</td>
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<td>HORT 1010</td>
<td>Woody Plant Identification I</td>
<td>3</td>
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<tr>
<td>HORT 1020</td>
<td>Herbaceous Plant Identification</td>
<td>3</td>
<td>60</td>
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<tr>
<td>HORT 1030</td>
<td>Greenhouse Management</td>
<td>4</td>
<td>90</td>
</tr>
<tr>
<td>HORT 1050</td>
<td>Nursery Production and Management</td>
<td>4</td>
<td>90</td>
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</tbody>
</table>

Credit Hours: 17
OFTC's Nursing programs are designed to prepare students to write the NCLEX for their program. The programs prepare graduates to give competent nursing care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates have the qualifications of an entry-level nurse.

Programs by Type of Award

**ASSOCIATE OF APPLIED SCIENCE DEGREES**
- Associate Degree in Nursing Bridge

**DIPLOMAS**
- Practical Nursing
Associate Degree in Nursing Bridge

** Pending SACSCOC Approval **
First Cohort Class will be accepted Fall 2018

ASSOCIATE OF SCIENCE DEGREE
The Associate Degree in Nursing Bridge (ADN Bridge) curriculum is designed to produce highly-trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The nurse is viewed as a caring, holistic person who possesses critical thinking/problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Graduates are eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
• North Campus (Sandersville)

SALARY POTENTIAL
• Median Annual Wage: $67,490

PROGRAM COSTS
• Tuition & Fees: $6,025.00
• Books & Supplies: $1,650.00
• Uniform & Supplies: $300.00
• Liability Insurance (per year): $11.00

ADDITIONAL FEES:
• Malpractice Insurance: $11.00
• Drug Screen: $30.00
• Criminal Background Check: $49.50
• ATI Fees: $17.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
The Associate Degree in Nursing Bridge program provides the graduate with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning Registered Nurse (RN) in a variety of healthcare settings. The program graduate will receive an Associate of Science Nursing degree. A program graduate who meets exit requirements will be eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX) to become registered.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 18 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted

ADDITIONAL ADMISSION REQUIREMENTS:
1. LPN unrestricted licensure or paramedic unrestricted certification number.
2. Work Experience Form completed showing at least one year experience in field.
3. Current CPR Certification Documentation due first day of class.

THE COLLEGE MAY ACCEPT TRANSFER CREDIT FOR OTHER COURSES ACCORDING TO THE COLLEGE’S TRANSFER POLICY.

ADVISORS
Leslie Thigpen, Division Chair - Health Occupations / Practical Nursing Instructor
478-553-2088 | lthigpen@oftc.edu

CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED
ENGL 1101 Composition and Rhetoric 3 45
ENGL 1102 Literature and Composition 3 45

AREA II - SOCIAL/BEHAVIORAL SCIENCES
PSYC 1101 Introductory Psychology 3 45

AREA III - NATURAL SCIENCES/MATHEMATICS
MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130 American Literature 3 45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS
To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

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<td>U.S. History I</td>
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<td>HIST 2112</td>
<td>U.S. History II</td>
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<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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**NON-GENERAL EDUCATION DEGREE COURSES**

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<tr>
<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
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<td>BIOL 2113L</td>
<td>Anatomy and Physiology Lab I</td>
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<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
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<td>BIOL 2114L</td>
<td>Anatomy and Physiology Lab II</td>
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<td>BIOL 2117</td>
<td>Introductory Microbiology</td>
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<td>45</td>
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<td>BIOL 2117L</td>
<td>Introductory Microbiology Lab</td>
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**OCCUPATIONAL COURSES**

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<td>Foundations of Nursing</td>
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<td>RNSG 2070</td>
<td>Maternal Child Nursing</td>
<td>8</td>
<td>210</td>
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<td>RNSG 2170</td>
<td>Adult Health Bridge</td>
<td>8</td>
<td>210</td>
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<tr>
<td>RNSG 2280</td>
<td>Leadership Transition</td>
<td>2</td>
<td>30</td>
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<tr>
<td>RNSG 2330</td>
<td>Adult Health Bridge II</td>
<td>8</td>
<td>240</td>
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</table>

*Credit Hours: 60*
Practical Nursing

Diploma

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

A full-time student can complete this program in 5 semesters. To graduate, students must earn a minimum of 60 semester credit hours.

Beginning fall 2017, all candidates for the Practical Nursing program will be required to take the TEAS test (Test of Essential Academic Skills) instead of the PSB (Psychological Services Bureau).

Offered at the following Campuses/Delivery Mode

• North Campus (Sandersville)
• South Campus (Dublin)
• Jefferson County Center

Salary Potential

• $24,000 – $41,267

Program Costs

• Tuition & Fees: $6,025.00
• Books & Supplies: $1,650.00
• Uniform & Supplies: $300.00
• Liability Insurance (per year): $11.00

Additional Fees:

• Malpractice Insurance: $11.00
• Drug Screen: $30.00
• Criminal Background Check: $49.50
• ATI Testing Fees: $516.00
• CPR Card: $7.00

(Costs are estimated and are subject to change.)

Hope Career Grant:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

Employment Opportunities

Graduates can find employment at hospitals, doctors' offices, school nurse clinics, nursing homes, home health, and many other public and health agencies.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

Admission Requirements

• Submit a completed application and application fee;
• Be at least 18 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

Competitive Admission Requirements

Students must complete an application to compete for their name to be placed on the list of potential program students. Check program pages for entry dates. Students without an application on file will NOT be considered for program courses. Applications signify that the student has completed the designated courses and understand the deadlines for official college transcripts.

Frequently Asked Questions

Can I take any of these courses online?

Many of the core courses are offered online. However, most of the program courses are face-to-face instruction and/or clinical experience.

Advisors

Rene Brogdon, Practical Nursing Instructor
478-275-5987 | rbrogdon@oftc.edu
**CURRICULUM**

### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
<td>45</td>
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<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
<td>45</td>
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### OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
<td>75</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>PNSG 2010</td>
<td>Introduction to Pharmacology and Clinical Calculations</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>PNSG 2030</td>
<td>Nursing Fundamentals</td>
<td>6</td>
<td>165</td>
</tr>
<tr>
<td>PNSG 2035</td>
<td>Nursing Fundamentals Clinical</td>
<td>2</td>
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<tr>
<td>PNSG 2210</td>
<td>Medical-Surgical Nursing I</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>PNSG 2220</td>
<td>Medical-Surgical Nursing II</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>PNSG 2230</td>
<td>Medical-Surgical Nursing III</td>
<td>4</td>
<td>75</td>
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<td>PNSG 2240</td>
<td>Medical-Surgical Nursing IV</td>
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<td>PNSG 2250</td>
<td>Maternity Nursing</td>
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<td>PNSG 2310</td>
<td>Medical-Surgical Nursing Clinical I</td>
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<td>90</td>
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<tr>
<td>PNSG 2320</td>
<td>Medical-Surgical Nursing Clinical II</td>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>PNSG 2330</td>
<td>Medical-Surgical Nursing</td>
<td>2</td>
<td>90</td>
</tr>
</tbody>
</table>
OFTC's Pharmacy Technology diploma program is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice.

Programs by Type of Award

**ASSOCIATE OF APPLIED SCIENCE DEGREES**
- Pharmacy Technology

**DIPLOMAS**
- Pharmacy Technology
Pharmacy Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Pharmacy Technology degree is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

The mission of the Pharmacy Technology degree program is to produce caring, competent, trustworthy and certified Pharmacy Technology graduates.

Students will be accepted into the Pharmacy Technology degree program each fall semester. A full-time student can complete this program in 5 semesters. To graduate, a student must earn a minimum of 65 semester credit hours.

The Pharmacy Technology degree program offered by Oconee Fall Line Technical College is accredited by ASHP (American Society for Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pharmacy Technology degree program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $24,960 - $47,598

PROGRAM COSTS

- Tuition & Fees: $4,820.00
- Books & Supplies: $2,000.00

(Costs are estimated and are subject to change.)

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $30.00
- Criminal Background Check: $49.50
- PTCE Application Fee: $129.00
- CPR Card: $7.00
- Georgia State Board of Pharmacy Registration: $100.00
- GAPS Background Check: $36.25

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Pharmacy Technology degree program are prepared for responsible employment positions in hospitals, nursing homes, long-term care facilities, and retail pharmacies.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

Additional information regarding employment, regulations, certification, job outlook and salary may be found at the websites for:

- Bureau of Labor Statistics (BLS)
- Pharmacy Technician Certification Board
- Georgia Board of Pharmacy Registration Information

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADMISSION PROCESS

If the number of qualified students wishing to enter a program exceeds the number of spaces available in a particular program, those qualified students will enter into a competitive selection process for acceptance. Students must complete the designated courses with a grade of "C" or better. Designated courses can be found in the Allied Health Guidelines link below.

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?

Currently, none of the Pharmacy Technology occupational courses are offered online. However, the basic skills courses are offered online.

ADVISORS
CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)
ENGL 1101  Composition and Rhetoric  3  45

AREA II - SOCIAL/BEHAVIORAL SCIENCES
PSYC 1101  Introductory Psychology  3  45

AREA III - NATURAL SCIENCES/MATHEMATICS

CHOOSE ONE OF THE FOLLOWING:
MATH 1101 Mathematical Modeling  3  45
MATH 1111 College Algebra  3  45
MATH 1103 Quantitative Skills and Reasoning  3  45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130  American Literature  3  45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE
REQUIREMENTS
To meet the minimum required 15 semester credit hours in General Core
Courses, students must take an additional 3 semester credit hours.

ENGL 1102 Literature and Composition  3  45
HIST 2111 U.S. History I  3  45
HIST 2112 U.S. History II  3  45
POLS 1101 American Government  3  45
SOCI 1101 Introduction to Sociology  3  45

NON-GENERAL EDUCATION DEGREE COURSES
BIOL 2113  Anatomy and Physiology I  3  45
BIOL 2113L Anatomy and Physiology Lab I  1  45
BIOL 2114  Anatomy and Physiology II  3  45
BIOL 2114L Anatomy and Physiology Lab II  1  45

OCCUPATIONAL COURSES
ALHS 1040  Introduction to Health Care  3  75

AND ONE OF THE FOLLOWING:
ALHS 1090 Medical Terminology for Allied Health Sciences  2  30
BUSN 2300 Medical Terminology  2  30

COLL 1060  Introduction to College and Computers  3  50
PHAR 1000  Pharmaceutical Calculations  4  60
PHAR 1010  Pharmacy Technology

Credit Hours: 65
Pharmacy Technology

**DIPLOMA**

The Pharmacy Technology diploma program is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice.

The mission of the Pharmacy Technology program is to produce caring, competent, trustworthy and certified Pharmacy Technology graduates.

Students will be accepted into the Pharmacy Technology diploma program each fall semester. A full-time student can complete this program in 4 semesters. To graduate, a student must earn a minimum of 56 semester credit hours.

The Pharmacy Technology diploma program offered by Oconee Fall Line Technical College is accredited by ASHP (American Society for Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

**CAREER TRAITS/REQUIREMENTS**

Individuals wanting to enroll in the Pharmacy Technology diploma program must have good work ethics, be people-oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

**OFFERED AT THE FOLLOWING CAMPUS**

- South Campus (Dublin)

**SALARY POTENTIAL**

- $24,960 - $47,598

**PROGRAM COSTS**

- Tuition & Fees: $4,820.00
- Books & Supplies: $2,000.00

**ADDITIONAL FEES**

- Malpractice Insurance: $11.00
- Drug Screen: $30.00
- Criminal Background Check: $49.50
- PTCE Application Fee: $129.00
- CPR Card: $7.00
- Georgia State Board of Pharmacy Registration: $100.00
- GAPS Background Check: $36.25

(Costs are estimated and are subject to change.)

**HOPE CAREER GRANT:**

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**

Graduates of the Pharmacy Technology program are prepared for responsible employment positions in hospitals, nursing homes, long-term care facilities, and retail pharmacies.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

Additional information regarding employment, regulations, certification, job outlook and salary may be found at the web sites for:

- Bureau of Labor Statistics (BLS)
- Pharmacy Technician Certification Board
- Georgia Board of Pharmacy Registration Information

**ADMISSION REQUIREMENTS**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADMISSION PROCESS**

If the number of qualified students wishing to enter a program exceeds the number of spaces available in a
particular program, those qualified students will enter into
a competitive selection process for acceptance. Students
must complete the designated courses with a grade of “C”
or better: ENGL 1010 Fundamentals of English I, MATH
1012 Foundations of Mathematics, ALHS 1040 Introduction
to Health Care, ALHS 1011 Anatomy and Physiology, ALHS
1090 Medical Terminology for Allied Health Sciences, PSYC
1010 Basic Psychology, and COMP 1000 Introduction to
Microcomputers or COLL 1060 Introduction to College and
Computers.

Access links and forms for Competitive Admissions Pro-
grams at www.OFTC.edu.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?
Currently, none of the Pharmacy Technology occupational
courses are offered online. However, the basic skills cours-
es are offered online.

ADVISORS
Jack Shepherd, Pharmacy Technology Instructor
478-274-7743 | jshepherd@oftc.edu

CURRICULUM

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<thead>
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<td>MATH 1012</td>
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<td>ALHS 1090</td>
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<td><strong>PHAR 1010</strong></td>
<td>5 90</td>
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<td><strong>PHAR 1020</strong></td>
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<td><strong>PHAR 1030</strong></td>
<td>4 90</td>
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<td><strong>PHAR 1040</strong></td>
<td>3 60</td>
</tr>
<tr>
<td><strong>PHAR 1050</strong></td>
<td>5 225</td>
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</tbody>
</table>

PHAR 2060 Advanced Pharmacy Technology Principles 3 60
PHAR 2070 Advanced Pharmacy Technology Practicum 5 225

Credit Hours: 56
Radiologic Technology

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. A full-time student can complete the program in 4 semesters. To graduate, students must earn a minimum of 77 semester credit hours.

The Imaging Science Assistant technical certificate credit program will prepare students for positions in imaging departments and related industry as a tech aide, transporter, or radiology office assistant. The imaging specialization area includes an introduction to radiography and a lab component. Completion of the Imaging Science Assistant program is required for entrance in the Radiologic Technology degree.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREES
  • Radiologic Technology

DIPLOMAS
  • Imaging Science Assistant
Radiologic Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment.

