OFTC
OCONEE FALL LINE TECHNICAL COLLEGE

Careers Begin Here

Academic Catalog
Academic Year 2021-2022

www.OFTC.edu

Oconee Fall Line Technical College (OFTC) serves Bleckley, Dodge, Glascock, Hancock, Jefferson, Laurens, Telfair, Warren, Washington, Wheeler, and Wilkinson Counties of Georgia, and is a unit of the Technical College System of Georgia (TCSG) and an Equal Opportunity Institution.

Oconee Fall Line Technical College
Academic Year 2022
Academic Catalog

EFFECTIVE DATE: JULY 1, 2021

Campuses:

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

Jefferson County Center

1257 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

Transportation Center

1678 Kaolin Road
Sandersville, GA 31082
Phone: 478.553.2408

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

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A Message from the President

We have prepared this catalog with your educational and career goals in mind. Here you will find the courses, academic programs, and career pathways that can help you define and plan your future.

Whether your goal is to gain a specialized skill to immediately enter the workforce or to explore your entrepreneurial interests, our curriculum has been designed to help you earn a technical certificate of credit, diploma, or an associate degree. I encourage you work with one of our highly-qualified and caring faculty members or staff to determine what is best for you. It is crucial to the success of your goals to follow a plan and make informed decisions. Get started today by contacting one of our many professionals who are dedicated to helping you achieve your academic and career goals.

We are confident that you will be pleased with your decision to enroll at Oconee Fall Line Technical College. We believe in a student-centered culture that focuses on caring for the individual. Our first-rate faculty; small class sizes; and hands-on instruction prepare our students to meet the many demands on today's workforce. OFTC graduates excel in a variety of fields, such as health care, trade and industrial technologies, computer and business fields, and many more areas of study in our service region and beyond.

We look forward to helping you achieve your dreams at OFTC.

Sincerely,

Erica G. Harden
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 Vice President for Academic Affairs at 478-553-2097.

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.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

TITLE IX Coordinator	**ADA/504 Coordinator**	**EEOC Officer**
Janet Smith	Saketta Brown	Rosemary Selby
Office: South Campus WRS 112	Office: South Campus WRS 112	Office: North Campus 205
478-274-7836	478-274-7643 or 478-553-2124	478-553-2055
jrsmith@oftc.edu	sdbrown@oftc.edu	rselby@oftc.edu

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.

General Education Course Substitutions

General Education Requirements for Diploma or Technical Certificate of Credit	
NATURAL SCIENCES/MATHEMATICS	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
BIOL 2113 Anatomy & Physiology I BIOL 2113L Anatomy & Physiology I Lab BIOL 2114 Anatomy & Physiology II BIOL 2114L Anatomy & Physiology II Lab	ALHS 1011 Structure & Function of the Human Body
*MATH 1012 Foundations of Mathematics	MATH 1011 Business Mathematics
MATH 1013 Algebraic Concepts	MATH 1012 Foundations of Mathematics MATH 1011 Business Mathematics
MATH 1103 Quantitative Skills & Reasoning	MATH 1011 Business Mathematics MATH 1012 Foundations of Mathematics MATH 1013 Algebraic Concepts
MATH 1111 College Algebra	MATH 1011 Business Mathematics MATH 1012 Foundations of Mathematics MATH 1013 Algebraic Concepts
MATH 1112 College Trigonometry	MATH 1015 Geometry and Trigonometry
LANGUAGE ARTS/COMMUNICATION	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ENGL 1101 Composition and Rhetoric	ENGL 1010 Fundamentals of English I
SOCIAL/BEHAVIORAL SCIENCES	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
PSYC 1101 Introduction to Psychology	PSYC 1010 Basic Psychology EMPL 1000 Interpersonal Relations & Professional Development

*Allied Health diploma students must take MATH 1012 Foundations of Mathematics. Check with program advisor regarding an apppropriate degree-level substitute.

General Education Requirements for Associate of Applied Science Degrees except Diagnostic Medical Sonography and Respiratory Care

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 or ENGL 2110 World Literature

If a student transfers into OFTC, the following general education courses are accepted as substitutions for the required OFTC general education courses in non-Allied Health Associate of Applied Science degrees.

GENERAL EDUCATION COURSE SUBSTITUTIONS

AREA II – SOCIAL/BEHAVIORAL SCIENCES

COURSE ACCEPTED	COURSE SUBSTITUTED FOR
ECON 1101 Principles of Economics ECON 2105 Macroeconomics ECON 2106 Microeconomics HIST 1111 World History I HIST 1112 World History II HIST 2111 U.S. History I HIST 2112 U.S. History II POLS 1101 American Government POLS 2401 Global Issues SOCI 1101 Introduction to Sociology	PSYC 1101 Introductory Psychology

AREA III – NATURAL SCIENCES/MATHEMATICS

COURSE ACCEPTED	COURSE SUBSTITUTED FOR
BIOL 1111 Biology I BIOL 1111L Biology I Lab BIOL 1112 Biology II BIOL 1112 Biology II Lab BIOL 2107 Biological Principles I BIOL 2107L Biological Principles I Lab BIOL 2108 Biological Principles II BIOL 2108L Biological Principles II Lab CHEM 1151 Survey of Inorganic Chemistry CHEM 1151L Survey of Inorganic Chemistry Lab CHEM 1152 Survey of Organic Chemistry and Biochemistry CHEM 1152 L Survey of Organic Chemistry and Biochemistry Lab CHEM 1211 Chemistry I CHEM 1211 L Chemistry I Lab CHEM 1212 Chemistry II CHEM 1212 L Chemistry II Lab MATH 1100 Quantitative Skills and Reasoning MATH 1101 Mathematical Modeling MATH 1103 Quantitative Skills & Reasoning MATH 1112 College Trigonometry MATH 1113 Precalculus MATH 1127 Introduction to Statistics MATH 1131 Calculus I MATH 1132 Calculus II	MATH 1111 College Algebra MATH 1103 Quantitative Skills and Reasoning

GENERAL EDUCATION COURSE SUBSTITUTIONS

PHSC 1111 Physical Science PHYS 1110 Conceptual Physics PHYS 1110 L Conceptual Physics Lab PHYS 1111 Introductory Physics I PHYS 1111L Introductory Physics I Lab PHYS 1112 Introductory Physics II PHYS 1112 L Introductory Physics II Lab	

AREA IV HUMANITIES/FINE ARTS

COURSE ACCEPTED	COURSE SUBSTITUTED FOR
ARTS 1101 Art Appreciation ENGL 2310 English Literature from Beginnings to 1700 HUMN 1101 Intro to Humanities MUSC 1101 Music Appreciation RELG 1101 World Religions THEA 1101 Theater Appreciation	ENGL 2130 American Literature ENGL 2110 World Literature

GENERAL CORE ELECTIVES

COURSE ACCEPTED	COURSE SUBSTITUTED FOR
ARTS 1101 Art Appreciation BIOL 1111 Biology I BIOL 1111L Biology I Lab BIOL 1112 Biology II BIOL 1112L Biology II Lab BIOL 2107 Biological Principles I BIOL 2107L Biological Principles I Lab BIOL 2108 Biological Principles II BIOL 2108L Biological Principles II Lab CHEM 1151 Survey of Inorganic Chemistry CHEM 1151L Survey of Inorganic Chemistry Lab CHEM 1152 Survey of Organic Chemistry and Biochemistry CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab CHEM 1211 Chemistry I CHEM 1211L Chemistry I Lab CHEM 1212 Chemistry II CHEM 1212L Chemistry II Lab ECON 1101 Principles of Economics ECON 2105 Macroeconomics ECON 2106 Microeconomics ENGL 2110 World Literature ENGL 2310 English Literature from the Beginnings to 1700 HIST 1111 World History I HIST 1112 World History II HUMN 1101 Introduction to Humanities MATH 1100 Quantitative Skills and Reasoning MATH 1101 Mathematical Modeling MATH 1103 Quantitatifve Skills & Reasoning MATH 1112 College Trigonometry MATH 1113 Precalculus MATH 1127 Introduction to Statistics MATH 1131 Calculus I MATH 1132 Calculus II	ENGL 1102 Literature and Composition HIST 2111 US History I HIST 2112 US History II POLS 1101 American Government SOCI 1101 Introduction to Sociology

GENERAL EDUCATION COURSE SUBSTITUTIONS	
MUSC 1101 Music Appreciation PHYS 1110 Conceptual Physics PHYS 1110L Conceptual Physics Lab PHYS 1111 Introductory Physics I PHYS 1111L Introductory Physics I Lab PHYS 1112 Introductory Physics II PHYS 1112L Introductory Physics II Lab POLS 2401 Global Issues RELG 1101 World Religions SPCH 1101 Public Speaking THEA 1101 Theater Appreciation	

General Education Requirements for Associate Degree in Nursing

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

Area I – Language Arts/Communication   English 1101 Composition & Rhetoric & ENG 1102 Literature and Composition
Area II – Social/Behavioral Sciences   Psychology 1101 Introductory Psychology
Area III – Natural Sciences/Mathematics   Math 1111 College Algebra or Math 1103 Quantitative Skills & Reasoning
Area IV – Humanities/Fine Arts   English 2130 American Literature or ENGL 2110 World Literature

If a student transfers into OFTC, the following general education courses are accepted as substitutions for the required OFTC general education courses in Associate Degree of Nursing.

GENERAL EDUCATION COURSE SUBSTITUTIONS	
AREA III NATURAL SCIENCES / MATHEMATICS	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
MATH 1113 Precalculus MATH 1131 Calculus I MATH 1132 Calculus II	MATH 1111 College Algebra MATH 1103 Quantitative Skills & Reasoning
AREA IV HUMANITIES/FINE ARTS	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ARTS 1101 Art Appreciation ENGL 2110 World Literature ENGL 2310 English Literature from Beginnings to 1700 HUMN 1101 Intro to Humanities MUSC 1101 Music Appreciation RELG 1101 World Religions THEA 1101 Theater Appreciation	ENGL 2130 American Literature ENGL 2110 World Literature

GENERAL CORE ELECTIVES	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ARTS 1101 Art Appreciation BIOL 1111 Biology I BIOL 1111L Biology I Lab BIOL 1112 Biology II BIOL 1112L Biology II Lab BIOL 2107 Biological Principles I BIOL 2107L Biological Principles I Lab BIOL 2108 Biological Principles II BIOL 2108L Biological Principles II Lab CHEM 1151 Survey of Inorganic Chemistry CHEM 1151L Survey of Inorganic Chemistry Lab CHEM 1152 Survey of Organic Chemistry and Biochemistry CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab CHEM 1211 Chemistry I CHEM 1211L Chemistry I Lab CHEM 1212 Chemistry II CHEM 1212L Chemistry II Lab ECON 1101 Principles of Economics ECON 2105 Macroeconomics ECON 2106 Microeconomics ENGL 2110 World Literature ENGL 2310 English Literature from the Beginnings to 1700 HIST 1111 World History I HIST 1112 World History II HUMN 1101 Introduction to Humanities MATH 1100 Quantitative Skills and Reasoning MATH 1101 Mathematical Modeling MATH 1103 Quantitatifve Skills & Reasoning MATH 1112 College Trigonometry MATH 1113 Precalculus MATH 1127 Introduction to Statistics MATH 1131 Calculus I MATH 1132 Calculus II MUSC 1101 Music Appreciation PHYS 1110 Conceptual Physics PHYS 1110L Conceptual Physics Lab PHYS 1111 Introductory Physics I PHYS 1111L Introductory Physics I Lab PHYS 1112 Introductory Physics II PHYS 1112L Introductory Physics II Lab POLS 2401 Global Issues RELG 1101 World Religions SPCH 1101 Public Speaking THEA 1101 Theater Appreciation	HIST 2111 US History I HIST 2112 US History II POLS 1101 American Government SOCI 1101 Introduction to Sociology

General Education Requirements for Associate of Applied Science Degrees in Diagnostic Medical Sonography and Respiratory Care

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
Area IV – Humanities/Fine Arts	English 2130 American Literature or ENGL 2110 World Literature

If a student transfers into OFTC, the following general education courses are accepted as substitutions for the required OFTC general education courses in Allied Health Associate of Applied Science degrees.

GENERAL EDUCATION COURSE SUBSTITUTIONS	
AREA II – SOCIAL/BEHAVIORAL SCIENCES	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ECON 1101 Principles of Economics ECON 2105 Macroeconomics ECON 2106 Microeconomics HIST 1111 World History I HIST 1112 World History II HIST 2111 U.S. History I HIST 2112 U.S. History II POLS 1101 American Government POLS 2401 Global Issues SOCI 1101 Introduction to Sociology	PSYC 1101 Introductory Psychology

AREA III NATURAL SCIENCES / MATHEMATICS	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
MATH 1113 Precalculus MATH 1131 Calculus I MATH 1132 Calculus II	MATH 1111 College Algebra

AREA IV HUMANITIES/FINE ARTS	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ARTS 1101 Art Appreciation ENGL 2310 English Literature from Beginnings to 1700 HUMN 1101 Intro to Humanities MUSC 1101 Music Appreciation RELG 1101 World Religions THEA 1101 Theater Appreciation	ENGL 2130 American Literature ENGL 2110 World Literature

GENERAL CORE ELECTIVES	
COURSE ACCEPTED	**COURSE SUBSTITUTED FOR**
ARTS 1101 Art Appreciation BIOL 1111 Biology I BIOL 1111L Biology I Lab BIOL 1112 Biology II BIOL 1112L Biology II Lab BIOL 2107 Biological Principles I BIOL 2107L Biological Principles I Lab BIOL 2108 Biological Principles II BIOL 2108L Biological Principles II Lab CHEM 1151 Survey of Inorganic Chemistry CHEM 1151L Survey of Inorganic Chemistry Lab CHEM 1152 Survey of Organic Chemistry and Biochemistry CHEM 1152L Survey of Organic Chemistry and Biochemistry Lab CHEM 1211 Chemistry I CHEM 1211L Chemistry I Lab CHEM 1212 Chemistry II CHEM 1212L Chemistry II Lab ECON 1101 Principles of Economics ECON 2105 Macroeconomics ECON 2106 Microeconomics ENGL 2110 World Literature ENGL 2310 English Literature from the Beginnings to 1700 HIST 1111 World History I HIST 1112 World History II HUMN 1101 Introduction to Humanities MATH 1100 Quantitative Skills and Reasoning MATH 1101 Mathematical Modeling MATH 1103 Quantitatifve Skills & Reasoning MATH 1112 College Trigonometry MATH 1113 Precalculus MATH 1127 Introduction to Statistics MATH 1131 Calculus I MATH 1132 Calculus II MUSC 1101 Music Appreciation PHYS 1110 Conceptual Physics PHYS 1110L Conceptual Physics Lab PHYS 1111 Introductory Physics I PHYS 1111L Introductory Physics I Lab PHYS 1112 Introductory Physics II PHYS 1112L Introductory Physics II Lab POLS 2401 Global Issues RELG 1101 World Religions SPCH 1101 Public Speaking THEA 1101 Theater Appreciation	ENGL 1102 Literature and Composition HIST 2111 US History I HIST 2112 US History II POLS 1101 American Government SOCI 1101 Introduction to Sociology