Radiology departments use a wide variety of machines to produce images of the body. They use x-ray machines, CT (CAT) scanners, MRI machines, ultrasound machines and nuclear medicine cameras. This program teaches students to perform studies using x-ray machines. Use of advanced imaging modalities will require additional schooling or on-the-job training. The variety of things to learn keeps the field of radiologic technology new and interesting.

Students may compete to enter the Radiologic Technology degree program spring semester. A full-time student can complete the program in 4 semesters. To graduate, students must earn a minimum of 77 semester credit hours.

Students are required to complete the Imaging Science Assistant certificate program prior to competing for the Radiologic Technology degree program.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Radiologic Technology degree program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

• $30,000 - $39,520

PROGRAM COSTS

• Tuition & Fees: $7,100.00
• Books & Supplies: $2,550.00

ADDITIONAL FEES

• Malpractice Insurance: $11.00
• Drug Screen: $30.00
• Criminal Background Check: $49.50
• Dosimeter Scanner (RADT 1320): $11.75
• Left/Right Marker (RADT 1320): $30.00
• Dosimeter Scanner (RADT 1330): $11.75
• Dosimeter Scanner (RADT 2340): $11.75
• Dosimeter Scanner (RADT 2360): $11.75
• Corectec (RADT 2260): $80.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Radiologic Technology program are prepared for responsible positions in hospitals, private clinics, doctors’ offices, and other institutions requiring qualified professional personnel.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/. Due to the number of graduates in Academic Year 2016, Gainful Employment data is not available for this program.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 18 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.
• Must have successfully completed the Imaging Science Assistant TCC.

The College may accept transfer credit for other courses according to the College’s transfer policy.

CLINICALS

The OFTC Radiologic Technology degree program is affiliated with the following clinical facilities:

• Fairview Park Hospital, Dublin GA
• Fairview Medical Group Orthopaedics, Dublin GA
• Fairview Orthopaedics, Vidalia, GA
• Carl Vinson VA Medical Center, Dublin GA
• Dublin Internal Medicine, Dublin GA
• Dodge County Hospital, Dublin GA
• Oconee Regional Medical Center, Milledgeville GA
• Washington County Regional Medical Center, Sandersville GA

All students rotate through scheduled clinical sites regardless of mileage from home or school and at the discretion of program faculty. Students may be required to do clinical rotations on weekends and on 3-11 shifts. Students are required to rotate through Fairview Park Hospital and VA Medical Center at least once during the program. Students are required to have a current background check and drug screen prior to clinical placement.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students.
Check program pages for entry dates. Students without an application on file will NOT be considered for program courses. Applications signify that the student has completed the designated courses and understand the deadlines for official college transcripts.

**ANNUAL YEAR 2016-2017 RADIOLOGY HANDBOOK**

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

**MISSION STATEMENT**

The mission of the OFTC Radiologic Technology Program is to provide quality instruction for radiography students that will enable them to become competent registered technologists (ARRT) and contribute to the economic development of the community.

**PROGRAM GOALS**

The radiologic technology program prepares students for employment in radiologic technology and encourages personal and professional development. In support of this mission, the Radiography Program has the following goals:

- Radiologic Technology graduates will be clinically competent.
- Students will communicate effectively.
- Students will use critical thinking and problem solving skills.
- Students will evaluate the importance of professional growth and development.
- The program will graduate entry-level technologists.

**STUDENT LEARNING OUTCOMES**

The following student learning outcomes are assessed annually:

- Students will apply positioning skills.
- Students will select appropriate technical factors.
- Students will practice radiation protection.
- Students will demonstrate appropriate reactions to constructive criticism.
- Students will demonstrate written communication skills.
- Students will demonstrate the ability to follow directions.
- Students will demonstrate effective oral communication.
- Students will manipulate technical factors for non-routine examinations.
- Students will adapt positioning for trauma patients.
- Students will determine the importance of continued professional development.
- Students will possess professional employment skills.
- Students will pass the ARRT national certification on the 1st attempt.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.
- Students will complete the program within 17 months.
- Students will be satisfied with their education.
- Employers will be satisfied with the graduates’ performance.

**PROGRAM EFFECTIVENESS DATA AS REPORTED IN 2015 PROGRAM ANNUAL REPORT TO JRCERT**

- Program Completion Rate (PCR) - 60%
- Credentialing Examination Pass Rate (5 year average) - 94%
- Job Placement Rate (5 year average) - 97%

For more information on Program Effectiveness Data, please view Program Effectiveness Data Details for this program at www.OFTC.edu.

Explanation for the number of graduates actively seeking employment may differ from the posted graduation rate: Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as: 1) graduate failed to communicate with program officials regarding employment status after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education.

**FREQUENTLY ASKED QUESTIONS**

What is a Radiologic Technologist?
Radiologic Technologists produce x-ray films (radiographs) of parts of the human body for use in diagnosing medical problems.

Is the Radiologic Technologist program accredited?
Yes! The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only agency recognized by the United States Department of Education for the accreditation of educational programs in radiologic technology.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182
Phone:  (312) 704-5300
Fax:  (312) 704-5304
mail@jrcert.org
www.jrcert.org

For more information about Radiologic Technology, visit
these web sites:

• ARRT - The American Registry of Radiologic Technologists
• ASRT - American Society of Radiologic Technologists
• GSRT - Georgia Society of Radiologic Technologists

**ADVISORS**
Denise Brinson, Radiologic Technology Instructor
478-274-7773 | dbrinson@oftc.edu

Stephanie Morris, Radiologic Technology Instructor
478-274-7882 | smorris@oftc.edu

**CURRICULUM**

**AREA I - LANGUAGE ARTS/COMMUNICATIONS**
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
</table>

**AREA II - SOCIAL/BEHAVIORAL SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
</table>

**AREA III - NATURAL SCIENCES/MATHEMATICS**

**CHOOSE ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1101</td>
<td>Mathematical Modeling</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Quantitative Skills and Reasoning</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
<td>45</td>
</tr>
</tbody>
</table>

**AREA IV - HUMANITIES/FINE ARTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
<td>45</td>
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</table>

**PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS**

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
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<td>HIST 2111</td>
<td>U.S. History I</td>
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<td>HIST 2112</td>
<td>U.S. History II</td>
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<tr>
<td>POLS 1101</td>
<td>American Government</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>45</td>
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</table>

**NON-GENERAL EDUCATION DEGREE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>BIOL 2113L</td>
<td>Anatomy and Physiology Lab I</td>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>BIOL 2114L</td>
<td>Anatomy and Physiology Lab II</td>
<td>1</td>
<td>45</td>
</tr>
</tbody>
</table>

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>RADT 1010</td>
<td>Introduction to Radiology</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>RADT 1030</td>
<td>Radiographic Procedures I</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>RADT 1060</td>
<td>Radiographic Procedures II</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>RADT 1065</td>
<td>Radiologic Science</td>
<td>2</td>
<td>30</td>
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<tr>
<td>RADT 1075</td>
<td>Radiographic Imaging</td>
<td>4</td>
<td>75</td>
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<tr>
<td>RADT 1085</td>
<td>Radiologic Equipment</td>
<td>3</td>
<td>60</td>
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<tr>
<td>RADT 1200</td>
<td>Principles of Radiation Biology and Protection</td>
<td>2</td>
<td>30</td>
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<tr>
<td>RADT 1320</td>
<td>Clinical Radiography I</td>
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<td>180</td>
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<tr>
<td>RADT 1330</td>
<td>Clinical Radiography II</td>
<td>7</td>
<td>315</td>
</tr>
<tr>
<td>RADT 2090</td>
<td>Radiographic Procedures III</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>RADT 2260</td>
<td>Radiologic Technology Review</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>RADT 2340</td>
<td>Clinical Radiography III</td>
<td>6</td>
<td>270</td>
</tr>
<tr>
<td>RADT 2360</td>
<td>Clinical Radiography V</td>
<td>9</td>
<td>405</td>
</tr>
</tbody>
</table>

**Credit Hours:** 77
Imaging Science Assistant

TECHNICAL CERTIFICATE OF CREDIT
The Imaging Science Assistant technical certificate credit program will prepare students for positions in imaging departments and related industry as a tech aide, transporter, or radiology office assistant. The imaging specialization area includes an introduction to radiography, and a lab component.

Students can enter the Imaging Science Assistant certificate program any semester. A full-time student can complete this program in 3 semesters. To graduate, a student must earn a minimum of 31 semester credit hours.

The Imaging Science Assistant technical certificate of credit program is designed to prepare student for entrance into the Radiologic Technology degree program. Completion of the Imaging Science Assistant technical certificate program is required for entrance in the Radiologic Technology degree program.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Imaging Science Assistant certificate program must have good work ethics, be people oriented and possess great organizational skills. Classroom instruction and practical application of learned skills provide a sound background, which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUS
• South Campus (Dublin)

SALARY POTENTIAL
• $15,080 - $18,720

PROGRAM COSTS
• Tuition & Fees: $3,615.00
• Books & Supplies: See program advisor

ADDITIONAL FEES
• CPR Card: $7.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Imaging Science Assistant certificate program can find employment as an imaging science assistant.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 17 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

COMPETITIVE ADMISSION REQUIREMENTS
Access links and forms for Competitive Admissions Programs at www.OFTC.edu.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Yes! Many of the courses in the Imaging Science Assistant certificate program are offered online.

ADVISORS
Denise Brinson, Radiologic Technology Instructor
478-274-7773  |  dbrinson@oftc.edu

Stephanie Morris, Radiologic Technology Instructor
478-274-7882  |  smorris@oftc.edu

CURRICULUM

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1101 Composition and Rhetoric</td>
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</tr>
<tr>
<td>MATH 1111 College Algebra</td>
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<td>PSYC 1101 Introductory Psychology</td>
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### NON-GENERAL EDUCATION COURSES

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<td>Anatomy and Physiology Lab II</td>
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### OCCUPATIONAL COURSES

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<td>30</td>
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<tr>
<td>COLL 1060</td>
<td>Introduction to College and Computers</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>IMSA 1100</td>
<td>Clinical Practice</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>RADT 1010</td>
<td>Introduction to Radiology</td>
<td>4</td>
<td>75</td>
</tr>
</tbody>
</table>

*Credit Hours: 31*
OFTC’s Respiratory Care associate degree program is a sequence of courses that prepares students for careers in the field of respiratory care. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

Programs by Type of Award

**ASSOCIATE OF APPLIED SCIENCE DEGREES**

- Respiratory Care
Respiratory Care

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Respiratory Care associate degree program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement.

The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

Program graduates receive a Respiratory Care Associate Degree of Applied Science which qualifies them to take the National Board for Respiratory Care (NBRC) examinations to become a Registered Respiratory Therapist. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The only way to obtain a license is to successfully pass NBRC board exams.

Students may enter the Respiratory Care degree program every semester. For students competing after Spring 2016, competition for the Respiratory Care degree program classes (RESP courses) is prior to Fall Semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 81 semester credit hours.

For more information on Respiratory Care professions, please visit the following websites:

• National Board for Respiratory Care
• American Association for Respiratory Care
• Georgia Society for Respiratory Care
• Georgia Composite Medical Board

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Respiratory Care degree program must have good work ethics, be people oriented and possess great organizational skills. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

OFFERED AT THE FOLLOWING CAMPUS

• South Campus (Dublin)

SALARY POTENTIAL

$36,560- $53,248

PROGRAM COSTS

• Tuition & Fees: $8,435.00
• Books & Supplies: $4,500.00

ADDITIONAL FEES

• Malpractice Insurance: $11.00
• Drug Screen: $30.00
• Criminal Background Check: $49.50
• BLS Certification: $7.00
• Testing Fee (RESP 1110): $214.00
• ACLS Certification: $10.00
• Testing Fee (RESP 2180): $214.00
• PALS: $10.00
• Testing Fee (RESP 2190): $214.00
• GA Temporary License Fee: $150.00
• NBRC Certification Fee: $190.00

(Estimates are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Respiratory Care degree program can find a variety of employment opportunities in hospitals, home health companies, physicians’ offices, pulmonary function laboratories, and medical equipment sales.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 18 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.
• Respiratory Technology degree students competing after Spring 2016 must take the designated courses listed in the Allied Health Guidelines found at www.OFTC.edu.
• The College may accept transfer credit for other courses according to the College’s transfer policy in general education requirements.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students. Students without an application on file will NOT be considered for program courses. Applications signify that the student has completed the designated courses and understand the deadlines for official college transcripts. If more students apply to compete than there are seats available, the competitive process is followed with the exception of PSB testing. All expiration policies apply regardless of whether or not a program is competitive.

Access links and forms for Competitive Admissions Programs at www.OFTC.edu.
FREQUENTLY ASKED QUESTIONS

Is this program accredited?
The Associate of Applied Science Degree in Respiratory Care is accredited by CoARC Commission on Accreditation for Respiratory Care.

Outcomes data from the 2011 Annual Report of Current Status has been posted on the CoARC website. Follow this link directly to the Programmatic Outcomes Data page: https://www.coarc.com/Students/Programmatic-Outcome-Data.aspx

The Respiratory Program Handbook can be found online at http://cmt.oftc.edu/programs/respiratory-care-201712/.