Programs of Study by Award Type

Associate Degree

Associate degree programs 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 associate degrees:

- Associate Degree in Nursing Bridge

Associate of Applied Science Degrees

Associate of Applied Science Degree programs 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
- Business Management
- Business Technology
- Computer Support Specialist
- Criminal Justice Technology
- Cybersecurity
- Diagnostic Medical Sonography
- Early Childhood Care/ Education
- Electronics Technology
- Health Care Management

- Interdisciplinary Studies
  - Air Conditioning Technology
  - Allied Health
  - Automotive Fundamentals
  - Automotive Technology
  - Cosmetology
  - Diesel Equipment Technology
  - Electrical Control Systems
  - Electronics Fundamentals
  - Industrial Mechanical Systems
  - Industrial Systems Technology
  - Welding and Joining Technology

- Precision Machining and Manufacturing
- Mechatronics Technology
- Networking Specialist
- Pharmacy Technology
- Radiologic Technology
- Respiratory Care

Diplomas

Programs vary in length; however, most diploma programs 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

- Cybersecurity
- Diesel Equipment Technology
- Early Childhood Care/ Education
- Electrical Control Systems
- Electronics Fundamentals
- Electronics Technology
- Industrial Mechanical Systems
- Industrial Systems Technology
- Mechatronics Technology
- Medical Assisting

- Networking Specialist
- Pharmacy Technology
- Practical Nursing
- Precision Machining and Manufacturing
- Welding and Joining Technology

*Estimated Tuition and Fees calculation for each program is based on Fall Semester 2021 figures as of July 1, 2021. 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.

Technical Certificates of Credit

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:

- Accounting Fundamentals
- Administrative Support Assistant
- Advanced Cybersecurity Fundamentals
- 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 Electricity Technician
- Basic Electronic Assembler
- Basic Shielded Metal Arc Welder
- Certified Customer Service Specialist
- Child Development Specialist
- CNC Specialist
- Commercial Truck Driving
- CompTIA A+ Certified Preparation
- CompTIA A+ Certified Technician Preparation
- Computed Tomography Specialist
- Computerized Accounting Specialist
- Criminal Justice Technician
- Cyber Crime Specialist
- Cybersecurity
- Cybersecurity Fundamentals
- 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
- Early College Essentials
- Electricians Assistant
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Geriatric Care Assistant
- Health Care Assistant

- Heating and Air Conditioning Installation Technician
- Heavy Diesel Service Technician
- Help Desk Specialist
- Imaging Science Assistant
- Industrial Electrician
- Industrial Maintenance Technician
- Industrial Maintenance Technician
- Industrial Motor Control Technician
- Industrial Pumping and Piping Technician
- Infant/Toddler Child Care Specialist
- Magnetic Resonance Imaging Specialist
- Mechanical Maintenance Technician
- Mechatronics Specialist
- Mechatronics Technician
- Mechatronics Technology
- 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
- Payroll Accounting Specialist
- Pipe Shielded Metal Arc Welding
- Pipe Welder
- Process Control Technician I
- Process Control Technician II
- Programmable Control Technician
- Robotic Technician
- Robotic Technician
- Shampoo Technician
- Small Business Management Specialist
- Supervisor/Management Specialist
- Tax Preparation Specialist
- Transport Temperature Control Technician

*Estimated Tuition and Fees calculation for each program is based on Fall Semester 2021 figures as of July 1, 2021. Information s 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.

Programs of Study by Area of Study

Oconee Fall Line Technical College offers a variety of programs of study that can lead to an Associate Degree, 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

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 of applied science degree will be able to enter the workforce 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

- Accounting Fundamentals
- Computerized Accounting Specialist
- Office Accounting Specialist
- Payroll Accounting Specialist
- Tax Preparation Specialist

Accounting

ASSOCIATE OF APPLIED SCIENCE DEGREE

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, 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

- $27,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $8,155.00
- Books & Supplies: $2,400.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Accounting 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

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.

ADVISOR(S)

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

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE/ARTS COMMUNICATION		
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:

	CREDIT HOURS	CONTACT HOURS
MATH 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
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

ACCT 1100	Financial Accounting I	4	75
ACCT 1105	Financial Accounting II	4	75
ACCT 2000	Managerial Accounting	3	60
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
XXXX XXXX	Accounting Electives	9	0
XXXX XXXX	Elective - 9 Hours	9	0

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, 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

- $23,000.00 - $27,000.00

PROGRAM COSTS

- Tuition & Fees: $5,524.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES			
ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45
and one of the following:			
EMPL 1000	Interpersonal Relations & Professional Development	2	30
PSYC 1010	Basic Psychology	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
XXXX XXXX	Accounting Elective	3	0
XXXX XXXX	Specific Occupational-Guided Elective	3	0

Accounting Fundamentals

TECHNICAL CERTIFICATE OF CREDIT

The Accounting Fundamentals technical certificate of credit exposes students to the most foundational topics of the accounting profession. The accounting coursework exposes students to the basic tenets of financial accounting and income tax law. Students are introduced to computers and exposed to a variety of software applications used in the business field. A separate course is devoted entirely to the mastery of spreadsheet software, which is used extensively in the field of accounting.

Students may enter the Accounting Fundamentals 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 Accounting Fundamentals certificate program must be able to work in an office environment, work with numbers, 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)

PROGRAM COSTS

- Tuition & Fees: $2,062.00
- Books & Supplies: $500.00

  (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 Accounting Fundamentals 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
ACCT 1100	Financial Accounting I		4	75
ACCT 1125	Individual Tax Accounting		3	60
BUSN 1410	Spreadsheet Concepts and Applications		4	90
COLL 1060	Introduction to College and Computers		3	50

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, 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

- $21,000.00 - $23,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
ACCT	1100	Financial Accounting I	4	75
ACCT	1120	Spreadsheet Applications	4	90
ACCT	1105	Financial Accounting II	4	75
ACCT	1115	Computerized Accounting	3	75
COLL	1060	Introduction to College and Computers	3	50
XXXX	XXXX	Occupational Elective	3	0

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, 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: $2,062.00
- 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; OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ACCT 1100	Financial Accounting I	4	75
ACCT 1105	Financial Accounting II	4	75
ACCT 1115	Computerized Accounting	3	75
COLL 1060	Introduction to College and Computers	3	50

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, 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

- $21,000.00 -$23,000.00

PROGRAM COSTS

- Tuition & Fees: $2,362.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ACCT 1100	Financial Accounting I	4	75
ACCT 1105	Financial Accounting II	4	75
ACCT 1115	Computerized Accounting	3	75
ACCT 1130	Payroll Accounting	3	60
COLL 1060	Introduction to College and Computers	3	50

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, 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

- $21,000.00 - $23,000.00

PROGRAM COSTS

- Tuition & Fees: $2,262.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
ACCT	1100	Financial Accounting I	4	75
ACCT	1125	Individual Tax Accounting	3	60
ACCT	2120	Business Tax Accounting	3	60
COLL	1060	Introduction to College and Computers	3	50
XXXX	XXXX	Accounting Elective	3	0

Air Conditioning Technology

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

ASSOCIATE OF APPLIED SCIENCE DEGREES

- Interdisciplinary Studies - Air Conditioning Technology

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

Interdisciplinary Studies - Air Conditioning Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Interdisciplinary Studies - Air Conditioning Technology degree 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 Interdisciplinary Studies - Air Conditioning Technology degree and have the qualifications of an air conditioning technician.

Students are accepted into the Interdisciplinary Studies - Air Conditioning Technology degree 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. Upon completion of this program, students are eligible to take the 608 Air Conditioning exam ($50.00).

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Air Conditioning 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

- $55,000.00 – $75,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,400.00

  (Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Air Conditioning Technology Degree 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.

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;
- OFTC may accept a student's official entrance

score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.air con

ADVISOR(S)

Lee Radney, Dean of Academic Affairs for Trades, Industrial & Transportation

478-274-7794 | lradney@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			
Students must take the following course:			
PSYC 1101	Introductory Psychology	3	45
Choose 3 credit hours:			
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45
AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)			
Choose 3 credit hours:			
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45
Choose 3 or more credit hours:			
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45

PHYS 1110 Conceptual Physics	3	45
PHYS 1110L Conceptual Physics Lab	1	45
MATH 1113 Precalculus	3	45
MATH 1127 Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110 World Literature	3	45
ENGL 2130 American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

AIRC	1005	Refrigeration Fundamentals	4	90
AIRC	1010	Refrigeration Principles and Practices	4	90
AIRC	1020	Refrigeration Systems Components	4	90
AIRC	1030	HVACR Electrical Fundamentals	4	90
AIRC	1040	HVACR Electrical Motors	4	90
AIRC	1050	HVACR Electrical Components and Control	4	90
AIRC	1060	Air Conditioning Systems Application and Installation	4	90
AIRC	1070	Gas Heat	4	90
AIRC	1080	Heat Pumps and Related Systems	4	90
AIRC	1090	Troubleshooting Air Conditioning Systems	4	90

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).

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

- $55,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $6,093.00
- Books & Supplies: $1,400.00

   (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

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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED..

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.

ADVISOR(S)

Lee Radney, Dean of Academic Affairs for Trades, Industrial & Transportation
478-274-7794 | lradney@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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			
AIRC 1005	Refrigeration Fundamentals	4	90
AIRC 1010	Refrigeration Principles and Practices	4	90
AIRC 1020	Refrigeration Systems Components	4	90

AIRC	1030	HVACR Electrical Fundamentals	4	90
AIRC	1040	HVACR Electrical Motors	4	90
AIRC	1050	HVACR Electrical Components and Control	4	90
AIRC	1060	Air Conditioning Systems Application and Installation	4	90
AIRC	1070	Gas Heat	4	90
AIRC	1080	Heat Pumps and Related Systems	4	90
AIRC	1090	Troubleshooting Air Conditioning Systems	4	90

OCCUPATIONAL ELECTIVE: 3 CREDIT HOURS

| COLL | 1060 | Introduction to College and Computers | 3 | 50 |

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.

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

* $55,000.00 - $75,000.00

PROGRAM COSTS

* Tuition & Fees: $1,531.00
* Books & Supplies: $235.00

(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 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;
* OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
AIRC 1030	HVACR Electrical Fundamentals	4	90
AIRC 1040	HVACR Electrical Motors	4	90
AIRC 1050	HVACR Electrical Components and Control	4	90

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.

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

- $55,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $2,662.00
- Books & Supplies: $715.00

   (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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Lee Radney, Dean of Academic Affairs for Trades, Industrial & Transportation
478-274-7794 | lradney@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
AIRC	1005	Refrigeration Fundamentals	4	90
AIRC	1030	HVACR Electrical Fundamentals	4	90
AIRC	1040	HVACR Electrical Motors	4	90
AIRC	1070	Gas Heat	4	90
AIRC	1080	Heat Pumps and Related Systems	4	90

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.

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

- $55,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

Lee Radney, Dean of Academic Affairs for Trades, Industrial & Transportation
478-274-7794 | lradney@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
AIRC	1005	Refrigeration Fundamentals	4	90
AIRC	1010	Refrigeration Principles and Practices	4	90
AIRC	1020	Refrigeration Systems Components	4	90

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).

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

* $25,000.00 - $35,000 .00

PROGRAM COSTS

* Tuition & Fees: $1,531.00
* Books & Supplies: $550.00

  (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 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;
* OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Lee Radney, Dean of Academic Affairs for Trades, Industrial & Transportation
478-274-7794 | lradney@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
AIRC	1010	Refrigeration Principles and Practices	4	90
AIRC	1030	HVACR Electrical Fundamentals	4	90
AIRC	1060	Air Conditioning Systems Application and Installation	4	90

Applied Business Technology

Area of Study

OFTC's Applied 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 DEGREE

- Applied Business Technology

DIPLOMA

- Applied Business Technology

TECHNICAL CERTIFICATE OF CREDIT

- Certified Customer Service Specialist

Applied Business Technology **Not Accepting New Students**

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

- $26,500.00 - $29,500.00

PROGRAM COSTS

- Tuition & Fees: $8,455.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements on OFTC's web site at www.oftc.edu/programs/articulation-transfer-agreements/.

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.

ADVISOR(S)

Dr. Jacqueline Copenny, Dean of Academic Affairs
478-274-7855 | jcopenny@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

PROGRAM-SPECIFIC 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
MKTG 1161	Service Industry Business Environment	2	30
MKTG 1162	Customer Contact Skills	4	75
MKTG 1163	Computer Skills for Customer Service	2	45
MKTG 1164	Business Skills for the Customer	2	30
MKTG 1165	Personal Effectiveness in Customer Service	1	15

APBT FIELD EXPERIENCE/INTERNSHIP:

Choose one of the following:

Option #1:

APBT 2100	Applied Bus. Tech. Field Experience/Internship	12	540

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 2103	Applied Bus. Tech. Field Experience/Internship III	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
BUSN 2300	Medical Terminology	2	30
BUSN 2310	Anatomy & Term for the Medical Admin. Assist.	3	45
BUSN 2340	Healthcare Administrative Procedures	4	90
BUSN 2320	Medical Document Processing/ Transcription	4	105

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

Applied Business Technology **Not Accepting New Students**

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 any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 53 semester credit hours.

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

• $20,800.00 - $24,960.00

PROGRAM COSTS

• Tuition & Fees:	$6,624.00
• 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
• 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

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

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;
• OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Dr. Jacqueline Copenny, Dean of Academic Affairs
478-274-7855 | jcopenny@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES			
ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45
and one of the following:			
EMPL 1000	Interpersonal Relations & Prof Development	2	30
PSYC 1010	Basic Psychology	3	45
OCCUPATIONAL COURSES			
COLL 1060	Introduction to College and Computers	3	50
MKTG 1161	Service Industry Business Environment	2	30

MKTG 1162	Customer Contact Skills	4	75
MKTG 1163	Computer Skills for Customer Service	2	45
MKTG 1164	Business Skills for the Customer	2	30
MKTG 1165	Personal Effectiveness in Customer Service	1	15

CHOOSE ONE OF THE FOLLOWING:

Group #1:

| APBT 2100 | Applied Bus. Tech. Field Experience/Internship | 12 | 540 |

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 2103	Applied Bus. Tech. Field Experience/Internship III	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 |

and one of the following:

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

Certified Customer Service Specialist
Not Accepting New Students

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 1 semester. To graduate, students must earn a minimum of 11 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Certified 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

- $16,640.00 – $20,800.00

PROGRAM COSTS

- Tuition & Fees: $1,762.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Dr. Jacqueline Copenny, Dean of Academic Affairs
478-274-7855 | jcopenny@oftc.edu

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
MKTG 1161	Service Industry Business Environment	2	30
MKTG 1162	Customer Contact Skills	4	75
MKTG 1163	Computer Skills for Customer Service	2	45
MKTG 1164	Business Skills for the Customer	2	30
MKTG 1165	Personal Effectiveness in Customer Service	1	15

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Automotive Fundamentals
- Interdisciplinary Studies - Automotive Technology

DIPLOMA

- Automotive Fundamentals
- Automotive Technology

TECHNICAL CERTIFICATE 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

Interdisciplinary Studies - Automotive Fundamentals

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Interdisciplinary Studies - Automotive Fundamentals degree 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 Interdisciplinary Studies - Automotive Fundamentals degree that qualifies them as entry-level technicians.

Students are accepted into the Interdisciplinary Studies - Automotive Fundamentals degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Automotive Fundamentals 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

- $20,000.00 – $30,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $275.00

(Costs are estimated and are subject to change.)

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.

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;
- OFTC may accept a student's official entrance

score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Gary Simpson, Automotive Instructor

478-274-7867 | gsimpson@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			
Students must take the following course:			
PSYC 1101	Introductory Psychology	3	45
Choose 3 credit hours:			
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45
AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)			
Choose 3 credit hours:			
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45
Choose 3 or more credit hours:			
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

AUTT 1010	Automotive Technology Introduction	2	45
AUTT 1030	Automotive Brake Systems	4	105
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
XXXX xxxx	Occupational Electives	8	0

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 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

Interdisciplinary Studies - Automotive Technology

ASSOCIATE DEGREE OF APPLIED SCIENCE

The Interdisciplinary Studies – Automotive Technology Associate of Applied Science degree 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 Interdisciplinary Studies – Auto Technology degree that qualifies them as well rounded entry-level technicians.

Students are accepted into the Interdisciplinary Studies – Automotive Technology degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies – Automotive 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 CAMPUSES/ DELIVERY MODE

- South Campus (Dublin)

SALARY POTENTIAL

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

ADVISOR(S)

Gary Simpson, Automotive Instructor
478-274-7867 | gsimpson@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE/ARTS COMMUNICATION (6 CREDIT HOURS REQUIRED)

Course	Title	Credit	Contact
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)

Students must take the following course:

Course	Title	Credit	Contact
PSYC 1101	Introductory Psychology	3	45

Choose 3 credit hours:

Course	Title	Credit	Contact
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

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

Course	Title	Credit	Contact
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

Course	Title	Credit	Contact
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

Course	Title	Credit	Contact
ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

AUTT 1010	Automotive Technology Introduction	2	45
AUTT 1030	Automotive Brake Systems	4	105
AUTT 1050	Automotive Suspension and Steering Systems	4	125
AUTT 1060	Automotive Climate Control Systems	5	110
AUTT 2020	Automotive Manual Drive Train and Axles	4	101
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5	135
COLL 1060	Introduction to College and Computers	3	50
XXXX xxxx	Occupational Electives	8	0

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 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

AUTT 2011	Automotive Engine Repair I	3	90
AUTT 2012	Automotive Engine Repair II	3	85

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

• $20,000.00 - $30,000.00

PROGRAM COSTS

•	Tuition & Fees:	$4,993.00
•	Books & Supplies:	$275.00

(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

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.

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;
• OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

Gary Simpson, Automotive Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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			
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

**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

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

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.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $7,155.00
- Books & Supplies: $275.00

   (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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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:

| AUTT | 2011 | Automotive Engine Repair I | 3 | 90 |
| AUTT | 2012 | Automotive Engine Repair II | 3 | 85 |

AUTT	2020	Automotive Manual Drive Train and Axles	4	101
AUTT	2030	Automotive Automatic Transmissions and Transaxles	5	135
COLL	1060	Introduction to College and Computers	3	50

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: $1,562.00
- 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.

ADMISSION REQUIREMENTS

Submit a completed application and application fee;

Be at least 16 years of age;

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ACRP 1000	Introduction to Auto Collision Repair	4	66
ACRP 1030	Car Detailing	3	120
AUTT 1010	Automotive Technology Introduction	2	45

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $1,231.00
- Books & Supplies: $275.00

   (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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
UTT	1010	Automotive Technology Introduction	2	45
AUTT	1020	Automotive Electrical Systems	7	240

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $2,362.00
- Books & Supplies: $275.00

(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 become employed as entry-level chassis technicians.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
AUTT 1010	Automotive Technology Introduction		2	45
Choose 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
AUTT 1030	Automotive Brake Systems		4	105
AUTT 1050	Automotive Suspension and Steering Systems		4	125

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $2,062.00
- Books & Supplies: $275.00

   (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 be employed as an entry-level climate control 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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 1060	Automotive Climate Control Systems	5	110

Automotive Collision Repair Assistant I

TECHNICAL CERTIFICATE OF CREDIT

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

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: $1,531.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ACRP 1000	Introduction to Auto Collision Repair	4	66
ACRP 1005	Automobile Component Repair and Replacement	4	106
ACRP 1015	Fundamentals of Automotive Welding	4	91

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $2,262.00
- Books & Supplies: $275.00

(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

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
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 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

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $2,162.00
- Books & Supplies: $275.00

  (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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

Gary Simpson, Automotive Instructor

478-274-7867 | gsimpson@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
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

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

- $20,000.00 - $30,000.00

PROGRAM COSTS

- Tuition & Fees: $2,462.00
- Books & Supplies: $275.00

(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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

Gary Simpson, Automotive Instructor

478-274-7867 | gsimpson@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
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

Business Management

OFTC's Business Management 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 and advance in the field. Students obtaining a business management degree will be able to enter the work force with the skills necessary to supervise others, decide the daily priorities of the business, delegate projects, and coordinate teams to meet the goals of the organization.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Business Management

DIPLOMA

- Business Management

TECHNICAL CERTIFICATE OF CREDIT

- Small Business Management Specialist
- Supervisor/Management Specialist

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 judgment.

OFFERED AT THE FOLLOWING CAMPUS

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

SALARY POTENTIAL

- $26,500.00 - $29,500.00

PROGRAM COSTS

- Tuition & Fees: $7,955.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.
- The College may accept transfer credit for other courses according to the College's transfer policy.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

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.

ADVISOR(S)

Belinda Fisher, Business Technology Instructor
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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45
MATH 1127 Introduction to Statistics	3	45
AREA IV - HUMANITIES/FINE ARTS		
Choose one of the following:		
ENGL 2110 World Literature	3	45
ENGL 2130 American Literature	3	45

PROGRAM SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 18 semester credit hours in General Core Courses, students must take an additional 6 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

COLL 1060	Introduction to College and Computers	3	50
MGMT 1100	Principles of Management	3	45
MGMT 1105	Organizational Behavior	3	45
MGMT 1110	Employment Rules & Regulations	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

and one of the following:

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

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS:

Hospitality Operations Specialization

HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3	45
HRTM 1160	Food and Beverage Management	3	45
HRTM 1201	Hospitality Marketing	3	45
XXXX XXXX	Guided Elective	3	0

Human Resources Management Specialization

MGMT 2120	Labor Management Relations	3	45
MGMT 2130	Employee Training and Development	3	45
XXXX XXXX	Guided Elective	3	0

and one of the following:

MGMT 2205	Service Sector Management	3	
MGMT 2210	Project Management	3	45
MGMT 2220	Management Occupation-Based Instruction	3	135

Logistics Specialization **New**

LOGI 1000	Business Logistics	3	45
LOGI 1010	Purchasing	3	45
LOGI 1020	Materials Management	3	45
XXXX XXXX	Guided Elective	3	0

Small Business Management Specialization

MGMT 2140	Retail Management	3	45
MGMT 2145	Business Plan Development	3	45
MGMT 2150	Small Business Management	3	45
XXXX XXXX	Guided Elective	3	0

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 judgment.

OFFERED AT THE FOLLOWING CAMPUS

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

SALARY POTENTIAL

- $20,800.00 - $24,960.00

PROGRAM COSTS

- Tuition & Fees: $6,024.00
- 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.

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;

- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES			
ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45
and one of the following:			
EMPL 1000	Interpersonal Relations & Professional Development	2	30
PSYC 1010	Basic Psychology	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 1110	Employment Rules & Regulations	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

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 judgment.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $16,640.00 – $20,800.00

PROGRAM COSTS

- Tuition & Fees: $2,562.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Belinda Fisher, Business Technology Instructor
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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ACCT 1100	Financial Accounting I	4	75
MGMT 2140	Retail Management	3	45
COLL 1060	Introduction to College and Computers	3	50
MGMT 2125	Performance Management	3	45
MGMT 2150	Small Business Management	3	45

and one of the following:

MGMT 1110	Employment Rules & Regulations	3	45
MGMT 2120	Labor Management Relations	3	45

Supervisor/Management Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Supervisor/Management Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities.

Supervisor/Management Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. Supervisors and managers in this field require good inter-personal skills. They must have clear and persuasive communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Dealing with people is an important part of life.

Students may enter the Supervisor/Management Specialist 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 Supervisor/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 judgment.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $16,640.00 – $20,800.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- Books & Supplies: $600.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Supervisor/Management Specialist 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
MGMT 1100	Principles of Management	3	45
MGMT 1115	Leadership	3	45
MGMT 2115	Human Resource Management	3	45

Choose one of the following:

MGMT 1110	Employment Rules & Regulations	3	45
MGMT 2120	Labor Management Relations	3	45

Business Technology

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 DEGREE

- Business Technology

DIPLOMA

- Business Technology

TECHNICAL CERTIFICATE OF CREDIT

- Administrative Support Assistant
- Medical Billing Clerk
- Medical Front Office Assistant

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. T

he 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 CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $26,500.00 - $29,500.00

PROGRAM COSTS

- Tuition & Fees: $8,055.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.
- The College may accept transfer credit for other courses according to the College's transfer policy.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

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.

ADVISOR(S)

Lynn Dixon, Business Technology Instructor

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Angela Yarbrough, Business Technology Instructor
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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION		
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 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

PROGRAM-SPECIFIC 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

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

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

- $20,800.00 - $24,960.00

PROGRAM COSTS

- Tuition & Fees: $6,324.00
- Books & Supplies: $1,265.00

   (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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Lynn Dixon, Business Technology Instructor

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

CURRICULUM

	CREDIT HOURS	CONTACT HOURS

GENERAL EDUCATION COURSES

ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45

and one of the following:

EMPL 1000	Interpersonal Relations & Professional Development	2	30
PSYC 1010	Basic Psychology	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
BUSN 2375	Healthcare Coding	3	75

and one of the following:

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

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 CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $16,640.00 - $20,800.00

PROGRAM COSTS

- Tuition & Fees: $2,662.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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

CURRICULUM

OCCUPATIONAL COURSES

			CREDIT HOURS	CONTACT HOURS
COLL	1060	Introduction to College and Computers	3	50
BUSN	1240	Office Procedures	3	60
BUSN	1400	Word Processing Applications	4	90
BUSN	1440	Document Production	4	105
XXXX	XXXX	Specific Occupational Guided Elective - 6 Hours	6	0

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 (Distance Education)

SALARY POTENTIAL

- $16,640.00 - $20,800.00

PROGRAM COSTS

- Tuition & Fees: $2,662.00
- 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

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
COLL 1060	Introduction to College and Computers	3	50
BUSN 1440	Document Production	4	105
BUSN 2375	Healthcare Coding	3	75
XXXX XXXX	Elective - 3 Hours	3	0
XXXX XXXX	Occupational Related Elective - 2 Credit Hours	2	

and one of the following:

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

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 (Distance Education)

SALARY POTENTIAL

- $16,640.00 - $20,800.00

PROGRAM COSTS

- Tuition & Fees: $2,862.00
- 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 inquires 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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Angela Yarbrough, Business Technology Instructor
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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES		
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

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 CERTIFICATE 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. Students can complete the Commercial Truck Driving program in 1 semester. To graduate, students must earn a minimum of 9 semester credit hours.

Once a student has received his/her permit, they must successfully pass the NIDA 5 drug screen.

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

SALARY POTENTIAL

- $30,000.00 - $75,000.00

PROGRAM COSTS

- Tuition, Fees & Fuel Surcharge: $1,768.50
- Tuition Covered by HOPE*: $684.00
  * If eligible, students can receive and additional $1,000.

- HOPE Career Grant Total Tuition & Fees to be paid by student or other funding sources: $1,084.50
- 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) 274-7837 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

(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.

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)
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED;
- Georgia Class A Commercial Learner's Permit required prior to registration.
- Additional Admission Requirements: 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 acknowledgment 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 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://www.fmcsa.dot.gov/regulations/national-registry/national-registry-certified-medical-examiners).

Pre-existing conditions should be discussed with your physician prior to entrance into the program.