ADVISORS
Kelley Braxton, Respiratory Care Instructor
478-275-5195 | kbraxton@oftc.edu

Natalie Smith, Respiratory Care Instructor
478-274-7881 | nsmith@oftc.edu

CURRICULUM

AREA I - LANGUAGE ARTS/COMMUNICATIONS
(SUCCESSFUL COMPLETION OF ENGL 1101 IS REQUIRED)
ENGL 1101 Composition and Rhetoric 3 45

AREA II - SOCIAL/BEHAVIORAL SCIENCES
PSYC 1101 Introductory Psychology 3 45

AREA III - NATURAL SCIENCES/MATHEMATICS
CHEM 1151 Survey of Inorganic Chemistry 3 45
CHEM 1151L Survey of Inorganic Chemistry Lab 1 45
CHEM 1211 Chemistry I 3 45
CHEM 1211L Chemistry Lab I 1 45

CHOOSE ONE OF THE FOLLOWING:
MATH 1101 Mathematical Modeling 3 45
MATH 1103 Quantitative Skills and Reasoning 3 45
MATH 1111 College Algebra 3 45

AREA IV - HUMANITIES/FINE ARTS
ENGL 2130 American Literature 3 45

NON-GENERAL EDUCATION DEGREE COURSES
BIOL 2113 Anatomy and Physiology I 3 45
BIOL 2113L Anatomy and Physiology Lab I 1 45
BIOL 2114 Anatomy and Physiology II 3 45
BIOL 2114L Anatomy and Physiology Lab II 1 45
BIOL 2117 Introductory Microbiology 3 45
BIOL 2117L Introductory Microbiology Lab 1 45

OCCUPATIONAL COURSES
COLL 1060 Introduction to College and Computers 3 50
RESP 1110 Pharmacology 3 60
RESP 1120 Introduction to Respiratory Therapy 3 60
RESP 1130 Respiratory Therapy Lab I 4 120
RESP 1193 Cardiopulmonary Anatomy and Physiology 4 90
RESP 2090 Clinical Practice I 2 90
RESP 2100 Clinical Practice II 2 90
RESP 2110 Pulmonary Disease 3 60
RESP 2120 Critical Respiratory Care 2 45
RESP 2130 Mechanical Ventilation and Airway Management 4 120
RESP 2140 Advanced Critical Care Monitoring 1 30
RESP 2150 Pulmonary Function Testing 1 30
RESP 2160 Neonatal Pediatric Respiratory Care 3 60
RESP 2170 Advanced Respiratory Care Seminar 3 75
RESP 2180 Clinical Practice III 2 90
RESP 2190 Clinical Practice IV 2 90
RESP 2200 Clinical Practice V 3 135
RESP 2220 Clinical Practice VI 7 315
RESP 2270 Rehabilitation and Home Care 1 30

Credit Hours: 81
Welding and Joining Technology

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders work in a variety of industries, from car racing to manufacturing. The difficulty of the weld is determined by its position-horizontal, vertical, overhead, or 6G, circular, as in large pipes, and by the type of metals to be used. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. About 50% of welders, solderers, and brazers work 40 hours a week, overtime is common, and about 1 out of every 5 welders work 50 or more hours per week.

Programs by Type of Award

DIPLOMAS

• Welding and Joining Technology

TECHNICAL CERTIFICATES OF CREDIT

• Advanced Shielded Metal Arc Welder
• Basic Shielded Metal Arc Welder
• Flux Cored Arc Welder
• Gas Metal Arc Welder
• Gas Tungsten Arc Welder
• Ornamental Iron Fabricator
• Pipe Shielded Metal Arc Welding
• Pipe Welder
Welding and Joining Technology

DIPLOMA
The Welding and Joining Technology diploma program 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 applications 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.

Students are accepted into the Welding and Joining Technology diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 54 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Welding and Joining Technology diploma program must have good eyesight, math skills, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

SALARY POTENTIAL
$25,000 - $75,000

PROGRAM COSTS
- Tuition & Fees: $3,105.00
- Books & Supplies: $500.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Welding and Joining Technology diploma program have the qualifications of a welding and joining technician, and are prepared to take qualification tests. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Can I take any of these courses online?
Yes! Some of the general education courses are available online. The occupational courses in the Welding and Joining Technology diploma program are not offered online.

ADVISORS
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Tony Simmons, Welding Instructor
478-553-2113, tsimmons@oftc.edu

CURRICULUM

GENERAL EDUCATION COURSES
EMPL 1000 Interpersonal Relations & Prof
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<td>COLL 1060</td>
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<td>Blueprint Reading for Welding Technology</td>
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<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
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**Credit Hours: 54**
Advanced Shielded Metal Arc Welder

**TECHNICAL CERTIFICATE OF CREDIT**
The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Students are accepted into the Advanced Shielded Metal Arc Welder program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 12 semester credit hours.

**CAREER TRAITS/REQUIREMENTS**
Individuals wanting to enroll in the Advanced Shielded Metal Arc Welder program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

**OFFERED AT THE FOLLOWING CAMPUS**
- South Campus (Dublin)

**SALARY POTENTIAL**
- $25,000- $75,000

**PROGRAM COSTS**
- Tuition & Fees: $1,205.00
- Books & Supplies: $430.00

*(Costs are estimated and are subject to change.)*

**HOPE CAREER GRANT:**
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

**EMPLOYMENT OPPORTUNITIES**
Graduates are prepared for employment as a structural welder using SMAW process in all positions.

**ADMISSION REQUIREMENTS**
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

**ADDITIONAL ADMISSION REQUIREMENTS:**
- Must have completed the Basic Shielded Metal Arc Welder TCC.

**FREQUENTLY ASKED QUESTIONS**
Will this program transfer into the Welding & Joining Diploma program?
YES!! All the courses in the Advanced Shielded Metal Arc Welder certificate program are embedded in the Welding and Joining Technology diploma program.

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478-553-2113, tsimmons@oftc.edu

**CURRICULUM**

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*Credit Hours: 12*
Basic Shielded Metal Arc Welder

TECHNICAL CERTIFICATE OF CREDIT
The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Students are accepted into the Basic Shielded Metal Arc Welder certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Basic Shielded Metal Arc Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE
• North Campus (Sandersville)
• South Campus (Dublin)
• Jefferson County Center

SALARY POTENTIAL
• $25,000 - $75,000

PROGRAM COSTS
• Tuition & Fees: $1,035.00
• Books & Supplies: $100.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Students who successfully complete the Basic Shielded Metal Arc Welder certificate program would be ideal candidates to work for production and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

Students interested in furthering their training, education, and seeking possible job advancement could continue on in the Welding and Joining Technology diploma program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Is this certificate embedded in a diploma program?
Yes! The courses in the Basic Shielded Metal Arc Welder certificate program are also in the Welding and Joining Technology Diploma program.

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CURRICULUM

OCCUPATIONAL COURSES

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<td>Flat Shielded Metal Arc Welding</td>
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Credit Hours: 12
Flux Cored Arc Welder

TECHNICAL CERTIFICATE OF CREDIT
The Flux Cored Arc Welder Technical Certificate of Credit introduces students to and provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

Students may enter the Flux Cored Arc Welder program any semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Flux Cored Arc Welder program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, problem solving skills, math skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
- North Campus (Sandersville)
- South Campus (Dublin)

SALARY POTENTIAL
- $25,000 - $75,000

PROGRAM COSTS
- Tuition & Fees: $1,290.00
- Books & Supplies: $590.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for entry-level jobs in the welding profession.

ADMISSION REQUIREMENTS
- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Flux Cored ARC Welder certificate program are offered online.

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CURRICULUM

OCCUPATIONAL COURSES

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<td>WELD 1010</td>
<td>Oxyfuel and Plasma Cutting</td>
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Credit Hours: 15
Gas Metal Arc Welder

TECHNICAL CERTIFICATE OF CREDIT

The Gas Metal Arc Welder (GMAW) Technical Certificate of Credit prepares students for welding careers using the GMAW process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and GMAW welding techniques and processes.

Students are accepted into the Gas Metal Arc Welder certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Gas Metal Arc Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUSES/DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

SALARY POTENTIAL

- $25,000 - $75,000

PROGRAM COSTS

- Tuition & Fees: $1,290.00
- Books & Supplies: $125.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours – $500/semester
- 3-8 credit hours – $250/semester
- 1-2 credit hours – $125/semester
- Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Gas Metal Arc Welder TCC would be ideal candidates to work for production and repair facilities based on their training in fast pace-low material loss processes of GMAW and flux cored welding. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

Students interested in furthering their training, education, and seeking possible job advancement could continue on in the Welding and Joining Technology Diploma program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Will this program transfer into the Welding & Joining Diploma program?

YES!! All the courses in the Gas Metal Arc Welder certificate program are embedded in the Welding and Joining Technology diploma program.

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CURRICULUM

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Credit Hours: 15
Gas Tungsten Arc Welder

TECHNICAL CERTIFICATE OF CREDIT
The Gas Tungsten Arc Welder (GTAW) Technical Certificate of Credit provides instruction in GTAW techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and GTAW setup and operation and GTAW manipulation techniques.

Students are accepted into the Gas Tungsten Arc Welder certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Gas Tungsten Arc Welder certificate program must have good math skills, eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE
• North Campus (Sandersville)
• South Campus (Dublin)
• Jefferson County Center

SALARY POTENTIAL
• $25,000 - $75,000

PROGRAM COSTS
• Tuition & Fees: $1,290.00
• Books & Supplies: $125.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Students who successfully complete the Gas Tungsten Arc Welder certificate program would be ideal candidates to work for production and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

Students interested in furthering their training, education and seeking possible job advancement could continue on in the Welding and Joining Technology diploma program.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Will this certificate transfer into a diploma program? Yes! All the courses in the Gas Tungsten Arc Welder certificate program are embedded in the Welding and Joining Technology diploma.

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CURRICULUM

OCCUPATIONAL COURSES
WELD 1000 Introduction to Welding Technology 4 90
WELD 1010 Oxyfuel and Plasma Cutting 4 90
WELD 1110 Gas Tungsten Arc Welding 4 90
XXXX XXXX Occupational Elective 3 0

Credit Hours: 15
Ornamental Iron Fabricator

** NOT ACCEPTING NEW STUDENTS **

TECHNICAL CERTIFICATE OF CREDIT
The Ornamental Iron Fabricator Technical Certificate of Credit introduces students to ornamental iron design and welding fabrication. Topics include oxyfuel cutting, plasma cutting and ornamental iron works.

Students are accepted into the Ornamental Iron Fabricator certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 12 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Ornamental Iron Fabricator certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• North Campus (Sandersville)

SALARY POTENTIAL
• $18,000 - $36,000

PROGRAM COSTS
• Tuition & Fees: $1,035.00
• Books & Supplies: $100.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES
Students who successfully complete the Ornamental Iron Fabricator certificate program would be ideal candidates to work for production and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Take the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Ornamental Iron Fabricator certificate program are offered online.

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CURRICULUM

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<td>WELD 1156 Ornamental Iron Works</td>
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Credit Hours: 12
Pipe Shielded Metal Arc Welding

TECHNICAL CERTIFICATE OF CREDIT

The Pipe Shielded Metal Arc Welding Technical Certificate of Credit program provides instruction in the theory and skills necessary to secure entry level employment in the pipe welding industry. Areas of instruction include an introduction to welding technology, mathematics, oxyfuel cutting, shielded metal arc welding, advanced shielded metal arc welding, preparation for industrial qualification and pipe welding.

Students are accepted into the Pipe Shielded Metal Arc Welding certificate program every semester. A full-time student can complete this program in 3 semesters. To graduate, students must earn a minimum of 35 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Pipe Shielded Metal Arc Welding certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUSES/
DELIVERY MODE

• North Campus (Sandersville)
• South Campus (Dublin)
• Jefferson County Center

SALARY POTENTIAL

• $25,000 - $75,000

PROGRAM COSTS

• Tuition & Fees: $2,730.00
• Books & Supplies: $250.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:

The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:

• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES

Students who successfully complete the Pipe Shielded Metal ARC Welding certificate program would be ideal candidates to work for construction and repair facilities. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS

• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online? Currently, none of the courses offered in the Pipe Shielded Metal ARC Welding certificate program are offered online.

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GENERAL EDUCATION COURSES

MATH 1012 Foundations of Mathematics 3 45

OCCUPATIONAL COURSES

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Credit Hours: 35
Pipe Welder
The Pipe Welder Technical Certificate of Credit program provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Students are accepted into the Pipe Welder certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS
Individuals wanting to enroll in the Pipe Welder certificate program must have good eyesight, manual dexterity, hand eye coordination, critical thinking skills, and the ability to apply technology to the work environment.

OFFERED AT THE FOLLOWING CAMPUS
• North Campus (Sandersville)
• South Campus (Dublin)

SALARY POTENTIAL
• $25,000 - $75,000

PROGRAM COSTS
• Tuition & Fees: $810.00
• Books & Supplies: $100.00

(Costs are estimated and are subject to change.)

HOPE CAREER GRANT:
The HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant, is available to HOPE Grant-qualified students who enroll in select majors specifically aligned with one of 12 industries in which there are more jobs available in Georgia than there are skilled workers to fill them.

To qualify, an OFTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term. The amount of the HOPE Career Grant award is a fixed amount for each term of enrollment:
• 9 or more credit hours – $500/semester
• 3-8 credit hours – $250/semester
• 1-2 credit hours – $125/semester
• Commercial Truck Driving – $1,000 one time award

High School students in dual enrollment and joint enrollment are NOT eligible.

EMPLOYMENT OPPORTUNITIES
Graduates of the Pipe Welder certificate are prepared for employment as pipe welders with industrial construction companies and manufacturing companies. Instruction and practical application of learned skills provide a broad occupational background which appeals to prospective employers.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view OFTC’s gainful employment data for this program online at oftc.edu/gainfulemployment/.

ADMISSION REQUIREMENTS
• Submit a completed application and application fee;
• Be at least 16 years of age;
• Submit official high school transcript or GED transcript;
• Submit official college transcripts, if applicable;
• Meet assessment requirements by taking the entrance placement test. In lieu of the placement test, official scores on the SAT, CPE, or ACT may be substituted.

ADDITIONAL ADMISSION REQUIREMENTS:
• Must be a graduate of the Welding and Joining Technology diploma program.

FREQUENTLY ASKED QUESTIONS
Are any of these courses offered online?
Currently, none of the courses in the Pipe Welder certificate program are offered online.

ADVISORS
Josh Bridges, Welding Instructor
478-274-7869 | jbridges@oftc.edu

Jeffery Partridge, Welding Instructor
478-625-1901 | jpartridge@oftc.edu

Tony Simmons, Welding Instructor
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CURRICULUM

OCCUPATIONAL COURSES
WELD 1151 Fabrication Processes 3 60

CHOOSE ONE OF THE FOLLOWING:
WELD 1055 Shielded Metal Arc Welding Pipe Welds 3 105
WELD 1152 Pipe Welding 4 105

CHOOSE ONE OF THE FOLLOWING:
WELD 1075 Gas Tungsten Arc Welding Pipe Welding 4 135
WELD 1150 Advanced Gas Tungsten Arc Welding 3 75

Credit Hours: 9
Credit Course Descriptions

Oconee Fall Line Technical College schedules instruction to ensure courses in a program of study are offered with sufficient frequency to provide students with a path to program completion. The frequency of course offerings and scheduling of classes is based on students' needs. All of the courses listed in the catalog are not taught each semester.