Driver's Manual can be found at: http://online.flipbuilder.com/hatf/hdlv/mobile/index.html#p=1

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

CTD Admission Information
Phone:478-553-2408 | bjohnson@oftc.edu

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

Melissa Floyd, Transportation Instructor
478-274-7851 | mfloyd@oftc.edu

Travolta Pullen, Transportation Instructor

478-625-1925 | tpullen@oftc.edu

Joey Wooten, Transportation Instructor
478-274-7851 | jwooten@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
CTDL 1010	Fundamentals of Commercial Driving	3	45
CTDL 1020	Combination Vehicle Basic Operation and Range Work	2	50
and one of the following:			
CTDL 1030	Combination Vehicle Advanced Operations	4	125
CTDL 1040	Commercial Driving Internship	4	180

Computer Support Specialist

OFTC's Computer Support Specialist 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 DEGREE

- Computer Support Specialist

DIPLOMA

- Computer Support Specialist

TECHNICAL CERTIFICATE OF CREDIT

- Help Desk Specialist
- Microsoft Excel Application Specialist
- 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

- $46,000.00 - $56,000.00

PROGRAM COSTS

- Tuition & Fees: $7,855.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.
- The College may accept transfer credit for other courses according to the College's transfer policy.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Laura Layfield, Computer Info Systems Instructor

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Brandon McNeal, Computer Info Systems Instructor

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE/ARTS COMMUNICATION		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45
AREA IV - HUMANITIES/FINE ARTS		
Choose one of the following:		

| ENGL 2110 | World Literature | 3 | 45 |
| 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

COLL 1060	Introduction to College and Computers	3	50
CIST 1001	Computer Concepts	4	90
CIST 1122	Hardware Installation and Maintenance	4	105
CIST 1601	Information Security Fundamentals	3	60
CIST 2921	IT Analysis, Design, and Project Management	4	105
CIST 1305	Program Design and Development	3	60
CIST 1401	Computer Networking Fundamentals	4	90
XXXX XXXX	Computer Operating Systems Course	3	0
XXXX XXXX	CIS Database Elective	4	0
XXXX XXXX	CIS Guided Office Productivity Course	3	0
XXXX XXXX	CIS Elective - 12 Hours	12	

Credit Hours: 62

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 diploma 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

- $45,000.00 - $55,000.00

PROGRAM COSTS

- Tuition & Fees: $6,824.00
- Books & Supplies: $1,785.00

   (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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

Laura Layfield, Computer Info Systems Instructor

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Brandon McNeal, Computer Info Systems Instructor

478-274-7774 | bmcneal@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
BASIC SKILLS 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
CIST	1001	Computer Concepts	4	90
CIST	1122	Hardware Installation and Maintenance	4	105
CIST	1305	Program Design and Development	3	60
CIST	1401	Computer Networking		
CIST	1601	Information Security Fundamentals Fundamentals	3 4	60 90
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

Help Desk Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Help Desk Specialist technical certificate of credit program is designed to provide on-call technology guidance and support to individuals and organizations via email, telephone, video conference, or through other technology tools. They may work during regular office times or on shifts at night or on weekends.

Students may enter the Help Desk Specialist technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 25 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Help Desk Specialist 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

- $20,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $3,162.00
- 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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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 HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
COLL 1060	Introduction to College and Computers	3	50
CIST 1001	Computer Concepts	4	90
CIST 1122	Hardware Installation and Maintenance	4	105
CIST 2130	Desktop Support Concepts	3	75
XXXX XXXX	CIS Operating Systems Course	3	0
XXXX XXXX	CIS Elective	4	0

Choose one of the following Introductory-Level Networking Courses

CIST1401	Computer Networking Fundamentals	4	90
CIST2451	Introduction to Networks - CISCO	4	90

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

- $25,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $1,231.00
- 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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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

			CREDIT HOURS	CONTACT HOURS
COLL	1060	Introduction to College and Computers	3	50
CIST	2128	Comprehensive Spreadsheet Techniques	3	75
XXXX	XXXX	Computer Information System Elective		

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

- $25,000.00 - $35,000.00

PROGRAM COSTS

- Tuition & Fees: $1,321.00
- 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age; Submit an official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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

			CREDIT HOURS	CONTACT HOURS
COLL	1060	Introduction to College and Computers	3	50
CIST	1102	Keyboarding	3	75
CIST	2127	Comprehensive Word Processing Techniques	3	75

Cosmetology

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Cosmetology

DIPLOMA

- Cosmetology

TECHNICAL CERTIFICATE OF CREDIT

- Shampoo Technician

Interdisciplinary Studies - Cosmetology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Interdisciplinary Studies – Cosmetology degree 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 Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

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 degree and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Students are accepted into the Interdisciplinary Degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cosmetology degree 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

- $17,000.00 – $20,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,645.00
- Liability Insurance*: $11.00
  charged upon program entry and annually at beginning of calendar year

(Costs 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 degree program in order for faculty to sign and approve State of Georgia board licensure application forms.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Cosmetology diploma and the Interdisciplinary Studies - Cosmetology 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.

ADVISOR(S)

Lisa Jones, Cosmetology Instructor

478-274-7844 OR 478-553-2082 | ljones@oftc.edu

CURRICULUM

CREDIT CONTACT
HOURS HOURS

AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)

ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)

Students must take the following course:

PSYC 1101	Introductory Psychology	3	45

Choose 3 credit hours:

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

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

COSM 1000	Introduction to Cosmetology Theory	4	60
COSM 1010	Chemical Texture Services	3	90
COSM 1020	Hair Care and Treatment	3	75
COSM 1030	Haircutting	3	105
COSM 1040	Styling	3	90
COSM 1050	Hair Color	3	90
COSM 1060	Fundamentals of Skin Care	3	105
COSM 1070	Nail Care and Advanced Techniques	3	105
COSM 1080	Physical Hair Services Practicum	3	105
COSM 1090	Hair Services Practicum I	3	105
COSM 1100	Hair Services Practicum II	3	105
COSM 1110	Hair Services Practicum III	3	105
COSM 1115	Hair Services Practicum IV	2	90
COSM 1120	Salon Management	3	45
COSM 1125	Skin and Nail Care Practicum	2	90

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

- $17,000.00 - $20,000.00

PROGRAM COSTS

- Tuition & Fees: $6,824.00
- Books & Supplies: $1,645.00
- Liability Insurance*: $11.00
  charged upon program entry and annually at beginning of calendar year

(Costs 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 forms.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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.

ADVISOR(S)

Lisa Jones, Cosmetology Instructor

478-274-7844 OR 478-553-2082 | ljones@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS

GENERAL CORE 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

COSM 1000	Introduction to Cosmetology Theory	4	60
COSM 1010	Chemical Texture Services	3	90
COSM 1020	Hair Care and Treatment	3	75
COSM 1030	Haircutting	3	105
COSM 1040	Styling	3	90
COSM 1050	Hair Color	3	90
COSM 1060	Fundamentals of Skin Care	3	105
COSM 1070	Nail Care and Advanced Techniques	3	105
COSM 1080	Physical Hair Services Practicum	3	105
COSM 1090	Hair Services Practicum I	3	105
COSM 1100	Hair Services Practicum II	3	105
COSM 1110	Hair Services Practicum III	3	105
COSM 1115	Hair Services Practicum IV	2	90
COSM 1120	Salon Management	3	45
COSM 1125	Skin and Nail Care Practicum	2	90
COLL 1060	Introduction to College and Computers	3	50

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 13 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

- $12,000.00 - $20,000.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

Lisa Jones, Cosmetology Instructor

478-274-7844 OR 478-553-2082 | ljones@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
COSM 1000	Introduction to Cosmetology Theory	4	60
COSM 1020	Hair Care and Treatment	3	75
COSM 1060	Fundamentals of Skin Care	3	105
COSM 1120	Salon Management	3	45

Criminal Justice Technology

Area of Study

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 DEGREE

- Criminal Justice Technology

DIPLOMA

- Criminal Justice Technology

TECHNICAL CERTIFICATE 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 (http://www.gapost.org/).

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

- $27,000.00 - $44,000.00

PROGRAM COSTS

- Tuition & Fees: $7,986.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.
- The College may accept transfer credit for other courses according to the College's transfer policy.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Criminal Justice Diploma and Criminal Justice AAS Degree?
The degree program adds the requirement of degree-level core in addition to algebra, composition and literature. The

degree also allows a student the opportunity to apply for jobs that require an associates degree.

ADVISOR(S)

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

CURRICULUM

			CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE/ARTS COMMUNICATION

ENGL 1101	Composition & Rhetoric	3	45

AREA II - SOCIAL/BEHAVIORAL

PSYC 1101	Introductory Psychology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
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

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

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 (http://www.gapost.org/).

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

- $18,000.00 - $44,000.00

PROGRAM COSTS

- Tuition & Fees: $6,455.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS

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

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	Elective - 9 Hours	9	0

and one of the following:

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

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

- $18,000.00 - $44,000.00

PROGRAM COSTS

- Tuition & Fees: $1,831.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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 Associates of Applied Science Degree.

ADVISOR(S)

Kevin Corbin, Department Chair/Criminal Justice Instructor
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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
CRJU	1010	Introduction to Criminal Justice	3	45
CRJU	1030	Corrections	3	45
CRJU	1040	Principles of Law Enforcement	3	45
CRJU	2020	Constitutional Law for Criminal Justice	3	45
CRJU	2070	Juvenile Justice	3	45

Cybersecurity

OFTC's Cybersecurity 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 Cybersecurity 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 DEGREE

- Cybersecurity

DIPLOMA

- Cybersecurity

TECHNICAL CERTIFICATE OF CREDIT

- Advanced Cybersecurity Fundamentals
- Cyber Crime Specialist
- Cybersecurity
- Cybersecurity Fundamentals

Cybersecurity

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Computer Information Systems - Cybersecurity 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. Program graduates are qualified for employment as Information Security Specialist.

Students may enter the Cybersecurity degree program any 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 Cybersecurity 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 CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $30,000.00 - $60,000.00

PROGRAM COSTS

- Tuition & Fees: $8,855.00
- Books & Supplies: $1,700.00

  (Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Cybersecurity 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, and software and technical support. 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.
- Articulation Agreements

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Cybersecurity Diploma and Cybersecurity 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.

ADVISOR(S)

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
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
POLS1101	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 Introductory-Level Networking Class

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

CIST 1601	Information Security Fundamentals	3	60
CIST 1602	Security Policies and Procedures	3	45
CIST 2601	Implementing Operating Systems Security	4	90
CIST 2602	Network Security	4	90
CIST 2611	Network Defense and Countermeasures	4	90
CIST 2612	Computer Forensics	4	90
CIST 2613	Ethical Hacking and Penetration Testing	4	90
COLL 1060	Introduction to College and Computers	3	50
XXXX XXXX	CIS Networking Elective	4	0
XXXX XXXX	CIS Networking Elective	4	0
XXXX XXXX	CIS Networking Elective	4	0
XXXX XXXX	Elective - 4 Hours	4	0

Credit Hours: 72

Cybersecurity

DIPLOMA

The Computer Information Systems - Cybersecurity 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, and computer networking. Program graduates are qualified for employment as Information Security Specialist.

Students may enter the Cybersecurity diploma program any semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 57 credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity 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

- $18,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $7,024.00
- Books & Supplies: $1,700.00

(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 Cybersecurity 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, and software and technical support. 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
BASIC SKILLS COURSES			
EMPL 1000	Interpersonal Relations & Prof Devlpmnt	2	30
ENGL 1010	Fundamentals of English I	3	45

MATH 1012	Foundations of Mathematics	3	45

OCCUPATIONAL COURSES

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

Choose one Introductory-Level Networking Class

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

CIST 1601	Information Security Fundamentals	3	60
CIST 1602	Security Policies and Procedures	3	45
CIST 2601	Implementing Operating Systems Security	4	90
CIST 2602	Network Security	4	90
CIST 2611	Network Defense and Countermeasures	4	90
CIST 2612	Computer Forensics	4	90
CIST 2613	Ethical Hacking and Penetration Testing	4	90
XXXX XXXX	CIS Networking Elective	4	0
XXXX XXXX	CIS Networking Elective	4	0
COLL 1060	Introduction to College and Computers	3	50

Advanced Cybersecurity Fundamentals

TECHNICAL CERTIFICATE OF CREDIT

The Advanced Cybersecurity Fundamentals Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program is designed to provide an understanding of operating systems and network security and to allow the student to further pursue coursework to prepare for a career in the Cybersecurity field.

Students can enter the Advanced Cybersecurity Fundamentals 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 Advanced Cybersecurity Fundamentals certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

North Campus (Sandersville)

- South Campus (Dublin)

SALARY POTENTIAL

- $30,000.00 – $50,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- Books & Supplies: $710.00

(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 opportunities as entry-level Computer Forensics technicians.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
CIST	2601	Implementing Operating Systems Security	4	90
CIST	2602	Network Security	4	90
CIST	2612	Computer Forensics	4	90
CIST	2613	Ethical Hacking and Penetration Testing	4	90

Cyber Crime Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Cyber Crime Specialist Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program will provide basic training in Computer Forensics and Cyber Crime. The technical certificate of credit prepares students for a position in law enforcement, corrections, or security.

Students can enter the Cyber Crime Specialist 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 Cyber Crime Specialist certificate 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)

SALARY POTENTIAL

- $30,000.00 – $50,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- Books & Supplies: $710.00

  (Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes!! Many of the courses in the Cyber Crime Specialist certificate are offered online.

ADVISOR(S)

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CURRICULUM

OCCUPATIONAL COURSES		CREDIT HOURS	CONTACT HOURS
CIST 1001	Computer Concepts	4	90
CIST 1122	Hardware Installation and Maintenance	4	105
CIST 1601	Information Security Fundamentals	3	4
CIST 2612	Computer Forensics	4	90
CRJU 1010	Introduction to Criminal Justice	3	45
CRJU 2050	Criminal Procedure	3	45

Cybersecurity

TECHNICAL CERTIFICATES OF CREDIT

The Cybersecurity Technical Certificate program is designed to give students the knowledge they need to understand and maintain computer information systems security.

Students can enter the Cybersecurity certificate program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 26 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Cybersecurity certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

OFFERED AT THE FOLLOWING CAMPUS

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center (Louisville)
- Online (Distance Education)

SALARY POTENTIAL

- $30,000.00 – $50,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- Books & Supplies: $710.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates are prepared for employment opportunities as entry-level Computer Forensics technicians.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

ADVISOR(S)

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CURRICULUM

OCCUPATIONAL COURSES

			CREDIT HOURS	CONTACT HOURS
CIST	1601	Information Security Fundamentals	3	4
CIST	2601	Implementing Operating Systems Security	4	90
CIST	2611	Network Defense and Countermeasures	4	90
CIST	1602	Security Policies and Procedures	3	45
CIST	2602	Network Security	4	90
CIST	2612	Computer Forensics	4	90
CIST	2613	Ethical Hacking and Penetration Testing	4	90

Cybersecurity Fundamentals

TECHNICAL CERTIFICATES OF CREDIT

The Cybersecurity Fundamentals Technical Certificate program is a complementary certificate program for the Information Security and Criminal Justice students. This certificate program is designed to provide a fundamental understanding of Cybersecurity; allowing the student to further pursue coursework to prepare for a career in the Cybersecurity field.

Students can enter the Cybersecurity Fundamentals certificate 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 Cybersecurity Fundamentals certificate program must be able to demonstrate good judgment, problem solving and analytical skills.

OFFERED AT THE FOLLOWING CAMPUS

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

SALARY POTENTIAL

- $30,000.00 – $50,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- Books & Supplies: $710.00

(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 opportunities as entry-level Computer Forensics technicians.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
CIST	1001	Computer Concepts	4	90
CIST	1122	Hardware Installation and Maintenance	4	105
CIST	1601	Information Security Fundamentals	3	4
CIST	1602	Security Policies and Procedures	3	45

Choose one of the following:

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

Diesel Equipment Technology

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Diesel Equipment Technology

DIPLOMA

- Diesel Equipment Technology

TECHNICAL CERTIFICATE OF CREDIT

- Diesel Electrical/Electronic Systems Technician
- Diesel Engine Service Technician
- Diesel Truck Maintenance Technician
- Heavy Diesel Service Technician
- Transport Temperature Control Technician

Interdisciplinary Studies - Diesel Equipment Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Interdisciplinary Studies - Diesel Equipment Technology Associate Degree of Applied Science 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 Interdisciplinary Studies - Diesel Equipment Technology 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 Interdisciplinary Studies - Diesel Equipment 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

- $25,000.00 – $75,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- 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.)

EMPLOYMENT OPPORTUNITIES

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

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

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 general education courses are offered online.

ADVISOR(S)

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			
Students must take the following course:			
PSYC 1101	Introductory Psychology	3	45
Choose 3 credit hours:			
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
AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)			
Choose 3 credit hours:			
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151 Survey of Inorganic Chemistry	3	45
CHEM 1151L Survey of Inorganic Chemistry Lab	1	45
PHYS 1110 Conceptual Physics	3	45
PHYS 1110L Conceptual Physics Lab	1	45
MATH 1113 Precalculus	3	45
MATH 1127 Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110 World Literature	3	45
ENGL 2130 American Literature	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
XXXX XXXX	Occupational Related Elective - 2 Credit Hours	2	

Suggested Occupational Related Elective:

IDSY 1190 Fluid Power Systems	4	105

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	116
DIET 1012 Diesel Electrical and Electronics Systems II	3	93

Engines Course Options: 6 Credit Hours Required

DIET 1030 Diesel Engines	6	195
DIET 1031 Diesel Engine Repair	3	94
DIET 1032 Diesel Engine Support Systems	3	100

MEDIUM/HEAVY TRUCK SPECIALIZATION

DIET 2000 Truck Steering and Suspension Systems	4	102
DIET 2010 Truck Brake Systems	4	127
DIET 2020 Truck Drive Trains	7	161

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 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

- $25,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $6,024.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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	116
DIET	1012	Diesel Electrical and Electronics Systems II	3	93

Engines Course Options: 6 Credit Hours Required

DIET	1030	Diesel Engines	6	195
DIET	1031	Diesel Engine Repair	3	94
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	7	161

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

- $25,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $1,331.00
- Books & Supplies: $575.00

(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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

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

Diesel Electrical Course Options: 7 Credit Hours Required

			CREDIT HOURS	CONTACT HOURS
DIET	1010	Diesel Electrical and Electronic Systems	7	210
DIET	1011	Diesel Electrical and Electronic Systems I	4	116
DIET	1012	Diesel Electrical and Electronics Systems II	3	93

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

- $25,000.00 - $75,000.00

PROGRAM COSTS

- Tuition & Fees: $2,262.00
- Books & Supplies: $800.00

(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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
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	116
	DIET 1012	Diesel Electrical and Electronics Systems II	3	93
Engines Course Options: 6 Credit Hours Required				
	DIET 1030	Diesel Engines	6	195
	DIET 1031	Diesel Engine Repair	3	94
	DIET 1032	Diesel Engine Support Systems	3	100

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

* $25,000.00 - $75,000.00

PROGRAM COSTS

* Tuition & Fees: $2,962.00
* Books & Supplies: $660.00

(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 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;

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Brent Redfern, Diesel Equipment Technology Instructor
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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
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	116
DIET	1012	Diesel Electrical and Electronics Systems II	3	93
DIET	1020	Preventive Maintenance	5	121
DIET	2010	Truck Brake Systems	4	127
DIET	2020	Truck Drive Trains	7	161

Heavy Diesel Service Technician
NOT ACCEPTING NEW STUDENTS

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

- $25,000 – $75,000

PROGRAM COSTS

- Tuition & Fees: $4,093.00
- 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
- 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 entry-level diesel 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Brent Redfern, Diesel Equipment Technology Instructor
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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
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	116
DIET	1012	Diesel Electrical and Electronics Systems II	3	93
Engines Course Options: 6 Credit Hours Required				
DIET	1030	Diesel Engines	6	195
DIET	1031	Diesel Engine Repair	3	94
DIET	1032	Diesel Engine Support Systems	3	100
and one of the following:				
DIET	1040	Diesel Truck and Heavy Equipment HVAC Systems	3	90
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

Transport Temperature Control Technician

TECHNICAL CERTIFICATE OF CREDIT

The Transport Temperature Control Technician technical certificate of credit program is designed to prepare individuals for entry-level positions in the Temperature Control Industry. The individual should be capable of installing, repairing and servicing mobile refrigeration, heating, cooling and temperature control units.

Students may enter the Temperature Control Technician technical certificate of credit program any semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 30 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

- $25,000.00 – $75,000.00

PROGRAM COSTS

- Tuition & Fees: $3,662.00
- Books & Supplies: $1,000.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates can find employment in the Temperature Control 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
AIRC	1005	Refrigeration Fundamentals	4	90
AIRC	1010	Refrigeration Principles and Practices	4	90
DIET	1000	Introduction to Diesel Technology, Tools, and Safety	3	80
DIET	1010	Diesel Electrical and Electronic Systems	7	210
DIET	2140	Introduction to Mobile Temperature Control	3	45
DIET	2141	Transport Temperature Control Certification	3	45

Select One of the Following DC Courses:

IDFC	1011	Direct Current I	3	60
IDSY	1101	DC Circuit Analysis	3	50
ELTR	1010	Direct Current Fundamentals	3	60

Select One of the Following AC Courses:

IDFC	1012	Alternating Current I	3	60
IDSY	1105	AC Circuit Analysis	3	60
ELTR	1020	Electrical Systems Basics	3	60

***Credit Hours:** 30*

Early Childhood Care and Education

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 DEGREE

- Early Childhood Care/Education

DIPLOMA

- Early Childhood Care/Education

TECHNICAL CERTIFICATE 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 two areas of specialization: exceptionalities 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. 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, reliable, flexible, patient, and positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $17,200.00 - $29,000.00

PROGRAM COSTS

- Tuition & Fees: $8,855.00
- Books & Supplies: $3,000.00

Additional Fees

- Heartsaver Pediatric First Aid CPR AED: $22.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.
- The College may accept transfer credit for other courses according to the College's transfer policy.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

ADVISOR(S)

Lanna Mallette, Early Childhood Care & Education Instructor
478-274-7799 | lmallette@oftc.edu

Taylor Wheeler, Early Childhood Care & Education Instructor

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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.

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL			
PSYC 1101	Introductory Psychology	3	45

AREA III - SCIENCES/MATHEMATICS

Choose one of the following:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

PROGRAM-SPECIFIC GENERAL EDUCATION CORE REQUIREMENTS

To meet the minimum required 18 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

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
ECCE 1101	Introduction to Early Childhood Care and Education	3	45
ECCE 1103	Child Growth and Development	3	45
ECCE 1105	Health, Safety and Nutrition	3	60
ECCE 1112	Curriculum and Assessment	3	60
ECCE 1113	Creative Activities for Children	3	60
ECCE 1121	Early Childhood Care and Education Practicum	3	105
ECCE 2115	Language and Literacy	3	60
ECCE 2116	Math and Science	3	60
ECCE 2201	Exceptionalities	3	45
ECCE 2202	Social Issues and Family Involvement	3	45
ECCE 2203	Guidance and Classroom Management	3	45
ECCE 2245	Early Childhood Care and Education Internship I	6	270
ECCE 2246	Early Childhood Care and Education Internship II	6	270

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS

PARAPROFESSIONAL SPECIALIZATION

ECCE 2310	Paraprofessional Methods and Materials	3	45
ECCE 2312	Paraprofessional Roles and Practices	3	45

EXCEPTIONALITIES SPECIALIZATION

ECCE 2360	Classroom Strategies for Exceptional Children	3	45
ECCE 2362	Exploring Your Role in the Exceptional Environment	3	75

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 child care 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. Prior to practicums or internships, students must submit to a GAPS fingerprint check. Students in the ECCE program will have to pay for their CPR and first aid training.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Early Childhood diploma program must be fond of children, dependable, reliable, flexible, patient, and positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

SALARY POTENTIAL

- $14,560.00 - $20,560.00

PROGRAM COSTS

Tuition & Fees:	$6,624.00
Books & Supplies:	$1,700.00

ADDITIONAL FEES

Heartsaver Pediatric First Aid CPR AED:	$22.00
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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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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.

CURRICULUM

		CREDIT HOURS	CONTACT HOURS

GENERAL EDUCATION COURSES

		CREDIT HOURS	CONTACT HOURS
ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45

and one of the following:

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

OCCUPATIONAL COURSES

		CREDIT HOURS	CONTACT HOURS
COLL 1060	Introduction to College and Computers	3	50
ECCE 1101	Introduction to Early Childhood Care and Education	3	45
ECCE 1103	Child Growth and Development	3	45
ECCE 1105	Health, Safety and Nutrition	3	60
ECCE 1112	Curriculum and Assessment	3	60
ECCE 1113	Creative Activities for Children	3	60
ECCE 1121	Early Childhood Care and Education Practicum	3	105
ECCE 2115	Language and Literacy	3	60
ECCE 2116	Math and Science	3	60
ECCE 2202	Social Issues and Family Involvement	3	45
ECCE 2203	Guidance and Classroom Management	3	45
ECCE 2245	Early Childhood Care and Education Internship I	6	270
ECCE 2246	Early Childhood Care and Education Internship II	6	270

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 2 semesters. 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, reliable, flexible, patient, positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Jefferson County Center

SALARY POTENTIAL

- $13,000.00 - $17,000.00

PROGRAM COSTS

- Tuition & Fees: $2,062.00
- Books & Supplies: $530.00

Additional Fees

- Malpractice Insurance: $11.00
- Heartsaver Pediatric First Aid CPR AED: $22.00
- 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

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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

OCCUPATIONAL COURSES

ECCE 1101	Introduction to Early Childhood Care and Education	3	45
ECCE 1103	Child Growth and Development	3	45
ECCE 1105	Health, Safety and Nutrition	3	60
ECCE 1112	Curriculum and Assessment	3	60

and one of the following:

ECCE 1121	Early Childhood Care and Education Practicum	3	105
EMPL 1000	Interpersonal Relations & Prof Development	2	30

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, reliable, flexible, patient, positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $12,480.00 - $13,520.00

PROGRAM COSTS

- Tuition & Fees: $1,231.00
- Books & Supplies: $450.00

ADDITIONAL FEES

- Heartsaver Pediatric First Aid CPR AED: $22.00

(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

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).

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ECCE 1101	Introduction to Early Childhood Care and Education	3	45
ECCE 1103	Child Growth and Development	3	45
ECCE 1105	Health, Safety and Nutrition	3	60

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 2 semesters. 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, reliable, flexible, patient, positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $13,000.00 - $17,000.00

PROGRAM COSTS

- Tuition & Fees: $1,562.00
- Books & Supplies: $630.00

   (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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ECCE 2201	Exceptionalities	3	45
ECCE 2360	Classroom Strategies for Exceptional Children	3	45
ECCE 2362	Exploring Your Role in the Exceptional Environment	3	75

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, reliable, flexible, patient, and positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $13,000.00 - $19,000.00

PROGRAM COSTS

- Tuition & Fees: $1,231.00
- Books & Supplies: $375.00

   (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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! All of the courses in the Early Childhood Paraprofessional Specialization certificate program are offered online as well as Hybrid.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ECCE 1103	Child Growth and Development	3	45
ECCE 2320	Program Administration and Facility Management	3	45
ECCE 2322	Personnel Management	3	45

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 2 semesters. 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, reliable, flexible, patient, and positive.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Online (Distance Education)
- Jefferson County Center

SALARY POTENTIAL

- $13,000.00 - $17,000.00

PROGRAM COSTS

- Tuition & Fees: $2,162.00
- Books & Supplies: $530.00

ADDITIONAL FEES

- Heartsaver Pediatric First Aid CPR AED: $22.00

  (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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

OCCUPATIONAL COURSES

		CREDIT HOURS	CONTACT HOURS
ECCE 1101	Introduction to Early Childhood Care and Education	3	45
ECCE 1103	Child Growth and Development	3	45
ECCE 1105	Health, Safety and Nutrition	3	60
ECCE 2330	Infant/Toddler Development	3	45
ECCE 2332	Infant/Toddler Group Care and Curriculum	3	45

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Electrical Control Systems

DIPLOMA

- Electrical Control Systems

TECHNICAL CERTIFICATE OF CREDIT

- Industrial Electrician
- Industrial Motor Control Technician
- Process Control Technician I
- Process Control Technician II
- Programmable Control Technician

Interdisciplinary Studies - Electrical Control Systems

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Interdisciplinary Studies - Electrical Control Systems 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 Interdisciplinary Studies - Electrical Control Systems degree that qualifies them for employment as industrial electricians or industrial control technicians.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Electrical Control Systems degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Electrical Controls 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

- North Campus (Sandersville)

SALARY POTENTIAL

- $41,800.00 – $72,800.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,760.00

(Costs are estimated and are subject to change.)

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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Interdisciplinary Studies - Electrical Control Systems degree program are offered online. However, the general education courses are offered online.