The (a) four-letter prefix indicates the subject. Following the (b) course title are numbers that indicate class, lab, and credit hours. For example, 0-4 indicates (c) 75 contact hours per semester and (d) 4 credit hours. For example: ACC 1100 - Financial Accounting: 75-4).

Oconee Fall Line Technical College reserves the right to cancel any class or close any program with insufficient enrollment to justify teaching the class or program. Oconee Fall Line Technical College also reserves the right to alter any published training schedule.

The instructional course categories are general education courses, occupational courses, and elective courses.

**General Education courses**—Common to many majors, general education courses include English or communications, humanities, speech, social or behavioral sciences, and mathematics.

**Occupational courses**—These courses are intended to develop skills and related knowledge for job performance and are part of the course sequence of an occupational program offered by the college. They are designed primarily for job preparation and/or upgrading and not for general education purposes.

**Elective courses**—The program advisors will determine the appropriateness of a student's choice of elective courses. The admissions requirements and prerequisites for the elective course must be met.

**O.B.I.**—Occupational-based instruction is defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies.

**Prerequisite**—A course that is required prior to taking another course or a more advanced course. Other conditional criteria required or necessary as a prior condition, such as placement scores or program admission.

**Corequisite**—A course that may be taken during the same quarter as another; simultaneous enrollment.
Course Listing

ACCT 1100 - Financial Accounting I: 75-4
(Pre-requisite: Program Admission)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 - Financial Accounting II: 75-4
(Pre-requisite: Instructor approval for Provisional Students and ACCT 1100)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.

ACCT 1115 - Computerized Accounting: 75-3
(Pre-requisite: ACCT 1100, COMP 1000 or COLL 1060)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 - Spreadsheet Applications: 90-4
(Pre-requisite: COMP 1000 or COLL 1060)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 - Individual Tax Accounting: 60-3
(Pre-requisite: None)
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting: 60-3
(Pre-requisite: ACCT 1100)
Provides an understanding of the laws that affect a company’s payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2000 - Managerial Accounting: 60-3
(Pre-requisite: ACCT 1105)

ACCT 2120 - Business Tax Accounting: 60-3
(Pre-requisite: None Co-Requisite: ACCT 1125)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACRP 1000 - Introduction to Auto Collision Repair: 66-4
(Pre-requisite: Provisional Admission)
This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 - Automobile Component Repair and Replacement: 106-4
(Pre-requisite: None Co-Requisite: ACRP 1000)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1015 - Fundamentals of Automotive Welding: 91-4
(Pre-requisite: Program Admission Co-Requisite: ACRP 1000)
This course introduces welding and cutting procedures used
AIRC 1010 - Refrigeration Principles and Practices: 90-4
(Pre-requisite: Provisional Admission Co-Requisite: AIRC 1005)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 - Refrigeration Systems Components: 90-4
(Pre-requisite: None Co-Requisites: AIRC 1010)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 - HVACR Electrical Fundamentals: 90-4
(Pre-requisite: Provisional Admission)
This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 - HVACR Electrical Motors: 90-4
(Pre-requisite: Provisional Admission Co-Requisite: AIRC 1030)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 - HVACR Electrical Components and Control: 90-4
(Pre-requisite: Provisional Admission)
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 - Air Conditioning Systems Application and Installation: 90-4
(Pre-requisite: Provisional Admission Co-Requisite: AIRC 1010, AIRC 1030)
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 - Gas Heat: 90-4
(Pre-requisite: AIRC 1030)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 - Heat Pumps and Related Systems: 90-4
(Pre-requisite: AIRC 1010, AIRC 1030)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 - Troubleshooting Air Conditioning Systems: 90-4
(Pre-requisite: AIRC 1010, AIRC 1030)
This course provides instruction on the troubleshooting and
repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

**AIRC 2040 - Residential Systems Designs: 90-4**  
(Pre-requisite: Provisional Admission and Program Instructor Approval)  
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

**AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes: 90-4**  
(Pre-requisite: Provisional Admission and Program Instructor Approval)  
Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

**AIRC 2060 - Air Distribution Systems for Residential Air Conditioning: 90-4**  
(Pre-requisite: Provisional Admission and Program Instructor Approval)  
Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

**ALHS 1010 - Introduction to Anatomy and Physiology: 60-4**  
(Pre-requisite: Program Admission)  
Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

**ALHS 1011 - Structure and Function of the Human Body: 75-5**  
(Pre-requisite: Regular Admission)  
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

**ALHS 1040 - Introduction to Health Care: 75-3**  
(Pre-requisite: Provisional Admission)  
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1060 - Diet and Nutrition for Allied Health Sciences: 30-2**  
(Pre-requisite: Program Admission)  
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

**ALHS 1090 - Medical Terminology for Allied Health Sciences: 30-2**  
(Pre-requisite: Provisional Admission)  
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

**ALHS 1126 - Health Science Physics: 75-4**  
(Pre-requisite: Appropriate Degree Level Math Placement Test Score)  
Introduces the student to the basic laws of physics with specific applications for health science students. Topics include basic Newtonian mechanics, fluid mechanics, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

**ALHS 1127 - Health Sciences Chemistry: 75-4**  
(Pre-requisite: Appropriate Degree Level Math Placement Test Score)  
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, acids and bases, gases, liquid mixtures, nuclear chemistry, organic chemistry and biochemistry.

**AMCA 2010 - Advanced Milling I: 105-4**  
(Pre-requisite: MCHT 1120, MCHT 1220)  
Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

**AMCA 2030 - Advanced Milling II: 105-4**  
(Pre-requisite: AMCA 2010)  
Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through labora-
tory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

**AMCA 2050 - Advanced Lathe Operations I: 105-4**  
(Pre-requisite: MCHT 1119, MCHT 1219)  
Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

**AMCA 2070 - Advanced Lathe Operations II: 105-4**  
(Pre-requisite: AMCA 2050)  
Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

**AMCA 2080 - Advanced Grinding I: 45-2**  
(Pre-requisite: MCHT 1015)  
Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

**AMCA 2090 - Advanced Grinding Operations II: 60-2**  
(Pre-requisite: AMCA 2080)  
Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

**AMCA 2110 - CNC Fundamentals: 90-3**  
(Pre-requisite: Provisional Admission, MCHT 1011, MCHT 1012)  
Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

**AMCA 2130 - CNC Mill Manual Programming: 105-5**  
(Pre-requisite: None Co-Requisite: AMCA 2110)  
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

**AMCA 2150 - CNC Lathe Manual Programming: 105-5**  
(Pre-requisite: None Co-Requisite: AMCA 2110)  
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

**AMCA 2170 - CNC Practical Applications: 90-3**  
(Pre-requisite: AMCA 2110, AMCA 2130, AMCA 2150)  
Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

**AMCA 2190 - CAD/CAM Programming: 90-4**  
(Pre-requisite: None Co-Requisite: AMCA 2110)  
Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

(Pre-requisite: None)  
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills; organization and/or product knowledge; application of safety and security within the job setting; use of proper interpersonal skills; and professional development.

(Pre-requisite: None)  
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills; application of organization and/or product knowledge; application of safety and security within the job setting; use of proper interpersonal skills; and professional development.

(Pre-requisite: None)  
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills; application of organization and/or product knowledge; application of safety and security within the job setting; use of proper interpersonal skills; and professional development.
(Pre-requisite: None)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills; application of organization and/or product knowledge; application of safety and security within the job setting; use of proper interpersonal skills; and professional development.

(Pre-requisite: None)
This course applies and reinforces one or all of the following in an actual job placement or practicum experience: business skills; organization and/or product knowledge; job safety, security, and discipline; and employability skills. Topics include application of business skills; application of organization and/or product knowledge; application of safety and security within the job setting; use of proper interpersonal skills; and professional development.

AUMF 1150 - Introduction to Robotics: 75-3
(Pre-requisite: AUMF 1120 - Programmable Controls OR IDSY 1120 - Basic Industrial PLC's)
Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1520 - Manufacturing Organizational Principles: 15-1
(Pre-requisite: Program Admission)
This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AUMF 1540 - Manufacturing Workforce Skills: 30-2
(Pre-requisite: Program Admission)
This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

AUMF 1560 - Manufacturing Production Requirements: 15-1
(Pre-requisite: Program Admission)
This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

AUMF 1580 - Automated Manufacturing Skills: 45-3
(Pre-requisite: Program Admission)
This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

AUMF 1660 - Representative Manufacturing Skills: 60-4
(Pre-requisite: Program Admission)
This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

AUMF 2060 - Work Cell Design Laboratory: 45-2
Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

AUTT 1010 - Automotive Technology Introduction: 45-2
(Pre-requisite: Provisional Admission)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 - Automotive Electrical Systems: 240-7
(Pre-requisite: None Co-Requisite: AUTT 1010)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1021 - Automotive Electrical Systems I: 138-4
(Pre-requisite: None Co-Requisite: AUTT 1010)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting
systems, starting system components, and basic lighting systems.

AUTT 1022 - Automotive Electrical Systems II: 103-3
(Pre-requisite: None Co-Requisite: AUTT 1021)
Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

AUTT 1030 - Automotive Brake Systems: 105-4
(Pre-requisite: None Co-Requisite: AUTT 1010)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 - Automotive Engine Performance: 230-7
(Pre-requisite: AUTT 1020)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1041 - Automotive Engine Performance I: 100-3
(Pre-requisite: AUTT 1020)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions.
Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

AUTT 1042 - Automotive Engine Performance II: 130-4
(Pre-requisite: AUTT 1020, AUTT 1022)
Continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 - Automotive Suspension and Steering Systems: 125-4
(Pre-requisite: None Co-Requisite: AUTT 1010)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060 - Automotive Climate Control Systems: 110-5
(Pre-requisite: AUTT 1020)
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; refrigerator recovery, recycling, and handling.

AUTT 1070 - Automotive Technology Internship: 180-4
(Pre-requisite: AUTT 1010, AUTT 1020, AUTT 1030)
This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

AUTT 2010 - Automotive Engine Repair: 175-6
(Pre-requisite: None Co-Requisite: AUTT 1010)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2-cycle and 4-cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine clocks assembly and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2011 - Automotive Engine Repair I: 90-3
(Pre-requisite: None Co-Requisite: AUTT 1010)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and
cooling systems diagnosis and repair.

**AUTT 2012 - Automotive Engine Repair II: 85-3**  
(Pre-requisite: None Co-Requisite: AUTT 2011)

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

**AUTT 2020 - Automotive Manual Drive Train and Axles: 101-4**  
(Pre-requisite: None Co-Requisite: AUTT 1010)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive, drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive-all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

**AUTT 2030 - Automotive Automatic Transmissions and Transaxles: 135-5**  
(Pre-requisite: AUTT 1020)

Introduces students to basic automatic transmission/ transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

**AUTT 2100 - Automotive Alternative Fuel Vehicles: 70-4**  
(Pre-requisite: AUTT 1020)

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

**BIOL 2113 - Anatomy and Physiology I: 45-3**  
(Pre-requisite: Program Admission Co-Requisite: BIOL 2113 L)

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

**BIOL 2113L - Anatomy and Physiology Lab I: 45-1**  
(Pre-requisite: Program Admission Co-Requisite: BIOL 2113)

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

**BIOL 2114 - Anatomy and Physiology II: 45-3**  
(Pre-requisite: BIOL 2113, BIOL 2113L Co-Requisite: BIOL 2114 L)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2114L - Anatomy and Physiology Lab II: 45-1**  
(Pre-requisite: BIOL 2113, BIOL 2113L Co-Requisite: BIOL 2114 L)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 - Introductory Microbiology: 45-3**  
(Pre-requisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L Co-Requisite: BIOL 2117L)

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

**BIOL 2117L - Introductory Microbiology Lab: 45-1**  
(Pre-requisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L Co-Requisite: BIOL 2117 L)

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BMET 1231 - Medical Equipment Function and Operation I: 90-4**  
(Pre-requisite: None)

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.
BMET 2242 - Medical Equipment Function and Operation II: 90-4
(Pre-requisite: ALHS 1011, BMET 1231)
Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2343 - Internship Medical Systems: 105-3
(Pre-requisite: BMET 1231)
Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUAS 1010 - BAS Fundamentals: 36-2
BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers & contractors, industry scope & trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.

BUSN 1190 - Digital Technologies in Business: 45-2
(Pre-requisite: COMP 1000 or COLL 1060)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1200 - Machine Transcription: 45-2
(Pre-requisite: BUSN 1440, COMP 1000 or COLL 1060+, ENGL 1010)
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUSN 1240 - Office Procedures: 60-3
(Pre-requisite: COMP 1000 or COLL 1060)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications, telephone techniques, office equipment, workplace mail records management, travel/meeting arrangements, electronic mail, and workplace documents.

BUSN 1400 - Word Processing Applications: 90-4
(Pre-requisite: COMP 1000 or COLL 1060)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 - Spreadsheet Concepts and Applications: 90-4
(Pre-requisite: COMP 1000 or COLL 1060)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420 - Database Applications: 90-4
(Pre-requisite: COMP 1000 or COLL 1060)
This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430 - Desktop Publishing and Presentation Applications: 90-4
(Pre-requisite: COMP 1000 or COLL 1060)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 - Document Production: 105-4
(Pre-requisite: BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors. COMP 1000 or COLL 1060)
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.

BUSN 2160 - Electronic Mail Applications: 45-2
(Pre-requisite: Program Admission, COMP 1000 or COLL 1060)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization...
via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

**BUSN 2190 - Business Document Proofreading and Editing: 60-3**  
(Pre-requisite: ENGL 1010 or ENGL 1101 Co-Requisites: BUSN 1440)  
Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2200 - Office Accounting: 75-4**  
(Pre-requisite: Program Admission)  
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

**BUSN 2210 - Applied Office Procedures: 75-3**  
(Pre-requisite: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440 Co-Requisite: BUSN 2190 and BUSN 2200 or ACCT 1100)  
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

**BUSN 2300 - Medical Terminology: 30-2**  
(Pre-requisite: Program Admission)  
Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

**BUSN 2310 - Anatomy & Term for the Medical Admin. Assist.: 45-3**  
(Pre-requisite: Program Admission)  
Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

**BUSN 2320 - Medical Document Processing/Transcription: 105-4**  
(Pre-requisite: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310, BUSN 1440, ENGL 1010)  
Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

**BUSN 2340 - Healthcare Administrative Procedures: 90-4**  
(Pre-requisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011, BUSN 1440, COMP 1000 or COLL 1060)  
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.

**BUSN 2370 - Medical Office Billing/Coding/Insurance: 60-3**  
(Pre-requisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011)  
Provides an introduction to medical coding skills and applications of international coding standards for billing of healthcare services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

**BUSN 2375 - Healthcare Coding: 75-3**  
(Pre-requisite: BUSN 1010 only OR either BUSN 2300 or ALHS 1090 AND one of BUSN 2310, ALHS 1100 or ALHS 1011, BUSN 2300)  
Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.
CARP 1010 - Safe Use of Hand and Power Tools: 75-3  
(Pre-requisite: Provisional Admission)
Provides instruction in the use of hand and power tools. Emphasis will be placed on the safe use of each tool covered. Topics include: layout and measuring tools, sawing tools, shaping and cutting tools, fastening tools, drilling and boring tools, and finishing tools.

CARP 1030 - Materials: 30-2  
(Pre-requisite: Provisional Admission)
Introduces the fundamental array of building materials used in residential and commercial construction. Topics include: fasteners, wood products, finishing materials, and manufactured products.

CARP 1070 - Site Layout, Footings, and Foundations: 60-3  
(Pre-requisite: Provisional Admission)
Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder’s level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing, and excavation.

CARP 1105 - Floor Wall and Stair Framing: 90-4
This course provides instruction in framing materials and estimation, and framing production of floors, walls, and stairs. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, installation procedures.

CARP 1110 - Ceiling and Roof Framing and Covering: 105-5  
(Pre-requisite: Provisional Admission)
This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Roof Coverings: 90-4  
(Pre-requisite: Provisional Admission)
Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishes I: 90-4  
(Pre-requisite: Provisional Admission)
This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Interior Finishers II: 60-2  
(Pre-requisite: None)
Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CARP 1210 - Cornice and Soffit: 30-1  
(Pre-requisite: Provisional Admission)
Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.

CARP 1260 - Stairs: 105-4  
(Pre-requisite: Provisional Admission)
Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

CARP 1310 - Doors and Door Hardware: 45-2  
(Pre-requisite: Provisional Admission)
Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing: 90-4  
(Pre-requisite: Provisional Admission)
This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

CARP 1340 - Commercial Carpentry Internship/Practicum: 135-3  
(Pre-requisite: Program Instructor Approval)
The Commercial Carpentry Internship/Practicum course allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical
project in a lab setting if internship opportunities are not available.

**CHEM 1151 - Survey of Inorganic Chemistry: 45-3**
(Pre-requisite: None
Co-Require: MATH 1101, MATH 1103, or MATH 1111 and CHEM 1151L)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151 L - Survey of Inorganic Chemistry Lab: 45-1**
(Pre-requisite: None
Co-Require: MATH 1101, MATH 1103, or MATH 1111 and CHEM 1151.)

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1211 - Chemistry I: 45-3**
(Pre-requisite: MATH 1101, MATH 1103, or MATH 1111
Co-Require: CHEM 1211L)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

**CHEM 1211 L - Chemistry Lab I: 45-1**
(Pre-requisite: MATH 1101, MATH 1103 or MATH 1111
Co-Require: CHEM 1211)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CIST 1602 - Security Policies and Procedures: 45-3**
(Pre-requisite: None)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

**CIST 1001 - Computer Concepts: 90-4**
(Pre-requisite: None)


**CIST 1102 - Keyboarding: 75-3**
(Pre-requisite: Provisional Admission)

CIST1102 introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 GWAM (gross words a minute).

**CIST 1122 - Hardware Installation and Maintenance: 105-4**
(Pre-requisite: Program Admission)

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1220 - Structured Query Language (SQL): 105-4**
(Pre-requisite: CIST 1001)

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 - Program Design and Development: 60-3**
(Pre-requisite: None)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

**CIST 1401 - Computer Networking Fundamentals: 90-4**
(Pre-requisite: Program Admission)

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network+. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols,
This course provides students with knowledge in PIM (Personal Information Management) and presentation software. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

CIST 2127 - Comprehensive Word Processing Techniques: 75-3
(Pre-requisite: None)

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 - Comprehensive Spreadsheet Techniques: 75-3
(Pre-requisite: None)

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 - Comprehensive Database Techniques: 105-4
(Pre-requisite: COMP 1000 or COLL 1060)

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

CIST 2311 - Visual Basic I: 105-4
(Pre-requisite: CIST 1305)

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed, created, and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2341 - C# Programming I: 105-4
(Pre-requisite: CIST 1305)

This course is designed to teach the basic concepts and methods of object-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

CIST 2351 - PHP Programming I: 105-4
(Pre-requisite: CIST 1305, CIST 1501)

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2371 - Java Programming I: 105-4
(Pre-requisite: CIST 1305)

This course is designed to teach the basic concepts and
methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student’s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2381 - Mobile Application Development: 90-4  
(Pre-requisite: CIST 1305)  
This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2411 - Microsoft Client: 90-4  
(Pre-requisite: Program Admission)  
Provides the ability to implement, administrator, and trouble-shoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 - Microsoft Server Directory Services: 90-4  
(Pre-requisite: Program Admission)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2413 - Microsoft Server Infrastructure: 90-4  
(Pre-requisite: Program admission)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft network infrastructure.

CIST 2414 - Microsoft Server Administrator: 90-4  
(Pre-requisite: Program Admission)  
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2420 - Microsoft Exchange Server: 90-4  
(Pre-requisite: CIST 2413, CIST 2414)  
Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

CIST 2441 - Cisco Networking for Home and Small Businesses: 90-4  
(Pre-requisite: Program Admission)  
This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

CIST 2580 - Interactive and Social Apps Integration: 79-4  
(Pre-requisite: CIST 1305, CIST 2550)  
This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

CIST 2601 - Implementing Operating Systems Security: 90-4  
(Pre-requisite: CIST 1401 OR CIST 2451 OR CIST 2441, and CIST 1601)  
This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602 - Network Security: 90-4  
(Pre-requisite: CIST 1401 OR CIST 2451 OR CIST 2441, and CIST 1601)  
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611 - Network Defense and Countermeasures: 90-4  
(Pre-requisite: CIST 1401 OR CIST 2451 OR CIST 2441, and CIST 1601)  
Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access, managing a firewall, and detecting and preventing network intrusions.

CIST 2612 - Computer Forensics: 90-4  
(Pre-requisite: CIST 1122, CIST 1601)  
This course examines the use of computers in the commis-
sion of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

CIST 2613 - Ethical Hacking and Penetration Testing: 90-4
(Pre-requisite: CIST 1601)
This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

CIST 2921 - IT Analysis, Design, and Project Management: 105-4
(Pre-requisite: CIST 1305)
IT Analysis, Design, and Project Management will provide a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2950 - Web Systems Project: 75-3
(Pre-requisite: Program Instructor Approval)

CIST 2991 - CIST Internship I: 135-3
(Pre-requisite: None)
Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST 2992 (4 credit hours) and/or CIST 2993 (5 credit hours).

COFC 1000 - Safety: 30-2
(Pre-requisite: None)
This course provides a review of general safety rules and practices giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

COFC 1010 - Introduction to Construction: 30-2
(Pre-requisite: None)
This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

COFC 1011 - Overview of Building Construction Practices and Materials: 60-3
(Pre-requisite: Provisional Admission)
This course covers the introduction to a residential construction project from start to finish. Topics include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

COFC 1020 - Professional Tool Use and Safety: 75-3
(Pre-requisite: Provisional Admission)
This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1030 - Materials and Fasteners: 30-2
(Pre-requisite: None)
This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

COFC 1050 - Construction Print Reading Fundamentals: 45-3
(Pre-requisite: None)
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 - Construction Trades Core: 90-4
(Pre-requisite: None)
This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

COLL 1060 - Introduction to College and Computers: 50-3
(Pre-requisite: Provisional Admission)
This course is designed to provide tools to assist students in the acquisition of skills necessary to achieve academic and professional success in their chosen program of study. Topics include: Getting to Know Your College, Learning Styles, Computer Literacy, Time and Financial Management, Stress

**COMP 1000 - Introduction to Computers: 75-3**  
(Pre-requisite: Provisional Admission)  
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

**COSM 1000 - Introduction to Cosmetology Theory: 60-4**  
(Pre-requisite: Program Admission)  
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

**COSM 1010 - Chemical Texture Services: 90-3**  
(Pre-requisite: None; Co-Requisite: COSM 1000)  
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques. Additional topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**COSM 1020 - Hair Care and Treatment: 75-3**  
(Pre-requisite: None Co-Requisites: COSM 1000)  
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

**COSM 1030 - Haircutting: 105-3**  
(Pre-requisite: None Co-Requisite: COSM 1000)  
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

**COSM 1040 - Styling: 90-3**  
(Pre-requisite: None Co-Requisite: COSM 1000)  
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

**COSM 1050 - Hair Color: 90-3**  
(Pre-requisite: None Co-Requisite: COSM 1000)  
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

**COSM 1060 - Fundamentals of Skin Care: 105-3**  
(Pre-requisite: None Co-Requisite: COSM 1000)  
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**COSM 1070 - Nail Care and Advanced Techniques: 105-3**  
(Pre-requisite: None Co-Requisite: COSM 1000)  
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

**COSM 1080 - Physical Hair Services Practicum: 105-3**  
(Pre-requisite: COSM 1000, COSM 1020, COSM 1030, COSM 1040)  
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1090 - Hair Services Practicum I: 105-3**  
(Pre-requisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050)
This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II: 105-3  
(Pre-requisite: None Co-Requisite: COSM 1090)  
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III: 105-3  
(Pre-requisite: None Co-Requisites: COSM 1100)  
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 - Hair Services Practicum IV: 90-2  
(Pre-requisite: None Co-Requisites: COSM 1110)  
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 - Salon Management: 45-3  
(Pre-requisite: None; Co-Requisites: COSM 1000)  
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 - Skin and Nail Care Practicum: 90-2  
(Pre-requisite: None Co-Requisites: COSM 1060, COSM 1070)  
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1180 - Nail Care I: 225-5  
(Pre-requisite: COSM 1000, COSM 1070)  
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, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

COSM 1190 - Nail Care II: 195-5  
(Pre-requisite: Program Admission Co-Requisite: COSM 1180)  
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, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehensión.

CRJU 1010 - Introduction to Criminal Justice: 45-3  
(Pre-requisite: Provisional Admission)  
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1021 - Private Security: 45-3  
(Pre-requisite: Program Admission/*OFTC REQUIRE- MENT** Provisional Admission)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 - Corrections: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 - Principles of Law Enforcement: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1043 - Probation and Parole: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1050 - Police Patrol Operations: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

CRJU 1052 - Criminal Justice Administration: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 - Police Officer Survival: 60-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 - Police Traffic Control and Investigation: 60-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1062 - Methods of Criminal Investigation: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063 - Crime Scene Processing: 75-3
(Pre-requisite: Program Admission/**OFTC REQUIREMENT** Provisional Admission)
This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.
CRJU 1065 - Community Oriented Policing: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 - Criminal Law for Criminal Justice: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1072 - Introduction To Forensic Science: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

CRJU 1074 - Applications in Introductory Forensics: 75-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

CRJU 1075 - Report Writing: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 - Constitutional Law for Criminal Justice: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 - Criminal Procedure: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** Provisional Admission)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.
CRJU 2060 - Criminology: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 - Juvenile Justice: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 - Criminal Justice Practicum: 135-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100 - Criminal Justice Externship: 135-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110 - Homeland Security: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 - Criminal Courts: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-
MENT** Provisional Admission)
This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

CTDL 1010 - Fundamentals of Commercial Driving: 45-3
(Pre-requisite: None)
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work: 50-2
(Pre-requisite: None Co-Requisite: CTDL 1010)
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 - Combination Vehicle Advanced Operations: 125-4
(Pre-requisite: None Co-Requisite: CTDL 1020)
Advanced Operations develops students’ driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: State law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

CTDL 1040 - Commercial Driving Internship: 180-4
(Pre-requisite: none Co-Requisite: CTDL 1020)
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL 1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students’ driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety: 80-3
(Pre-requisite: Provisional Admission)
This course introduces basic knowledge and skills the
student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

**DIET 1010 - Diesel Electrical and Electronic Systems:** 210-7  
(Pre-requisite: None Co-Requisite: DIET 1000)  
This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

**DIET 1011 - Diesel Electrical and Electronic Systems I:** 115-4  
(Pre-requisite: Co-Requisite: DIET 1000)  
This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

**DIET 1012 - Diesel Electrical and Electronic Systems II:** 94-3  
(Pre-requisite: Co-Requisite: DIET 1011)  
This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

**DIET 1020 - Preventive Maintenance:** 121-5  
(Pre-requisite: None Co-Requisite: DIET 1010)  
This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

**DIET 1030 - Diesel Engines:** 195-6  
(Pre-requisite: None Co-Requisites: DIET 1010)  
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

**DIET 1031 - Diesel Engine Repair:** 93-3  
(Pre-requisite: DIET 1010)  
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

**DIET 1032 - Diesel Engine Support Systems:** 100-3  
(Pre-requisite: DIET 1031)  
This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

**DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems:** 90-3  
(Pre-requisite: None Co-Requisite: DIET 1010)  
This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

**DIET 1050 - Diesel Equipment Technology Internship:** 180-4  
(Pre-requisite: DIET 1000, DIET 1010, DIET 1030)  
This internship provides the student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student's internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

**DIET 2000 - Truck Steering and Suspension Systems:** 102-4  
(Pre-requisite: None Co-Requisite: DIET 1000)  
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.
DIET 2001 - Heavy Equipment Hydraulics: 168-6
(Pre-requisite: None Co-Requisite: DIET 1000)
This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

DIET 2002 - Diesel Power Generation Basic Power Generation Fundamentals: 183-6
(Pre-requisite: DIET 1000, DIET 1010)
This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

(Pre-requisite: DIET 1000, DIET 1010, DIET 1020)
This course introduces mechanical and electrical systems on diesel powered pleasure and commercial vessels. The course will also cover marine engine installation, fuel and water systems, and other specialized marine systems installation and design.