ADVISOR(S)

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)		
ENGL 1101 Composition & Rhetoric	3	45
ENGL 1102 Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)		

Students must take the following course:

PSYC 1101 Introductory Psychology	3	45

Choose 3 credit hours:

HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

COLL	1060	Introduction to College and Computers	3	50
IDSY	1110	Industrial Motor Controls I	4	105
IDSY	1120	Basic Industrial PLCs	4	120
IDSY	1130	Industrial Wiring	4	105
IDSY	1210	Industrial Motor Controls II	4	105
IDSY	1220	Intermediate Industrial PLCs	4	120
IDSY	1230	Industrial Instrumentation	4	120
XXXX	XXXX	Occupational Electives - 6 Credit Hours	9	90

Choose one of the following DC courses:

IDFC 1011	Direct Current I	3	60
IDSY 1101	DC Circuit Analysis	3	50

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

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 44 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

- $41,800.00 - $72,800.00

PROGRAM COSTS

- Tuition & Fees: $5,693.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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			
Choose one of the following DC courses:			
IDFC 1011	Direct Current I	3	60
IDSY 1101	DC Circuit Analysis	3	50
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 |

IDSY	1110	Industrial Motor Controls I	4	105
IDSY	1120	Basic Industrial PLCs	4	120
IDSY	1130	Industrial Wiring	4	105
IDSY	1210	Industrial Motor Controls II	4	105
IDSY	1220	Intermediate Industrial PLCs	4	120
IDSY	1230	Industrial Instrumentation	4	120

Occupational Elective Requirement - 6 Credit Hours

| COLL 1060 | Introduction to College and Computers | 3 | 50 |
| XXXX XXXX | Occupational Elective | 3 | 0 |

Credit Hours: 44

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) South Campus (Dublin)

SALARY POTENTIAL

- $25,000.00 - $37,000.00

PROGRAM COSTS

- Tuition & Fees: $1,331.00
- 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

Graduates are prepared for entry-level employment positions in the residential and commercial electrical industries. 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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Robert Wallace, Electronics Instructor
478-274-7862 | rwallace@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES		
IDSY 1130 Industrial Wiring	4	105
Choose one of the following DC courses:		
ELTR 1010 Direct Current Fundamentals	3	60
IDFC 1011 Direct Current I	3	60
IDSY 1101 DC Circuit Analysis	3	50
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

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) South Campus (Dublin)

SALARY POTENTIAL

- $33,280.00 - $52,000.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Will this certificate transfer to a diploma?
Yes! All courses in this certificate transfer into the Industrial Systems Technology Diploma.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
IDSY	1110	Industrial Motor Controls I	4	105
IDSY	1130	Industrial Wiring	4	105
IDSY	1210	Industrial Motor Controls II	4	105

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) South Campus (Dublin)

SALARY POTENTIAL

- $37,440.00 - $52,000.00

PROGRAM COSTS

- Tuition & Fees: $1,831.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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Robert Wallace, Electronics Instructor
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CURRICULUM

OCCUPATIONAL COURSES

			CREDIT HOURS	CONTACT HOURS
IDSY	1120	Basic Industrial PLCs	4	120
IDSY	1190	Fluid Power Systems	4	105
IDSY	1195	Pumps and Piping Systems	3	75
IDSY	1210	Industrial Motor Controls II	4	105

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)
- South Campus (Dublin)

SALARY POTENTIAL

- $52,000.00 - $62,400.00

PROGRAM COSTS

- Tuition & Fees: $1,431.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
IDFC	1013	Solid State Devices I	3	60
IDSY	1220	Intermediate Industrial PLCs	4	120
IDSY	1230	Industrial Instrumentation	4	120

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)
- South Campus (Dublin)

SALARY POTENTIAL

- $52,000.00 - $62,400.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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 I 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
IDSY 1110	Industrial Motor Controls I		4	105
IDSY 1120	Basic Industrial PLCs		4	120
IDSY 1220	Intermediate Industrial PLCs		4	120

Electronics Technology

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 DEGREE

- Electronics Technology
- Interdisciplinary Studies - Electronics Fundamentals

DIPLOMA

- Electronics Fundamentals
- Electronics Technology

TECHNICAL CERTIFICATE OF CREDIT

- Basic Electricity Technician
- Basic Electronic Assembler
- Electricians Assistant
- 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

- $30,000.00 - $50,000.00

PROGRAM COSTS

- Tuition & Fees: $7,755.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

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 associates degree.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS		
ENGL 1101 Composition & Rhetoric	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		
Choose one of the following:		
ENGL 2110 World Literature	3	45
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
MATH 1103	Quantitative Skills and Reasoning	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
ELCR 1005	Soldering Technology	1	30
ELCR 1010	Direct Current Circuits	6	105
ELCR 1020	Alternating Current Circuits	7	135
ELCR 1030	Solid State Devices	5	90
ELCR 1040	Digital and Microprocessor Fundamentals	5	105
ELCR 1060	Linear Integrated Circuits	3	60

COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS:

Biomedical Instrumentation Technology Specialization

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

Interdisciplinary Studies - Electronics Fundamentals

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associates of Applied Science Degree in Interdisciplinary Studies - Electronics Fundamentals program is designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment. Program graduates receive an Interdisciplinary Studies - Electronics Fundamentals degree which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Electronics Fundamentals degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Electronics Fundamentals 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

- $18,000.00 – $25,000.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,150.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Program graduates receive an Interdisciplinary Studies - Electronics Fundamentals degree 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Electronics Fundamentals Diploma and Interdisciplinary Studies - Electronics Technology 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 associates degree.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)		
ENGL 1101 Composition & Rhetoric	3	45
ENGL 1102 Literature and Composition	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)

Students must take the following course:

PSYC 1101   Introductory Psychology   3   45

Choose 3 credit hours:

HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

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

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3	50
ELCR 1005	Soldering Technology	1	30
ELCR 1010	Direct Current Circuits	6	105
ELCR 1020	Alternating Current Circuits	7	135
ELCR 1030	Solid State Devices	5	90
ELCR 1040	Digital and Microprocessor Fundamentals	5	105
ELCR 1060	Linear Integrated Circuits	3	60
XXXX xxxx	Occupational Electives - 10 Credit Hours	10	

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 Fundamentals 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

- $18,000.00 – $25,000.00

PROGRAM COSTS

- Tuition & Fees: $4,793.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Lee Radney, Division Chair, Electronics Instructor
478-274-7862 | lradney@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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 1111	College Algebra	3	45

OCCUPATIONAL COURSES

COLL	1060	Introduction to College and Computers	3	50
ELCR	1005	Soldering Technology	1	30
ELCR	1010	Direct Current Circuits	6	105
ELCR	1020	Alternating Current Circuits	7	135
ELCR	1030	Solid State Devices	5	90
ELCR	1040	Digital and Microprocessor Fundamentals	5	105
ELCR	1060	Linear Integrated Circuits	3	60

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

• $25,000.00 - $40,000.00

PROGRAM COSTS

•	Tuition & Fees:	$6,724.00
•	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.

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;
• OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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 associates degree.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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	1111	College Algebra	3	45

OCCUPATIONAL COURSES

ELCR	1005	Soldering Technology	1	30
ELCR	1010	Direct Current Circuits	6	105
ELCR	1020	Alternating Current Circuits	7	135
ELCR	1030	Solid State Devices	5	90
ELCR	1040	Digital and Microprocessor Fundamentals	5	105
ELCR	1060	Linear Integrated Circuits	3	60

OCCUPATIONAL ELECTIVE - 3 Credit Hours

COLL 1060	Introduction to College and Computers	3	50

COMPLETE ONE OF THE FOLLOWING SPECIALIZATIONS

Biomedical Instrumentation Technology Specialization

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: 54

Basic Electricity Technician

TECHNICAL CERTIFICATE OF CREDIT

The Basic Electrical Technician Technical Certificate of Credit provides a basic knowledge of direct current and alternating current circuits and their components. 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 Basic Electricity Technician certificate program every semester. A full-time student can complete this program in 1 semester. To graduate, students must earn a minimum of 13 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Electrical 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)

PROGRAM COSTS

- Tuition & Fees: $1,631.00
- 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 Basic Electricity Technician certificate program are prepared for employment as an electrical technician. Electricians install, repair and maintain all the electrical and power systems for homes, businesses and 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ELCR 1010	Direct Current Circuits	6	105
ELCR 1020	Alternating Current Circuits	7	135

Basic Electronic Assembler

TECHNICAL CERTIFICATE OF CREDIT

The Basic Electronic Assembler certificate 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 Basic Electronic Assembler certificate program every semester. A full-time student can complete this program in 1 semesters. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Basic Electronic Assembler 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)

PROGRAM COSTS

- Tuition & Fees: $1,331.00
- 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 Basic Electronic Assembler certificate program work as entry level personnel working under qualified supervision to assemble all types of electronic equipment in various workplace environments to include manufacturing, electronic, service operations and telecommunications services industries. 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

GENERAL EDUCATION COURSES

Select one of the following Math Courses:

		CREDIT HOURS	CONTACT HOURS
MATH 1012	Foundations of Mathematics	3	45
MATH 1013	Algebraic Concepts	3	45
MATH 1111	College Algebra	3	45

OCCUPATIONAL COURSES

		CREDIT HOURS	CONTACT HOURS
ELCR 1005	Soldering Technology	1	30
ELCR 1010	Direct Current Circuits	6	105

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

- $19,000.00 - $23,000.00

PROGRAM COSTS

- Tuition & Fees: $2,762.00
- 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 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Electricians Assistant certificate program are offered online.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
ELTR	1060	Electrical Prints, Schematics, and Symbols	2	45
ELTR	1205	Residential Wiring I	3	60
ELTR	1210	Residential Wiring II	3	60
IDFC	1000	Principles of Electricity I	4	75
IDFC	1005	Principles of Electricity II	5	90

and one of the following

ELTR	2600	Electrician's Assistant Internship	8	360
IDSY	1130	Industrial Wiring	4	105

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.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $17,000.00 - $22,000.00

PROGRAM COSTS

- Tuition & Fees: $1,331.00
- 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.

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;

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Robert Wallace, Electronics Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ELCR 1005	Soldering Technology	1	30
ELCR 1300	Mobile Audio and Video Systems	3	60
Choose one of the following DC courses:			
ELTR 1010	Direct Current Fundamentals	3	60
IDFC 1011	Direct Current I	3	60
IDSY 1101	DC Circuit Analysis	3	50
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

Health Care Assistant/ Nurse Aide

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Allied Health

TECHNICAL CERTIFICATE OF CREDIT

- Geriatric Care Assistant
- Health Care Assistant
- Nurse Aide

Interdisciplinary Studies - Allied Health

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Interdisciplinary Studies allows customization of the program of study based on each student's academic and professional goals. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education.

Students are accepted into the Interdisciplinary Studies – Allied Health degree program every semester. Program graduates are trained in the underlying fundamentals of health care delivery. A 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 Interdisciplinary Studies – Allied Health 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 CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center
- Little Ocmulgee Instructional Center

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: See program advisor

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $39.00
- Criminal Background Check: $49.50
- BLS for Healthcare Provider: $7.00
- Nurse Aide Certification Test: $112

(Costs are estimated and are subject to change.)

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;
- OFTC may accept a student's official entrance score on the following validated assessment

instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes! Many of the courses in the Interdisciplinary Studies - Allied Health program are offered online. Most of the General Education courses and COLL 1060 are taught online every term.

ADVISOR(S)

Teresa Carroll,   HCA/Nurse Aide Instructor

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DeAnne Lindsey, HCA/Nuse Aide Instructor

478-553-2100 | dlindsey@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			
Students must take the following course:			
PSYC 1101	Introductory Psychology	3	45
Choose 3 credit hours:			
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45
AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)			
Choose 3 credit hours:			
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151 Survey of Inorganic Chemistry	3	45
CHEM 1151L Survey of Inorganic Chemistry Lab	1	45
PHYS 1110 Conceptual Physics	3	45
PHYS 1110L Conceptual Physics Lab	1	45
MATH 1113 Precalculus	3	45
MATH 1127 Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110 World Literature	3	45
ENGL 2130 American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

ALHS	1011	Structure and Function of the Human Body	5	75
ALHS	1040	Introduction to Health Care	3	75
ALHS	1060	Diet and Nutrition for Allied Health Sciences	2	30
ALHS	1090	Medical Terminology for Allied Health Sciences	2	30
COLL	1060	Introduction to College and Computers	3	50
NAST	1100	Nurse Aide Fundamentals	6	135
XXXX	xxxx	Occupational Electives - 19 credit hours	19	

Geriatric Care Assistant

TECHNICAL CERTIFICATE OF CREDIT

OPEN TO DUAL ENROLLMENT HIGH SCHOOL COHORTS ONLY

The Geriatric Care Assistant 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 are accepted into the Geriatric Care Assistant certificate program every fall semester. A student can complete this program in 1 1/2 years during the high school academic year. To graduate, students must earn a minimum of 15 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Geriatric Care Assistant 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

- $15,000.00 - $20,404.00

PROGRAM COSTS

- Tuition & Fees: $1,962.00
- Books & Supplies: $225.00
- Uniform & Supplies: $300.00

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- BLS for Healthcare Provider: $7.00
- Nurse Aide Certification Test: $112.00

(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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Amy Albright, HCA/Nurse Aide Instructor

478-675-7217 | aalbright@oftc.edu

DeAnne Lindsey, HCA/Nuse Aide Instructor

478-553-2100 | dlindsey@oftc.edu

Teresa Carroll, HCA/Nurse Aide Instructor

478-296-6141 | tcarroll@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ALHS 1090	Medical Terminology for Allied Health Sciences	2	30
GERT 1000	Understanding the Geronotological Client	2	30
GERT 1020	Behavioral Aspects of Aging	2	30
GERT 1030	Gerontological Nutrition	1	15
NAST 1100	Nurse Aide Fundamentals	6	135

Choose one of the following:

ALHS 1040	Introduction to Health Care	3	75
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2	30

Health Care Assistant

TECHNICAL CERTIFICATE 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

- $15,080.00 - $23,000.00

PROGRAM COSTS

- Tuition & Fees: $3,993.00
- Books & Supplies: See program advisor

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- BLS for Healthcare Provider: $7.00
- Nurse Aide Certification Test: $112.00

(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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Danee' Brooks, Practical Nursing Instructor

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DeAnne Lindsey, HCA/Nuse Aide Instructor

478-553-2100 | dlindsey@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
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	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

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

- $15,000.00 - $20,404.00

PROGRAM COSTS

•	Tuition & Fees:	$1,962.00
•	Books & Supplies:	$225.00
•	Uniform & Supplies:	$300.00

Additional Fees

•	Malpractice Insurance:	$11.00
•	Drug Screen:	$42.00
•	Criminal Background Check:	$49.50
•	BLS for Healthcare Provider:	$7.00
•	Nurse Aide Certification Test:	$112.00

(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 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Be at least 16 years of age;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

What personality traits are most important for a nurse aide?
Compassion, empathy, determination, optimism, organization, cooperation, and most importantly good communication.