DIET 2010 - Truck Brake Systems: 127-4
(Pre-requisite: None Co-Requisite: DIET 1000, DIET 1010)
This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

DIET 2011 - Off Road Drivelines: 163-6
(Pre-requisite: None Co-Requisite: DIET 1000, DIET 1010)
This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, backhoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

DIET 2012 - Diesel Power Generation Controls, Switching, and Auxiliary Systems: 184-6
(Pre-requisite: DIET 1010 Co-Requisite: DIET 2002)
This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

DIET 2013 - Marine Drive Systems: 158-6
(Pre-requisite: DIET 1000, DIET 1010, DIET 1020)
This course will cover the operation, maintenance and repair of marine transmissions, electric drives, thruster systems, and other shipboard gearing units such as winches and stern drives.

DIET 2020 - Truck Drivetrains: 150-6
(Pre-requisite: None)
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

ECCE 1101 - Introduction to Early Childhood Care and Education: 45-3
(Pre-requisite: Provisional Admission)
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 - Child Growth and Development: 45-3
(Pre-requisite: Provisional Admission)
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and
children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 - Math and Science: 60-3  
(Pre-requisite: ECCE 1103 Co-Requisite: ECCE 1103)  
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 - Exceptionalities: 45-3  
(Pre-requisite: ECCE 1103)  
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 - Social Issues and Family Involvement: 45-3  
(Pre-requisite: Provisional Admission)  
Enables the student to value the complex characteristics of children’s families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children’s development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203 - Guidance and Classroom Management: 45-3  
(Pre-requisite: ECCE 1103 Co-Requisite: ECCE 1103)  
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diver-
sity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

**ECCE 2240 - Early Childhood Care and Education Internship:** 540-12  
(Pre-requisite: ECCE 1101, ECCE 1103, ECCE 1105  Co-Requisite: ECCE 1105)  
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment work as a paraprofessional in a program for kindergarten through elementary age children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

**ECCE 2312 - Paraprofessional Roles and Practices:** 45-3  
(Pre-requisite: Program Admission, ECCE 1103 Co-Requisite: ECCE 1103)  
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

**ECCE 2245 - Early Childhood Care and Education Internship I:** 270-6  
(Pre-requisite: ECCE 1101, ECCE 1103, ECCE 1105 Co-Requisites: ECCE 1105)  
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

**ECCE 2246 - Early Childhood Care and Education Internship II:** 270-6  
(Pre-requisite: ECCE 1101, ECCE 1103 Co-Require: ECCE 1105)  
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**ECCE 2310 - Paraprofessional Methods and Materials:** 45-3  
(Pre-requisite: ECCE 1103 Co-Require: ECCE 1103)  
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.
ECCE 2332 - Infant/Toddler Group Care and Curriculum: 45-3
(Pre-requisite: Provisional Admission)
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECCE 2340 - Family Child Care Program Management: 45-3
(Pre-requisite: Provisional Admission, ECCE 1103)
Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

ECCE 2342 - Family Child Care Business Management: 45-3
(Pre-requisite: Provisional Admission)
Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping and professional qualifications.

ECCE 2350 - Early Adolescent Development: 45-3
(Pre-requisite: Program Admission)
Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (1215 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

ECCE 2352 - Designing Programs and Environments for School Age Children and Youth: 60-3
(Pre-requisite: Program Admission)
Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

ECCE 2360 - Classroom Strategies for Exceptional Children: 45-3
(Pre-requisite: ECCE 2201)
Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

ECCE 2362 - Exploring Your Role in the Exceptional Environment: 75-3
(Pre-requisite: ECCE 2201)
Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

ELCR 1005 - Soldering Technology: 30-1
(Pre-requisite: Provisional Admission)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 - Direct Current Circuits: 105-6
(Pre-requisite: None)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

ELCR 1020 - Alternating Current Circuits: 135-7
(Pre-requisite: ELCR 1010)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.
ELCR 1030 - Solid State Devices: 90-5  
(Pre-requisite: ELCR 1020)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 - Digital and Microprocessor Fundamentals: 105-5  
(Pre-requisite: ELCR 1020)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 - Linear Integrated Circuits: 60-3  
(Pre-requisite: ELCR 1020)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1300 - Mobile Audio and Video Systems: 60-3  
(Pre-requisite: None)

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2110 - Process Control: 75-3  
(Pre-requisite: ELCR 1020)

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.

ELCR 2120 - Motor Controls: 75-3  
(Pre-requisite: ELCR 1020)

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.

ELCR 2130 - Programmable Controllers: 75-3  
(Pre-requisite: ELCR 1020)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 - Mechanical Devices: 45-2  
(Pre-requisite: Provisional Admission)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 - Fluid Power: 45-2  
(Pre-requisite: Program Admission)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 - Advanced Microprocessors and Robotics: 60-3  
(Pre-requisite: ELCR 1040)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2170 - Computer Hardware: 105-5  
(Pre-requisite: Program Admission)

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELCR 2190 - Networking I: 60-3  
(Pre-requisite: Program Admission)

Provides an introduction to networking technologies. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and
network support.

**ELCR 2210 - Analog Communications: 105-5**  
(Pre-requisite: ELCR 1020)

This course provides an in-depth study of communication system concepts and emphasizes an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

**ELCR 2220 - Digital Communications: 60-3**  
(Pre-requisite: ELCR 1020)

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

**ELCR 2230 - Antenna and Transmission Lines: 60-3**  
(Pre-requisite: ELCR 1020)

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.

**ELCR 2240 - Microwave Communications and Radar: 45-3**  
(Pre-requisite: ELCR 1020)

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.

**ELCR 2250 - Optical Communications Techniques: 60-3**  
(Pre-requisite: ELCR 1020)

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.

**ELCR 2590 - Fiber Optic Systems: 60-3**  
(Pre-requisite: None)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics include: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

**ELCR 2600 - Telecommunication and Data Cabling: 60-3**  
(Pre-requisite: ELCR 1010)

Introduces the basics of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

**ELCR 2620 - Telecommunications and Systems Installation, Programming, and Data Transmission: 90-4**  
(Pre-requisite: ELCR 1020 Co-Requisite: ELCR 2600)

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

**ELCR 2650 - Home Automation Systems: 105-5**  
(Pre-requisite: ELCR 1010)

Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

**ELCR 2660 - Security System Installation and Testing: 90-4**  
(Pre-requisite: None)

This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

**ELCR 2680 - Access Control and CCTV Installation: 60-2**  
(Pre-requisite: None)

The Access Control and CCTV Installation course is designed to give students a working knowledge of all the major concepts in access control and CCTV systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

**ELCR 2690 - Prep for Low Voltage Licensure: 45-3**  
(Pre-requisite: None)

This course is designed to give students a working knowledge of the responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge
of telecommunications and/or other low voltage systems standards and installation practices is required.

**ELTR 1020 - Electrical Systems Basics: 60-3**  
(Pre-requisite: None)  
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**ELTR 1060 - Electrical Prints, Schematics, and Symbols: 45-2**  
(Pre-requisite: Provisional Admission)  
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

**ELTR 1205 - Residential Wiring I: 60-3**  
(Pre-requisite: None)  
Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

**ELTR 1210 - Residential Wiring II: 60-3**  
(Pre-requisite: None)  
Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

**ELTR 1220 - Industrial PLC’s: 90-4**  
(Pre-requisite: None)  
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**ELTR 1250 - Diagnostic Troubleshooting: 60-2**  
(Pre-requisite: None)  
Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

**ELTR 1260 - Transformers: 69-3**  
(Pre-requisite: None)  
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, requirements, and safety precautions.

**ELTR 1270 - National Electrical Code Industrial Applications: 84-3**  
(Pre-requisite: None)  
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

**ELTR 1500 - Electrical Systems Technology Internship/ Practicum: 135-3**  
(Pre-requisite: None)  
This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

**ELTR 1510 - Electrical Worker: 75-3**  
(Pre-requisite: Provisional Admission)  
Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

**ELTR 1520 - Grounding and Bonding: 45-2**  
(Pre-requisite: Provisional Admission)  
Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

**ELTR 1525 - Photovoltaic Systems: 105-5**  
(Pre-requisite: None)  
This class introduces techniques and methodology on how to install residential and commercial photovoltaic systems.

**ELTR 1530 - Conduit Sizing: 60-2**  
(Pre-requisite: Program Admission)  
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

**ELTR 1540 - Wire Pulling and Codes: 90-3**  
(Pre-requisite: Provisional Admission)  
The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling
technologies that address voice, video, and data communications and the applicable codes.

**ELTR 2600 - Electrician’s Assistant Internship: 360-8**  
(Pre-requisite: Program Admission)

Provides student work experience in an off-campus electronics environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Electronics program faculty and/or persons designated to coordinate work experience arrangements.

**EMPL 1000 - Interpersonal Relations & Prof Development: 30-2**  
(Pre-requisite: Provisional Admission)

Emphasizes human relations and professional development in today’s rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

**EMSP 1010 - Emergency Medical Responder: 90-4**  
(Pre-requisite: Program Admission)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

**EMSP 1110 - Introduction to the EMT Profession: 60-3**  
(Pre-requisite: Program Admission)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

**EMSP 1120 - EMT Assessment/Airway Management and Pharmacology: 60-3**  
(Pre-requisite: Program Admission)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

**EMSP 1130 - Medical Emergencies for the EMT: 60-3**  
(Pre-requisite: Program Admission)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

**EMSP 1140 - Special Patient Populations: 60-3**  
(Pre-requisite: Program Admission)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.
EMSP 1150 - Shock and Trauma for the EMT: 60-3  
(Pre-requisite: Program Admission)  
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 - Clinical and Practical Applications for the EMT: 45-1  
(Pre-requisite: Program Admission)  
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

EMSP 1510 - Advanced Concepts for the AEMT: 60-3  
(Pre-requisite: Program Admission)  
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 - Advanced Patient Care for the AEMT: 60-3  
(Pre-requisite: Program Admission)  
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 - Clinical Applications for the AEMT: 30-1  
(Pre-requisite: Program Admission)  
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 - Clinical and Practical Applications for the AEMT: 90-3  
(Pre-requisite: Program Admission)  
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110 - Foundations of Paramedicine: 60-3  
(Pre-requisite: Program Admission)  
This course introduces the student to the role of the paramedic in today’s healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 - Applications of Pathophysiology for Paramedics: 45-3  
(Pre-requisite: Program Admission)  
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics: 60-3  
(Pre-requisite: Program Admission)  
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.
EMSP 2140 - Advanced Cardiovascular Concepts: 75-4  
(Pre-requisite: Program Admission)  
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care: 60-3  
(Pre-requisite: Program Admission)  
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 - Therapeutic Modalities of Medical Care: 90-5  
(Pre-requisite: Program Admission)  
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 - Therapeutic Modalities of Trauma Care: 75-4  
(Pre-requisite: Program Admission)  
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations: 75-4  
(Pre-requisite: Program Admission)  
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 - Clinical Applications for the Paramedic - I: 90-2  
(Pre-requisite: Program Admission)  
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 - Clinical Applications for the Paramedic - II: 90-2  
(Pre-requisite: Program Admission)  
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 - Clinical Applications for the Paramedic - III: 90-2  
(Pre-requisite: Program Admission)  
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).
EMSP 2540 - Clinical Applications for the Paramedic - IV: 45-1
(Pre-requisite: Program Admission)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 - Clinical Applications for the Paramedic - V: 45-1
(Pre-requisite: Program Admission)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 - Clinical Applications for the Paramedic - VI: 45-1
(Pre-requisite: Program Admission)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2570 - Clinical Applications for the Paramedic - VII: 45-1
(Pre-requisite: Program Admission)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2710 - Field Internship for the Paramedic: 90-2
(Pre-requisite: Program Admission)

Provides supervised field internship experience in the pre-hospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 - Practical Applications for the Paramedic: 60-3
(Pre-requisite: Program Admission)

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

ENGL 0988 - Intermediate Reading and Writing: 60-3
(Pre-requisite: Provisional Admission)

This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course fulfills the requirements for the highest level of learning support reading and/or English and prepares students for ENGL 1101.

ENGL 1010 - Fundamentals of English I: 45-3
(Pre-requisite: ENGL 0097, READ 0097)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication abilities.

ENGL 1101 - Composition and Rhetoric: 45-3
(Pre-requisite: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score or ENGL 0988)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102 - Literature and Composition: 45-3
(Pre-requisite: ENGL 1101)

Emphasizes the student’s ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.
ENGL 2130 - American Literature: 45-3  
(Pre-requisite: ENGL 1101)  
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

HIST 2111 - U.S. History I: 45-3  
(Pre-requisite: Degree Level Writing (English) and Reading Placement Test Scores or ENGL 0988)  
Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 - U.S. History II: 45-3  
(Pre-requisite: Appropriate Degree Level Writing and Reading Placement Test Scores or ENGL 0988)  
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

HORT 1000 - Horticulture Science: 60-3  
(Pre-requisite: Provisional Admission)  
Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010 - Woody Plant Identification I: 75-3  
(Pre-requisite: Program Admission)  
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 - Herbaceous Plant Identification: 60-3  
(Pre-requisite: Program Admission)  
Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 - Greenhouse Management: 90-4  
(Pre-requisite: Provisional Admission)  
This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1050 - Nursery Production and Management: 90-4  
(Pre-requisite: Provisional Admission)  
Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

IDFC 1000 - Principles of Electricity I: 75-4  
(Pre-requisite: None)  
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1005 - Principles of Electricity II: 90-5  
(Pre-requisite: None)  
This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDFC 1007 - Industrial Safety Procedures: 45-2  
(Pre-requisite: Provisional Admission)  
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 - Direct Current I: 60-3  
(Pre-requisite: None)  
Introduces direct current (DC) concepts and applications.
Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDFC 1012 - Alternating Current I: 60-3**  
(Pre-requisite: None)
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.

**IDFC 1013 - Solid State Devices I: 60-3**  
(Pre-requisite: IDFC 1000, IDFC 1012)
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.

**IDSY 1005 - Introduction to Mechatronics: 105-4**  
(Pre-requisite: Program Admission)
This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

**IDSY 1020 - Print Reading and Problem Solving: 75-3**  
(Pre-requisite: Program Admission)
This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

**IDSY 1100 - Basic Circuit Analysis: 135-5**  
(Pre-requisite: None)
This course introduces direct current concepts and applications. Topics include: alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

**IDSY 1101 - DC Circuit Analysis: 60-3**  
(Pre-requisite: None)
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDSY 1105 - AC Circuit Analysis: 60-3**  
(Pre-requisite: None)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 - Industrial Motor Controls I: 105-4**  
(Pre-requisite: None)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1113 - Industrial Wiring: 105-4**  
(Pre-requisite: None)
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.