ADVISOR(S)

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Teresa Carroll, HCA/Nurse Aide Instructor
478-296-6141 | tcarroll@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS

OCCUPATIONAL COURSES

ALHS	1040	Introduction to Health Care	3	75
ALHS	1060	Diet and Nutrition for Allied Health Sciences	2	30
ALHS	1090	Medical Terminology for Allied Health Sciences	2	30
NAST	1100	Nurse Aide Fundamentals	6	135

Industrial Systems Maintenance

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Interdisciplinary Studies - Industrial Mechanical Systems
- Interdisciplinary Studies - Industrial Systems Technology

DIPLOMA

- Industrial Mechanical Systems
- Industrial Systems Technology

TECHNICAL CERTIFICATE OF CREDIT

- Industrial Maintenance Technician
- Industrial Pumping and Piping Technician
- Mechanical Maintenance Technician
- Robotic Technician

Interdisciplinary Studies - Industrial Mechanical Systems

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associates of Applied Science Degree in Interdisciplinary Studies - Industrial Mechanical Systems 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.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Industrial Mechanical Systems degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Industrial Mechanical Systems 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

- North Campus (Sandersville)

SALARY POTENTIAL

- $41,600.00 – $72,800.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,450.00

   (Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Industrial Mechanical Systems degree 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the occupational courses in the Interdisciplinary Studies - Industrial Mechanical Systems degree program are offered online.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			

Students must take the following course:

| PSYC 1101 | Introductory Psychology | 3 | 45 |

Choose 3 credit hours:

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

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

MATH 1111	College Algebra	3	45
MATH 1103	Quantitative Skills and Reasoning	3	45

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3	50
IDSY 1020	Print Reading and Problem Solving	3	75
IDSY 1110	Industrial Motor Controls I	4	105
IDSY 1160	Mechanical Laws and Principles	4	90
IDSY 1170	Industrial Mechanics	4	120
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 - 5 Credit Hours	5	

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3	60
IDFC 1011	Direct Current I	3	60
IDSY 1101	DC Circuit Analysis	3	50

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

Interdisciplinary Studies - Industrial Systems Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associates of Applied Sciences Degree in Interdisciplinary Studies - Industrial Systems Technology 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 degree 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. The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Industrial Systems Technology degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Industrial Systems 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

North Campus (Sandersville)

SALARY POTENTIAL

- $41,800.00 – $72,800.00

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: $1,175.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Industrial Systems Technology degree 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the occupational courses in the Interdisciplinary Studies - Industrial Systems Technology degree program are offered online.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)		
ENGL 1101 Composition & Rhetoric	3	45
ENGL 1102 Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)		

Students must take the following course:

PSYC 1101	Introductory Psychology	3	45

Choose 3 credit hours:

HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

COLL 1060	Introduction to College and Computers	3	50
IDSY 1110	Industrial Motor Controls I	4	105
IDSY 1120	Basic Industrial PLCs	5	150
IDSY 1130	Industrial Wiring	4	105
IDSY 1170	Industrial Mechanics	4	120
IDSY 1190	Fluid Power Systems	4	105
IDSY 1195	Pumps and Piping Systems	3	75
XXXX xxxx	Occupational Electives - 7 Credit Hours	7	

Choose one of the following DC courses:

ELTR 1010	Direct Current Fundamentals	3	60
IDFC 1011	Direct Current I	3	60
IDSY 1101	DC Circuit Analysis	3	50

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

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 54 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

- $41,600.00 - $72,800.00

PROGRAM COSTS

- Tuition & Fees: $6,393.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES			
ENGL 1010	Fundamentals of English I	3	45
EMPL 1000	Interpersonal Relations & Prof Development	2	30
MATH 1012	Foundations of Mathematics	3	45
OCCUPATIONAL COURSES			
COLL 1060	Introduction to College and Computers	3	50
IDSY 1020	Print Reading and Problem Solving	3	75
IDSY 1110	Industrial Motor Controls I	4	105
IDSY 1160	Mechanical Laws and Principles	4	90
IDSY 1170	Industrial Mechanics	4	120
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:

ELTR 1010 Direct Current Fundamentals   3   60
IDFC 1011 Direct Current I   3   60
IDSY 1101 DC Circuit Analysis   3   50

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

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

- $41,800.00 - $72,800.00

PROGRAM COSTS

- Tuition & Fees: $5,924.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
BASIC SKILLS COURSES			
ENGL 1010	Fundamentals of English I	3	45
EMPL 1000	Interpersonal Relations & Prof Development	2	30
MATH 1012	Foundations of Mathematics	3	45
OCCUPATIONAL COURSES			
COLL 1060	Introduction to College and Computers	3	50
IDSY 1110	Industrial Motor Controls I	4	105
IDSY 1120	Basic Industrial PLCs	4	120

IDSY	1130	Industrial Wiring	4	105
IDSY	1170	Industrial Mechanics	4	120
IDSY	1190	Fluid Power Systems	4	105
IDSY	1195	Pumps and Piping Systems	3	75

Choose one of the following DC courses:

ELTR	1010	Direct Current Fundamentals	3	60
IDFC	1011	Direct Current I	3	60
IDSY	1101	DC Circuit Analysis	3	50

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

XXXX	XXXX	Occupational Electives - 6 Credit Hours	6	

Industrial Maintenance Technician

TECHNICAL CERTIFICATE OF CREDIT

The Industrial Maintenance Technician Technical Certificate of Credit introduces dual enrollment students to industrial maintenance concepts including safety, print reading and industrial mechanics. 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. To graduate, students must earn a minimum of 9 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Industrial Maintenance 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

- $41,600.00 – $72,800.00

PROGRAM COSTS

- Tuition & Fees: $1,231.00
- 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Industrial Maintenance Technician certificate program are offered online.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
IDFC	1007	Industrial Safety Procedures	2	45
IDSY	1020	Print Reading and Problem Solving	3	75
IDSY	1170	Industrial Mechanics	4	120

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 9 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

- $31,200 – $37,440

PROGRAM COSTS

- Tuition & Fees: $1,331.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor
478-553-2112 | mstewart@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
IDFC 1007	Industrial Safety Procedures	2	45
IDSY 1190	Fluid Power Systems	4	105
IDSY 1195	Pumps and Piping Systems	3	75

Credit Hours: *... 9*

Mechanical Maintenance Technician

TECHNICAL CERTIFICATE OF CREDIT

The Mechanical Maintenance Technician Technical Certificate of Credit introduces students to industrial maintenance concepts including industrial mechanics, introduction to machine tool, and welding. 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. To graduate, students must earn a minimum of 29 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Mechanical Maintenance 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)
- South Campus (Dublin)

PROGRAM COSTS

- Tuition & Fees: $9,799.00
- Books & Supplies: $2,000.00

(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 Mechanical Maintenance 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.

ADMISSION REQUIREMENTS

- Submit a completed application and application fee;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Currently, none of the courses in the Mechanical Maintenance Technician certificate program are offered online.

ADVISOR(S)

Mark Stewart, Division Chair T & I / Industrial Systems Instructor

478-553-2112 | mstewart@oftc.edu

Robert Wallace, Electronics Instructor

478-274-7862 | rwallace@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
IDSY 1170	Industrial Mechanics	4	120
IDSY 1190	Fluid Power Systems	4	105
IDSY 1195	Pumps and Piping Systems	3	75
MCHT 1011	Introduction to Machine Tool	4	90
MCHT 1119	Lathe Operations I	4	90
MCHT 1120	Mill Operations I	4	90
WELD 1040	Flat Shielded Metal Arc Welding	4	90
WELD 1330	Metal Welding and Cutting Techniques	2	60

Robotic Technician

TECHNICAL CERTIFICATES OF CREDIT

The Robotic Technician technical certificate of credit program is designed for the students who wish to enhance their automation skills for employment at companies who have robots. The Robotic Technician certificate of credit 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 robotic technology. Graduates of the program receive a Robotic Technician Technical Certificate of Credit.

Students are accepted into the Robotic Technician certificate program every 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 Robotic Technician certificate program must have good work ethics, be people oriented and possess great organizational skills.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $52,000.00 – $72,800.00

PROGRAM COSTS

- Tuition & Fees: $2,662.00
- Books & Supplies: $700.00

(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 Robotic Technician certificate program can find employment assisting manufacturing, mechanical, and electronics engineers in all phases of robotic design, development, production, testing and operations. Classroom instruction and practical application of learned skills provide a solid background, which appeals to prospective employers.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Robert Wallace, Electronics Instructor

478-274-7862 | rwallace@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
AUMF 1150	Introduction to Robotics	3	75
AUMF 2060	Work Cell Design Laboratory	2	45
IDSY 1120	Basic Industrial PLCs	4	120
IDSY 1190	Fluid Power Systems	4	105
IDSY 1195	Pumps and Piping Systems	3	75
IDSY 1220	Intermediate Industrial PLCs	4	120

Interdisciplinary Studies

Area of Study

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) requires completion of 61 semester credit hours (21 hours in general education requirements and 40 hours distributed among one or more areas of emphasis).

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREE

INTERDISCIPLINARY STUDIES

INTERDISCIPLINARY AREAS OF CONCENTRATION

Note: Degrees with concentration specific courses are found under their area of study using the page numbers below:

TECHNICAL CERTIFICATE OF CREDIT

EARLY COLLEGE ESSENTIALS

Interdisciplinary Studies

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include allied health, trades and industrial and professional services. The program curriculum may be strategically selected to build upon a student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an inter-disciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors, and electives.

Students may enter the Interdisciplinary Studies degree pro-gram 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies degree program must 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)

PROGRAM COSTS

- Tuition & Fees: $7,093.00
- Books & Supplies: TBD

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies degree program are prepared to work in strategic, high demand industries such as computer technology, business, industrial/engineer-ing, health care, education and public safety. Because of the range of cross-disciplinary training, there are numerous career opportunities associated with this 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;

- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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?
Yes! Many of the general education courses are offered online.

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION			
ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45
AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)			
Students must take the following course:			
PSYC 1101	Introductory Psychology	3	45
Choose 3 credit hours:			
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45
AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)			
Choose 3 credit hours:			
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45
Choose 3 or more hours:			
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

COMPLETION OF ONE OF THE FOLLOWING AREAS OF CONCENTRATION:

XXXX xxxx	AIS - Air Conditioning Technology	40
XXXX xxxx	AIS - Allied Health	40
XXXX xxxx	AIS - Automotive Fundamentals	40
XXXX xxxx	AIS - Automotive Technology	40
XXXX xxxx	AIS - Cosmetology	40
XXXX xxxx	AIS - Diesel Equipment Technology	40
XXXX xxxx	AIS - Electrical Control Systems	40
XXXX xxxx	AIS - Electronics Fundamentals	40
XXXX xxxx	AIS - Industrial Mechanical Systems	40
XXXX xxxx	AIS - Industrial Systems Technology	40
XXXX xxxx	AIS - Welding & Joining Technology	40

Early College Essentials

TECHNICAL CERTIFICATES OF CREDIT

The Early College Essentials TCC provides students a greater opportunity for gaining college credit while completing their high school diploma. The TCC creates a unique link between secondary and post secondary education, and furthers the effort, embodied by the Complete College America program, to increase the number of high school and college graduates.

Students are accepted into the Early College Essentials certificate program every semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 18 semester credit hours.

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

PROGRAM COSTS

- Tuition & Fees: $2,462.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Mary Kristen Garnto, Division Chair, Arts & Sciences/ Instructor, Math
478-274-7859 | kgarnto@oftc.edu

Beverli Horton, Division Chair, Psychology Instructor
478-240-5140 | bhorton@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSE REQUIREMENTS			
ENGL 1101	Composition & Rhetoric	3	45

Select an additional 15 credit hours from the list of courses below. If you select a science course, you must also select the corresponding lab course:

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
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
ENGL 1102	Literature and Composition	3	45
ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45
MATH 1112	College Trigonometry	3	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
POLS 1101	American Government	3	45
PSYC 1101	Introductory Psychology	3	45
SOCI 1101	Introduction to Sociology	3	45

Credit Hours: 18

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 DEGREE

- Precision Machining and Manufacturing

DIPLOMA

- CNC Technology
- Precision Machining and Manufacturing

TECHNICAL CERTIFICATE OF CREDIT

- Advanced General Machinist
- CNC Specialist

Precision Machining and Manufacturing

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Precision Machining and Manufacturing 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 Precision Machining and Manufacturing degree and have the qualifications of a machine tool technician.

Students may enter the Precision Machining and Manufacturing degree program any semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 66 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Precision Machining and Manufacturing 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

- $34,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $8,586.00
- Books & Supplies: $1,220.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Precision Machining and Manufacturing 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

FREQUENTLY ASKED QUESTIONS

Can I take any of these courses online?
Currently, none of the Precision Machining and Manufacturing occupational courses are offered online. However, the general education courses are offered online.

ADVISOR(S)

Jeffrey Frady, Machine Tool Technology Instructor

478-274-7945 | jrfrady@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45
AREA IV - HUMANITIES/FINE ARTS		
Choose one of the following:		
ENGL 2110 World Literature	3	45
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

AMCA 2110	CNC Fundamentals	3	90
AMCA 2130	CNC Mill Manual Programming	5	105
AMCA 2150	CNC Lathe Manual Programming	5	105
AMCA 2190	CAD/CAM Programming	4	90
MCHT 1011	Introduction to Machine Tool	4	90
MCHT 1012	Print Reading for Machine Tool	3	45
MCHT 1020	Heat Treatment and Surface Grinding	4	90
MCHT 1119	Lathe Operations I	4	90
MCHT 1120	Mill Operations I	4	90
MCHT 1219	Lathe Operations II	4	90
MCHT 1220	Mill Operations II	4	90

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

Occupational Related Elective - 3 credit hours:

COLL 1060	Introduction to College and Computers	3	50

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 57 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

- $30,000.00 – $40,000.00

PROGRAM COSTS

- Tuition & Fees: $7,055.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Jeffrey Frady, Machine Tool Technology Instructor
478-274-7945 | jfrady@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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
MCHT 1011	Introduction to Machine Tool	4	90
MCHT 1012	Print Reading for Machine Tool	3	45
MCHT 1013	Machine Tool Math	3	75
MCHT 1020	Heat Treatment and Surface Grinding	4	90
MCHT 1119	Lathe Operations I	4	90
MCHT 1120	Mill Operations I	4	90
AMCA 2110	CNC Fundamentals	3	90
AMCA 2130	CNC Mill Manual Programming	5	105
AMCA 2150	CNC Lathe Manual Programming	5	105
AMCA 2190	CAD/CAM Programming	4	90
XXXX XXXX	Occupational Electives - 6 Credit Hours	6	

Precision Machining and Manufacturing

DIPLOMA

The Precision Machining and Manufacturing diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing diploma and have the qualifications of a machine tool technician.