**IDSY 1120 - Basic Industrial PLCs: 120-4**  
(Pre-requisite: None)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1150 - Industrial Motor Controls II: 105-4**  
(Pre-requisite: None)
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.

**IDSY 1160 - Mechanical Laws and Principles: 90-4**  
(Pre-requisite: None)
Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understand-
ing terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

**IDSY 1170 - Industrial Mechanics: 120-4**  
(Pre-requisite: None)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

**IDSY 1180 - Magnetic Starters and Braking: 75-3**  
(Pre-requisite: None)

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.

**IDSY 1190 - Fluid Power Systems: 105-4**  
(Pre-requisite: None)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

**IDSY 1195 - Pumps and Piping Systems: 75-3**  
(Pre-requisite: None)

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

**IDSY 1210 - Industrial Motor Controls II: 105-4**  
(Pre-requisite: None)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

**IDSY 1220 - Intermediate Industrial PLCs: 120-4**  
(Pre-requisite: None)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

**IDSY 1230 - Industrial Instrumentation: 120-4**  
(Pre-requisite: None)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

**IDSY 1240 - Maintenance for Reliability: 90-4**  
(Pre-requisite: None)

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

**IDSY 1260 - Machine Tool for Industrial Repairs: 105-4**  
(Pre-requisite: None)

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

**IMSA 1100 - Clinical Practice: 60-2**  
(Pre-requisite: None Co-requisite: RADT 1010)

Introduces students to the hospital clinical setting and medical office facilities with imaging services and provides an opportunity for students to participate in or observe radiographic and modality imaging procedures. Topics include: medical office and hospital protocol, film processing procedures, basic patient care, and radiation safety radiographic procedure responsibilities and office and film room procedures.

**MAST 1010 - Legal and Ethical Concerns in the Medical Office: 30-2**  
(Pre-requisite: Program Admission)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

**MAST 1030 - Pharmacology in the Medical Office: 60-4**  
(Pre-requisite: Program Admission, MATH 1012)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory
pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

**MAST 1060 - Medical Office Procedures: 75-4**  
(Pre-requisite: Program Admission)  
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 - Medical Assisting Skills I: 135-4**  
(Pre-requisite: Program Admission, ALHS 1011, ALHS 1090)  
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

**MAST 1090 - Medical Assisting Skills II: 135-4**  
(Pre-requisite: Program Admission, ALHS 1011, ALHS 1090)  
Furthers student knowledge of the more complex activities in a physician’s office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

**MAST 1100 - Medical Insurance Management: 60-2**  
(Pre-requisite: Program Admission, ALHS 1011, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010)  
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

**MAST 1110 - Administrative Practice Management: 90-3**  
(Pre-requisite: ALHS 1011, ALHS 1090, COMP 1000 or COLL 1060, ENGL 1010)  
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

**MAST 1120 - Human Pathological Conditions in the Medical Office: 45-3**  
(Pre-requisite: Program Admission)  
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAST 1170 - Medical Assisting Externship: 270-6**  
(Pre-requisite: Program Admission)  
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

**MAST 1180 - Medical Assisting Seminar: 45-3**  
(Pre-requisite: Program Admission)  
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

**MATH 0098 - Elementary Algebra: 60-1**  
(Pre-requisite: MATH 0097 or appropriate entrance arithmetic and algebra placement test score.)  
Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, polynomial operations, and polynomial factoring.

**MATH 0099 - Intermediate Algebra: 60-1**  
(Pre-requisite: MATH 0098 or appropriate arithmetic and algebra placement test score.)  
Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

**MATH 1011 - Business Math: 45-3**  
(Pre-requisite: MATH 0097 or Appropriate arithmetic placement test score)  
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.
MATH 1012 - Foundations of Mathematics: 45-3
(Pre-requisite: MATH 0097 or Appropriate arithmetic placement test score)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1013 - Algebraic Concepts: 45-3
(Pre-requisite: MATH 0098 or Appropriate algebra placement test score)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 - Geometry and Trigonometry: 45-3
(Pre-requisite: MATH 1013 with a C or better)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017 - Trigonometry: 45-3
(Pre-requisite: MATH 1013 with a C or better)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1101 - Mathematical Modeling: 45-3
(Pre-requisite: Appropriate algebra placement test score or MATH 0098 and MATH 0099.)
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1103 - Quantitative Skills and Reasoning: 45-3
(Pre-requisite: Appropriate Placement Test Score or MATH 0098 and MATH 0099)
This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

MATH 1111 - College Algebra: 45-3
(Pre-requisite: Appropriate Degree Level Math Placement Test Score AND Appropriate Degree Reading Placement Test Score or MATH 0098, MATH 0099 and ENGL 0988.)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 - College Trigonometry: 45-3
(Pre-requisite: Program Admission and MATH 1111 with C or better)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors, and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 - Precalculus: 45-3
(Pre-requisite: Program Admission, MATH 1111 with C or better)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 - Introduction to Statistics: 45-3
(Pre-requisite: Appropriate algebra placement test score.)
Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 - Calculus I: 75-4
(Pre-requisite: Program Admission, MATH 1113 with a C or better)
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MCHT 1011 - Introduction to Machine Tool: 90-4
(Pre-requisite: Provisional Admission)
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.
MCHT 1012 - Blueprint for Machine Tool: 45-3
(Pre-requisite: Provisional Admission)
Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 - Machine Tool Math: 75-3
(Pre-requisite: Provisional Admission, MATH 1012)
This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

MCHT 1015 - Surface Grinder Operations: 45-2
(Pre-requisite: Provisional Admission)
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1017 - Characteristics of Metals/Heat Treatment I: 60-3
(Pre-requisite: Provisional Admission)
Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles and heat treatment of metals.

MCHT 1020 - Heat Treatment and Surface Grinding: 75-3
(Pre-requisite: Program Admission)
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1119 - Lathe Operations I: 105-3
(Pre-requisite: Provisional Admission)
Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCHT 1120 - Mill Operations I: 105-3
(Pre-requisite: Provisional Admission)
Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 - Lathe Operations II: 105-3
(Pre-requisite: Provisional Admission, MCHT 1119)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

MCHT 1220 - Mill Operations II: 105-3
(Pre-requisite: MCHT 1120)
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.

MCTX 2250 - Mechatronics Capstone: 64-3
This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

MGMT 1100 - Principles of Management: 45-3
(Pre-requisite: Provisional Admission)
Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 - Organizational Behavior: 45-3
(Pre-requisite: Provisional Admission)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 - Employment Rules & Regulations: 45-3
(Pre-requisite: Provisional Admission)
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law,
the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

**MGMT 1115 - Leadership: 45-3**  
(Pre-requisite: Provisional Admission)

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

**MGMT 1120 - Introduction to Business: 45-3**  
(Pre-requisite: Provisional Admission)

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

**MGMT 1125 - Business Ethics: 45-3**  
(Pre-requisite: Provisional Admission)

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

**MGMT 1135 - Managerial Accounting and Finance: 45-3**  
(Pre-requisite: Program Admission)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

**MGMT 2115 - Human Resource Management: 45-3**  
(Pre-requisite: Provisional Admission)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors 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.

**MGMT 2120 - Labor Management Relations: 45-3**  
(Pre-requisite: Provisional Admission)

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management: 45-3**  
(Pre-requisite: Provisional Admission)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.
MGMT 2130 - Employee Training and Development: 45-3  
(Pre-requisite: Provisional Admission)
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135 - Management Communication Techniques: 45-3  
(Pre-requisite: Provisional Admission)
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140 - Retail Management: 45-3  
(Pre-requisite: Provisional Admission)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 - Business Plan Development: 45-3  
(Pre-requisite: Provisional Admission)
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150 - Small Business Management: 45-3  
(Pre-requisite: Provisional Admission)
This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2200 - Production/Operations Management: 45-3  
(Pre-requisite: None)
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.

MGMT 2205 - Service Sector Management: 45-3  
(Pre-requisite: None)
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2210 - Project Management: 45-3  
(Pre-requisite: Provisional Admission)
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 - Team Project: 45-3  
(Pre-requisite: Program Admission)
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.

**MGMT 2220 - Management Occupation-Based Instruction:** 135-3
(Pre-requisite: Program admission. Co-Requisite: ENGL 1010 and MGMT 1100.)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

**MKTG 1130 - Business Regulations and Compliance:** 45-3
(Pre-requisite: None)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

**MKTG 1161 - Service Industry Business Environment:** 30-2
(Pre-requisite: None)

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

**MKTG 1162 - Customer Contact Skills:** 75-4
(Pre-requisite: MKTG 1161)

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

**MKTG 1163 - Computer Skills for Customer Service:** 45-2
(Pre-requisite: MKTG 1162)

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

**MKTG 1164 - Business Skills for the Customer:** 30-2
(Pre-requisite: MKTG 1163)

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

**MKTG 1165 - Personal Effectiveness in Customer Service:** 15-1
(Pre-requisite: MKTG 1164)

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

**NAST 1100 - Nurse Aide Fundamentals:** 135-6
(Pre-requisite: Program Admission, ALHS 1040, ALHS 1090)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

**PHAR 1000 - Pharmaceutical Calculations:** 60-4
(Pre-requisite: MATH 1012 or MATH 1111)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of
This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include: purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

PHAR 2050 - Advanced Pharmacy Technology Practicum: 225-5
(Pre-requisite: COMP 1000 or COLL 1060, PHAR 1030, PHAR 1050 Co-Requisite: PHAR 1050, PHAR 2070)
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

PHAR 2070 - Advanced Pharmacy Technology Practicum: 225-5
(Pre-requisite: COMP 1000 or COLL 1060, PHAR 1030, PHAR 1050 Co-Requisite: PHAR 1050, PHAR 2070)
Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PHYS 1110 - Conceptual Physics: 45-3
(Pre-requisite: ENGL 1101 and MATH 1101, MATH 1103, OR MATH 1111 Co-Requisite: PHYS 1110L)
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L - Conceptual Physics Lab: 45-1
(Pre-requisite: ENGL 1101 and MATH 1101, MATH 1103, OR MATH 1111 Co-Requisite: PHYS 1110)
Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1111 - Introductory Physics I: 45-3
(Pre-requisite: ENGL 1101 and MATH 1112 or MATH 1113 Co-Requisite: PHYS 1111L)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechani-
PHYS 1111L - Introductory Physics Lab I: 45-1
(Pre-requisite: ENGL 1101 and MATH 1112 or MATH 1113 Co-Requisite: PHYS 1111)
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton’s laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112 - Introductory Physics II: 45-3
(Pre-requisite: PHYS 1111, PHYS1111L Co-Requisite: PHYS 1112L)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

PHYS 1112L - Introductory Physics Lab II: 45-1
(Pre-requisite: PHYS 1111, PHYS 1111L Co-Requisite: PHYS 1112)
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations: 60-2
(Pre-requisite: Program Admission)
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement.

PNSG 2030 - Nursing Fundamentals: 165-6
(Pre-requisite: Program Admission)
An introduction to nursing practice in the clinical setting. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control; blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 - Nursing Fundamentals Clinical: 90-2
(Pre-requisite: Program Admission. OFTC Co-Requisites: PNSG 2340)
An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

PNSG 2210 - Medical-Surgical Nursing I: 75-4
(Pre-requisite: Program Admission, PNSG 2030, PNSG 2010 Co-Requisite: PNSG 2035) Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 - Medical-Surgical Nursing II: 75-4
(Pre-requisite: Program Admission OFTC Pre-requisites: PNSG 2010, PNSG 2030, PNSG 2210)
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 - Medical-Surgical Nursing III: 75-4
(Pre-requisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220)
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.
PNSG 2240 - Medical-Surgical Nursing IV: 75-4
(Pre-requisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 - Maternity Nursing: 45-3
(Pre-requisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240)
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 the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 - Maternity Nursing Clinical: 45-1
(Pre-requisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230, PNSG 2240)
Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 - Medical-Surgical Nursing Clinical I: 90-2
(Pre-requisite: Program Admission, PNSG 2030, PNSG 2010 Co-Requisite: PNSG 2035)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology; nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 - Medical-Surgical Nursing Clinical II: 90-2
(Pre-requisite: Program Admission, PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2310 Co-Requisite: PNSG 2310)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology; nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 - Medical-Surgical Nursing Clinical III: 90-2
(Pre-requisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2310, PNSG 2320 Co-Requisite: PNSG 2320)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology;
mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hemato-logical, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 - Medical-Surgical Nursing Clinical IV: 90-2
(Pre-requisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2330, Co-Requirement: PNSG 2330)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hemato-logical, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2415 - Nursing Leadership Clinical: 90-2
(Pre-requisite: None. OFTC Pre-Requisites: Program Admission)

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

PSYC 1101 - Introductory Psychology: 45-3
(Pre-requisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social psychology.

PSNG 2410 - Nursing Leadership: 15-1
(Pre-requisite: Program Admission. OFTC Pre-requisites: PNSG 2010, PNSG 230, PNSG 2210, PNSG 2230) Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics, and conflict resolution.

PSYC 1010 - Basic Psychology: 45-3
(Pre-requisite: Provisional Admission)

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

Radt 1010 - Introduction to Radiology: 75-4
(Pre-requisite: Program Admission)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. 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: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.
RADT 1030 - Radiographic Procedures I: 75-3  
(Pre-requisite: Program Admission)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 - Radiographic Procedures II: 75-3  
(Pre-requisite: Program Admission)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

RADT 1065 - Radiologic Science: 30-2  
(Pre-requisite: Program Admission Program Instructor Approval)
Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1070 - Principles of Imaging I: 105-6  
(Pre-requisite: Program Admission, MATH 1111)
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

RADT 1075 - Radiographic Imaging: 75-4  
(Pre-requisite: Program Admission Program Instructor Approval)
The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 - Radiologic Equipment: 60-3  
(Pre-requisite: Program Admission Program Instructor Approval)
Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1160 - Principles of Imaging II: 105-6  
(Pre-requisite: RADT 1070)
Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.

RADT 1200 - Principles of Radiation Biology and Protection: 30-2  
(Pre-requisite: Program Admission)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.
RADT 1320 - Clinical Radiography I: 180-4
(Pre-requisite: RADT 1030)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 - Clinical Radiography II: 315-7
(Pre-requisite: RADT 1010, RADT 1030, RADT 1320)
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 - Radiographic Procedures III: 60-2
(Pre-requisite: Program Admission)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

RADT 2190 - Radiographic Pathology: 30-2
(Pre-requisite: Program Admission, BIOL 2114, BIOL 2114L)
Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

RADT 2260 - Radiologic Technology Review: 45-3
(Pre-requisite: Program Admission)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2340 - Clinical Radiography III: 270-6
(Pre-requisite: RADT 1330)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2350 - Clinical Radiography IV: 315-7
(Pre-requisite: RADT 1010, RADT 2090, RADT 2340)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 - Clinical Radiography V: 405-9
(Pre-requisite: RADT 2350)
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RESP 1110 - Pharmacology: 60-3
(Pre-requisite: Program Admission)
Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

RESP 1120 - Introduction to Respiratory Therapy: 60-3
(Pre-requisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 Co-Requisite: RESP 1130, RESP 1193)
RESP 1130 - Respiratory Therapy Lab I: 120-4
(Pre-requisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 Co-Requisite: RESP 1120)

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

RESP 1193 - Cardiopulmonary Anatomy and Physiology: 90-4
(Pre-requisite: Program Admission, BIOL 2114, BIOL 2114L, MATH 1101 or MATH 1111)

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

RESP 2090 - Clinical Practice I: 90-2
(Pre-requisite: Program Admission)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

RESP 2100 - Clinical Practice II: 90-2
(Pre-requisite: RESP 2090 Co-Requisite: RESP 2090)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2110 - Pulmonary Disease: 60-3
(Pre-requisite: Program Admission, RESP 1110, RESP 1193 Co-Requisite: RESP 1110, RESP 1120, RESP 1193)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuro-muscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

RESP 2120 - Critical Respiratory Care: 45-2
(Pre-requisite: RESP 1120, RESP 1130)

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

RESP 2130 - Mechanical Ventilation and Airway Management: 120-4
(Pre-requisite: RESP 1120, RESP 1130, RESP 2120 Co-Requisite: RESP 2120)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

RESP 2140 - Advanced Critical Care Monitoring: 30-1
(Pre-requisite: RESP 1120, RESP 1130, RESP 1193)

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

RESP 2150 - Pulmonary Function Testing: 30-1
(Pre-requisite: RESP 1193)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography.

RESP 2160 - Neonatal Pediatric Respiratory Care: 60-3
(Pre-requisite: RESP 1120, RESP 1130)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent...
RESP 2170 - Advanced Respiratory Care Seminar: 75-3
(Pre-requisite: RESP 2120, RESP 2130)
Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RESP 2180 - Clinical Practice III: 90-2
(Pre-requisite: Program Admission, RESP 2100)
Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2190 - Clinical Practice IV: 90-2
(Pre-requisite: RESP 2180 Co-Requisite: RESP 2180)
Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

RESP 2200 - Clinical Practice V: 135-3
(Pre-requisite: RESP 2120, RESP 2130, RESP 2180, RESP 2190 Co-Requisite: RESP 2120, RESP 2130, RESP 2190)
Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RESP 2220 - Clinical Practice VI: 315-7
(Pre-requisite: RESP 2190 Co-Requisite: RESP 2190)
Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

RESP 2270 - Rehabilitation and Home Care: 30-1
(Pre-requisite: RESP 1120 Co-Requisite: RESP 1120)
Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

RNSG 1170 - Foundations of Nursing: 90-4
(Pre-requisite: Program Admission)
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the health care team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the programs philosophy of nursing. Additionally students will be exposed to the patient-centered care model, teamwork, evidence-based practice, and informatics with an emphasis on quality improvement. Principles of medication calculation and safe administration are emphasized. Development of personal responsibility and ethical behavior related to the performance of basic nursing skills will be attained through supervised lab performance.

RNSG 2070 - Maternal Child Nursing: 210-8
(Pre-requisite: Program Admission. Co-Requisites: RNSG 1170)
This course prepares the nurse to safely provide quality, patient-centered care within an interdisciplinary structure to meet the needs of families who have children. Principles of health promotion from the antepartal period through adolescence; human growth, development; and responses to health deviation during these periods in the life cycle are examined. Patient-centered care and quality improvement are the focus of care. Classroom and clinical instruction encompasses providing nursing care to antepartal, intrapartal, postpartal, and pediatric patients while incorporating evidence-based practice and previously learned knowledge and skills.

RNSG 2170 - Adult Health Bridge: 210-8
(Pre-requisite: RNSG 1170, RNSG 2070. Co-Requisites: RNSG 2280)
Adult Health Bridge encompasses patient-centered care to clients experiencing respiratory, circulatory, renal, oncology, immunology, digestive, endocrine, musculoskeletal, and neurological alterations. Patient care involves the consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Teamwork, informatics, quality improvement, and evidence-based practice are vital components in the course. Development of personal respon-
sibility and ethical behavior is acquired through supervised lab and clinical experiences with selected clients.

**RNSG 2280 - Leadership Transition: 30-2**  
(Pre-requisite: RNSG 1170, RNSG 2070. Co-Requisites: RNSG 2170)

This course facilitates the transition of the student to the role of a professional nurse. Current issues and management concepts are emphasized, as well as the development of delegation skills, conflict management, and leadership attributes. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of practicing according to state regulations and statutes are examined. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role.

**RNSG 2330 - Adult Health Bridge II: 240-8**  
(Pre-requisite: RNSG 1170, RNSG 2070, RNSG 2170, RNSG 2280)

Adult Health Bridge II encompasses patient-centered care to clients experiencing cardiac, respiratory, neurological, and metabolic alterations; emergency nursing, shock, burns, bioterrorism, disasters, and end of life care. Patient care involves the consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Teamwork, informatics, quality improvement, and evidenced based practice are vital components in the course. Development of personal responsibility and ethical behavior is acquired through supervised lab and clinical experiences with selected clients.

**SOCL 1101 - Introduction to Sociology: 45-3**  
(Pre-requisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

**WELD 1030 - Blueprint Reading for Welding Technology: 75-3**  
(Pre-requisite: None)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

**WELD 1050 - Horizontal Shielded Metal Arc Welding: 90-4**  
(Pre-requisite: WELD 1000)

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.

**WELD 1010 - Oxyfuel Cutting: 75-3**  
(Pre-requisite: None)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

**WELD 1020 - Oxyacetylene Welding: 45-2**

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

**WELD 1030 - Blueprint Reading for Welding Technology: 90-4**  
(Pre-requisite: Co-Requisite: WELD 1000)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

**WELD 1040 - Flat Shielded Metal Arc Welding: 90-4**  
(Pre-requisite: WELD 1000)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

**WELD 1050 - Horizontal Shielded Metal Arc Welding: 90-4**  
(Pre-requisite: WELD 1000)

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, horizontal SMAW, joints, and horizontal SMAW to specification.

**WELD 1055 - Shielded Metal Arc Welding Pipe Welds: 105-3**
(Pre-requisite: None Co-Requisite: COFC 1080)

This course explains how to set up shielded metal arc (SMAW) equipment for open-root V-groove welds on carbon steel pipe. This course aligns with select modules in NC-CER Level III welding curricula.

**WELD 1060 - Vertical Shielded Metal Arc Welding: 90-4**
(Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

**WELD 1070 - Overhead Shielded Metal Arc Welding: 90-4**
(Pre-requisite: WELD 1000)

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 specifications.

**WELD 1075 - Gas Tungsten Arc Welding Pipe Welding: 135-4**
(Pre-requisite: None Co-Requisite: COFC 1080)

This course explains how to prepare GTAW equipment for open-root V groove welds on carbon steel and stainless steel pipe in all positions.

**WELD 1090 - Gas Metal Arc Welding: 90-4**
(Pre-requisite: WELD 1000)

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.

**WELD 1110 - Gas Tungsten Arc Welding: 100-4**
(Pre-requisite: None)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

**WELD 1120 - Preparation for Industrial Qualification: 90-4**
(Pre-requisite: WELD 1000)

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.

**WELD 1150 - Advanced Gas Tungsten Arc Welding: 75-3**
(Pre-requisite: WELD 1000)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

**WELD 1151 - Fabrication Processes: 60-3**
(Pre-requisite: WELD 1030)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

**WELD 1152 - Pipe Welding: 105-4**
(Pre-requisite: WELD 1000)

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).

**WELD 1153 - Flux Cored Arc Welding: 90-4**
(Pre-requisite: WELD 1000)

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation,
shielded gas selection, and FCAW joints in all positions.

**WELD 1154 - Plasma Cutting: 75-3**  
(Pre-requisite: WELD 1000)  
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.

**WELD 1156 - Ornamental Iron Works: 90-4**  
(Pre-requisite: WELD 1000)  
Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

**WELD 1330 - Metal Welding and Cutting Techniques: 60-2**  
(Pre-requisite: Provisional Admission)  
This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.
Full-Time Faculty Credentials

Bridges, Josh
- Diploma, Heart of Georgia Technical College

Braxton, Kelley
- B.S. Respiratory Therapy - Middle Georgia State College
- Certifications: CRT, RRT, BLS, ACLS, PALS, NRP

Brinson, Denise
- BS, Radiologic Sciences - Florida Hospital College of Health Sciences
- M.Ed., Leadership of Education Organizations, American InterContinental University Online
- Certifications: ARRT (R) (CT) (MR)

Brogdon, Rene
- ASN - Abraham Baldwin Agricultural College
- RN, BLS

Brown, Candace
- ASN, Middle Georgia State University
- Registered Nurse, ACLS

Burten, Gerald
- CDL Certificate, Sandersville Technical College
- Certifications: NATMI Certified Driver Trainer

Callaway, Kaitlin
- ASN, Darton State College
- BSN, Georgia Southern University
- RN

Carver, III, John David
- B.S. Ed - Georgia Southern University
- M.P.A. - Georgia College & State University
- Georgia DPH Instructor Level III
- BLS instructor
- ACLS Instructor
- PALS instructor
- PHTLS Instructor

Clark, Gail
- M.Ed., Georgia Southwestern University

Copenny, Jacqueline
- B.B.A. - Georgia College
- MBA - Georgia College
- Ed.D. - Nova Southeastern University
- QuickStart Certification

Corbin, Kevin
- B.S. Criminal Justice, Georgia Southern University
- M.P.A., Georgia College & State University

Crooke, Maria
- B.S. - Georgia Southern
- M.A. - Georgia Southern

Daniel, Tiffany
- A.A., East Georgia College
- B.S. Ed., Georgia Southern University
- M.Ed., Georgia Southern University
- Ed.D., University of Georgia

Dixon, Lynn
- AAS - Heart of Georgia Technical College
- B.S. - Georgia College
- M.Ed. - Georgia College
- Certifications: MOS PowerPoint, MOS Word, MOS Access, MOS Outlook, MOS Excel
- QuickStart Certification

Duggins, Beth
- B.B.A. - Georgia Southern
- Certified MOS Microsoft Word, MOS PowerPoint, MOS Word, MOS Excel, MOS Access, MOS Outlook
- QuickStart Certification

Fisher, Belinda
- AA - Brewton Parker College
- BBA - Georgia College
- MBA - Georgia College & State University
- Certified MOS Microsoft Word, MOS PowerPoint, MOS Word, MOS Excel, MOS Access, MOS Outlook

Garnto, Mary Kristen
- BIE - Georgia Institute of Technology
- M.Ed. - Georgia Southern

Gurr, Brenda
- Associate Science Pre-Medical Laboratory Technology, Middle Georgia College
- Associate Arts Secondary Education, Middle Georgia College
- Certifications: CMA (AAMA), RMA (AMT), MT (AAB), BLS (AHA)

Hall, David
- A.A.S. Technology - Middle Georgia College
- Machine Tool Operation, Machine Shop Diploma - South Georgia College
Hart, Johnathan
- TCC, Heart of Georgia Technical College
- Automobile Service Excellence (ASE) Master Automobile Technician

Holtzclaw, Miriam
- BS. - Devry University

Horton, Beverli
- B.S. - Trevecca Nazarene College
- M.A. - Middle Tennessee State University
- BLS Certification

Horton, Coy Lee
- Certificates, National Center for Construction and Education Research

Hutchings, Carla
- M.Ed., Georgia College & State University
- Ed.S., Georgia College & State University

Jones, Lisa
- Cosmetology Diploma, School of Hair Design

Lawson, Stan
- A.A., East Georgia College
- B.B.A., Georgia Southern University
- M.B.A., Georgia College and State University
- Ed.D., University of Georgia
- Certified MOS Excel, Certified Online Instructor

Layfield, Laura
- B.B.A., Georgia College and State University
- M.MIS, Georgia College and State University
- Certified MOS Master, MOS Access, MOS Excel Expert, MOS PowerPoint, MOS Word

Livingston, Kevin
- B.S. Economics - Georgia Southern University
- Ed.S. Occupational Studies and MED Trade & Industrial Education - University of Georgia

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- M.Ed. - Troy State University
- Ed.S. - Nova Southeastern

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- M.B.A., Georgia Southern University

McNutt, Suann
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- B.S. - Brewton Parker
- M.A. - Troy University

Morris, Stephanie
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Nichols, Ranna
- BSN, Georgia College and State University
- RN, ACLS, PALS, TNCC

Partridge, Jeffery
- Augusta Technical College, Welding & Joining Technology Diploma
- Certified Welding Inspector and Certified Welding Educator - American Welding Society
- Core Curricula, Welding & Construction Site Safety Orientation Instructor - NCCER

Poss, Lauren
- B.A., Georgia Southern University
- M.A., Georgia Southern University

Radney, Lee
- AAS, Heart of Georgia Technical College

Redfern, Brent
- AAS, Abraham Baldwin Agricultural College

Ryals, Anna
- BSN, Abraham Baldwin Agricultural College
- RN

Schmidt, Leigh Anne
- BSN, Georgia Regents University
- RN
- BLS Instructor

Shepherd, Jack
- B.S. Pharmacy, University of Georgia
- Certifications: CPhT, BLS-HCP

Simmons, Kanaetra
- B.S. - Paine College
- Ph.D. - Meharry Medical College

Simmons, Tony
- Welding & Joining Technology Diploma, Augusta Technical College
- Certified Welding Inspector and Certified Welding Educator - American Welding Society
Smith, Natalie
• B.S. Respiratory Therapy, Medical College of Georgia
• M.S. Health Services, Independence University
• Certifications: CPFT, RRT, CRT, BLS, ACLS, PALS, NRP

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