Students are accepted into the Precision Machining and Manufacturing diploma program every semester. A full-time student can complete this program in 4 semesters. To graduate, students must earn a minimum of 48 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Precision Machining and Manufacturing 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

* $30,000.00 - $40,000.00

PROGRAM COSTS

* Tuition & Fees: $6,424.00
* 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 Precision Machining and Manufacturing 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;
* OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

What is the difference between the Precision Machining and Manufacturing Diploma and Precision Machining and Manufacturing 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 associates degree.

ADVISOR(S)

Jeffrey Frady, Machine Tool Technology Instructor
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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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

AMCA 2110	CNC Fundamentals	3	90
MCHT 1011	Introduction to Machine Tool	4	90
MCHT 1012	Print Reading for Machine Tool	3	45
MCHT 1013	Machine Tool Math	3	75
MCHT 1020	Heat Treatment and Surface		
MCHT 1119	Lathe Operations I	4	90
MCHT 1120	Mill Operations I	4	90
MCHT 1219	Lathe Operations II	4	90
MCHT 1220	Mill Operations II	4	90

OCCUPATIONAL ELECTIVE - 6 CREDIT HOURS:

COLL 1060	Introduction to College and Computers	3	50
XXXX XXXX	Occupational Elective	3	0

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

- $30,000.00 – $40,000.00

PROGRAM COSTS

- Tuition & Fees: $2,662.00
- 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 an Advanced General Machinist 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;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
AMCA 2010	Advanced Milling I	4	105
AMCA 2030	Advanced Milling II	4	105
AMCA 2050	Advanced Lathe Operations I	4	105
AMCA 2070	Advanced Lathe Operations II	4	105
AMCA 2080	Advanced Grinding I	2	45
AMCA 2090	Advanced Grinding Operations II	2	60

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 semester. To graduate, students must earn a minimum of 22 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

- $30,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $2,862.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.
- 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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
AMCA 2110	CNC Fundamentals	3	90
AMCA 2130	CNC Mill Manual Programming	5	105
AMCA 2150	CNC Lathe Manual Programming	5	105
AMCA 2170	CNC Practical Applications	4	105
AMCA 2190	CAD/CAM Programming	4	90

Mechatronics Technology

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 helps 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 DEGREE

- Mechatronics Technology

DIPLOMA

- Mechatronics Technology

TECHNICAL CERTIFICATE OF CREDIT

- Mechatronics Specialist
- Mechatronics Technician

Mechatronics Technology

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

- $37,440.00 – $52,000.00

PROGRAM COSTS

- Tuition & Fees: $7,624.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

ADVISOR(S)

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Robert Wallace, Electronics Instructor
478-274-7862 | rwallace@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION		
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 1103 Quantitative Skills and Reasoning	3	45
MATH 1111 College Algebra	3	45
AREA IV - HUMANITIES/FINE ARTS		
Choose one of the following:		
ENGL 2110 World Literature	3	45
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

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	50
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
IDSY	1210	Industrial Motor Controls II	4	105
IDSY	1220	Intermediate Industrial PLCs	4	120
IDSY	1230	Industrial Instrumentation	4	120
MCTX	2250	Mechatronics Capstone	3	64

Choose 6 Credit Hours from the following course prefixes: IDSY, AIRC, MCHT, WELD, ELCR, AUMF, BUAS

XXXX XXXX Occupational Electives
- 6 Credit Hours   6

Mechatronics Technology

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

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

SALARY POTENTIAL

- $35,000.00 – $50,000.00

PROGRAM COSTS

- Tuition & Fees: $5,993.00
- 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 Mechatronics Technology diploma 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Mark Stewart, Division Chair, T & I / Industrial Systems Instructor

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Robert Wallace, Electronics Instructor

478-274-7862 | rwallace@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS
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:		
EMPL 1000 Interpersonal Relations & Prof Development	2	30
PSYC 1010 Basic Psychology	3	45

OCCUPATIONAL COURSES

COLL	1060	Introduction to College and Computers	3	50
IDFC	1013	Solid State Devices I	3	60
IDSY	1101	DC Circuit Analysis	3	50
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
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

Mechatronics Specialist

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

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

SALARY POTENTIAL

- $22,500.00 – $33,000.00

PROGRAM COSTS

- Tuition & Fees: $1,431.00
- 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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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Robert Wallace, Electronics Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
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

Mechatronics Technician

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

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

SALARY POTENTIAL

- $22,500.00 – $33,000.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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Robert Wallace, Electronics Instructor
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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
IDSY	1005	Introduction to Mechatronics	4	105
IDSY	1170	Industrial Mechanics	4	120
IDSY	1190	Fluid Power Systems	4	105

Medical Assisting

Programs in this category prepare students for employment in a variety of positions in both the clinical and administrative areas of today's medical offices. Skills utilized can be widely varied and depend on the office protocol. Students will be provided with learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Employees entering these fields must have excellent communication skills, be compassionate, outgoing, and organized.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Health Care Management

DIPLOMA

- Medical Assisting

TECHNICAL CERTIFICATE OF CREDIT

- Medical Office Support Specialist

Health Care Management

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Health Care Management degree program provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting.

Health care managers organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

Students are accepted into the Health Care Management program each semester. To graduate, students must earn a minimum of 60 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Health Care Management degree program must have good work ethics, be detail oriented and possess great organizational skills.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $29,000.00 – $35,000.00

PROGRAM COSTS

- Tuition & Fees: $7,655.00
- Books & Supplies: $1,700.00
- Uniform & Supplies: $300.00
- Liability Insurance (per year): $11.00

ADDITIONAL FEES

- Drug Screen: $42.00
- Criminal Background Check: $49.50
- Science Lab Fees: $75.00

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Health Care Management degree program can find employment as health care managers 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.

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;

- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

Brenda Gurr, Medical Assisting Instructor
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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATIONS			
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 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45
AREA IV - HUMANITIES/FINE ARTS			
Choose one of the following:			
ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45
PROGRAM-SPECIFIC 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
BIOL 2117	Introductory Microbiology	3	45
BIOL 2117L	Introductory Microbiology Lab	1	45

OCCUPATIONAL COURSES

ACCT 1100	Financial Accounting I	4	75
ACCT 1105	Financial Accounting II	4	75
ALHS 1090	Medical Terminology for Allied Health Sciences	2	30
COLL 1060	Introduction to College and Computers	3	50
MAST 1060	Medical Office Procedures	4	75
MAST 1010	Legal and Ethical Concerns in the Medical Office	2	30
MAST 1110	Administrative Practice Management	3	90
MGMT1100	Principles of Management	3	45

Students must take an additional 8 semester credit hours from the following:

ALHS 1140	Health Care Communication	3	45
MAST 2100	Electronic Medical Office Technology	2	45
MAST 2108	Physician's Practice Management	6	210
MGMT 2115	Human Resource Management	3	45
PSYC 2103	Human Development	3	45

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 53 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 Medical Assisting Diploma program at Oconee Fall Line Technical College (Dublin, GA) has a retention rate of 95% for the admission cohort that entered in 2016 and 73.7% for the admission cohort that entered in 2017. The Medical Assisting Diploma program at Oconee Fall Line Technical College (Dublin, GA) has a job placement rate of 92.86% for the 2018 graduates.

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

- $20,000.00 - $28,000.00

PROGRAM COSTS

Tuition & Fees:	$6,724.00
Books & Supplies:	$1,700.00
Uniform & Supplies:	$300.00
Liability Insurance (per year):	$11.00

ADDITIONAL FEES

Malpractice Insurance:	$11.00
Drug Screen:	$42.00
Criminal Background Check:	$49.50
Testing Fees:	$125.00

BLS for Healthcare Provider	$7.00
First Aid Card:	$22.00

(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 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

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.

ADVISOR(S)

Brenda Gurr, Medical Assisting Instructor
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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
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
MAST	1010	Legal and Ethical Concerns in the Medical Office	2	30
MAST	1030	Pharmacology in the Medical Office	4	60
MAST	1060	Medical Office Procedures	4	75
MAST	1080	Medical Assisting Skills I	4	135
MAST	1090	Medical Assisting Skills II	4	135
MAST	1100	Medical Insurance Management	2	60
MAST	1110	Administrative Practice Management	3	90
MAST	1120	Human Diseases	3	60
MAST	1170	Medical Assisting Externship	6	270
MAST	1180	Medical Assisting Seminar	3	45

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 inter-view patients to gain needed information.

Students may enter the Medical Office Support Specialist 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

• $20,000.00 – $26,000.00

PROGRAM COSTS

• Tuition & Fees: $1,962.00
• 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 receiv-ing 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 Medical Office Support Specialist cer-tificate 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;
• OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
ALHS 1090	Medical Terminology for Allied Health Sciences	2	30
MAST 1010	Legal and Ethical Concerns in the Medical Office	2	30
MAST 1060	Medical Office Procedures	4	75
MAST 1100	Medical Insurance Management	2	60
MAST 1110	Administrative Practice Management	3	90

Networking Specialist

Area of Study

OFTC's Networking Specialist 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 Networking Specialist 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 DEGREE

- Networking Specialist

DIPLOMA

- Networking Specialist

TECHNICAL CERTIFICATE OF CREDIT

- CompTIA A+ Certified Preparation
- CompTIA A+ Certified Technician Preparation
- Microsoft Network Administrator

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

- $30,000.00 - $60,000.00

PROGRAM COSTS

- Tuition & Fees: $8,255.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
AREA I - LANGUAGE ARTS/COMMUNICATION			
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 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

Program Specific General Education Course 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
CIST	1401	Computer Networking 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

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 4 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

- $30,000.00 - $50,000.00

PROGRAM COSTS

- Tuition & Fees: $7,055.00
- Books & Supplies: $1,900.00

(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
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

How many courses can I take online?
All of the courses in the Networking Specialist diploma can be taken online.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

BASIC SKILLS COURSES

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

OCCUPATIONAL COURSES

CIST 1001	Computer Concepts	4	90
CIST 1122	Hardware Installation and Maintenance	4	105
CIST 1401	Computer Networking Fundamentals	4	90
COLL 1060	Introduction to College and Computers	3	50
XXXX XXXX	CIS Operating Systems Course	3	0
XXXX XXXX	CIS Security Course	3	0
XXXX XXXX	Guided Elective - 9 Credit Hours	9	

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

CompTIA A+ Certified Preparation

TECHNICAL CERTIFICATE OF CREDIT

The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTia A+ certification. 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 1 semester. To graduate, students must earn a minimum of 10 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the CompTIA A+ Certified 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)
- Jefferson County Center (Louisville)
- Online (Distance Education)

SALARY POTENTIAL

- $20,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $2,462.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

Are any of these courses offered online?
Yes!! All of the courses in the CompTIA A+ Certified Preparation certificate are offered online.

ADVISOR(S)

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CURRICULUM

			CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES				
COLL	1060	Introduction to College and Computers	3	50
CIST	1122	Hardware Installation and Maintenance	4	105
XXXX	XXXX	CIS Operating Systems Course	3	0

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

- $20,000.00 - $40,000.00

PROGRAM COSTS

- Tuition & Fees: $2,462.00
- Books & Supplies: $794.00

(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 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.

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;

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

FREQUENTLY ASKED QUESTIONS

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

ADVISOR(S)

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CURRICULUM

OCCUPATIONAL COURSES

			CREDIT HOURS	CONTACT HOURS
COLL	1060	Introduction to College and Computers	3	50
CIST	1001	Computer Concepts	4	90
CIST	1122	Hardware Installation and Maintenance	4	105
XXXX	XXXX	CIS Operating Systems Course	3	0
XXXX	XXXX	CIS Elective	4	0

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

- $28,000.00 - $47,000.00

PROGRAM COSTS

- Tuition & Fees: $2,262.00
- 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 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;

- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

OCCUPATIONAL COURSES

CIST	2411	Microsoft Client	4	90
CIST	2412	Microsoft Server Directory Svs	4	90
CIST	2413	Microsoft Server Infrastructure	4	90

AND ONE OF THE FOLLOWING:

CIST	2414	Microsoft Server Administrator	4	90
CIST	2420	Microsoft Exchange Server	4	90

Nursery/Greenhouse Technician

Area of Study

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 CERTIFICATE OF CREDIT

- Nursery/Greenhouse Technician

Nursery/Greenhouse Technician

TECHNICAL CERTIFICATE OF CREDIT

This program is only taught at Eastman Youth Development Center.

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

- $18,000.00 - $28,000.00

PROGRAM COSTS

- Tuition & Fees: $2,362.00
- 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.

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;>
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
HORT 1000	Horticulture Science	3	60
HORT 1010	Woody Plant Identification I	3	75
HORT 1020	Herbaceous Plant Identification	3	60
HORT 1030	Greenhouse Management	4	90
HORT 1050	Nursery Production and Management	4	90

Nursing

OFTC's Nursing programs are designed to prepare students to pass the NCLEX Exam 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 DEGREE

- Associate Degree in Nursing Bridge

DIPLOMA

- Practical Nursing

Associate Degree in Nursing Bridge

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.

Effective July 15, 2020, this ADN Bridge program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July, 2022.

Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000, https://www.acenursing.org/candidacy/

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

- North Campus (Sandersville)

SALARY POTENTIAL

- Median Annual Wage: $67,490

PROGRAM COSTS

- Tuition & Fees: $7,986.00
- Books & Supplies: $1,650.00
- Uniform & Supplies: $300.00
- Liability Insurance (per year): $11.00

ADDITIONAL FEES:

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- ATI Fees: $1,800.00
- Navicent Clinical Fee: $169.50
- HCA Clinical Fee: $59.50
- Science Lab Fee: $75.00

(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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

ADDITIONAL ADMISSION REQUIREMENTS:

1. LPN unrestricted licensure or paramedic unrestricted licensure.
2. Work Experience Form completed showing at least one year experience infield.
3. Current CPR Certification Documentation due first day of class.
4. TEAS Requirement – Minimum 65.
5. GPA Requirement – Minimum 3.0.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students. Access links and forms for Competitive Admissions Programs at: www.oftc.edu/admissions/competitive-admissions-programs/

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

ADVISOR(S)

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Marla Johnson, Nurse Administrator

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Jodi Warren, Nursing Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE ARTS/COMMUNICATIONS

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

Choose one of the following:

MATH	1103	Quantitative Skills and Reasoning	3	45
MATH	1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL	2110	World Literature	3	45
ENGL	2130	American Literature	3	45

PROGRAM-SPECIFIC REQUIREMENTS

To meet the minimum required 18 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

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
BIOL	2117	Introductory Microbiology	3	45
BIOL	2117L	Introductory Microbiology Lab	1	45

OCCUPATIONAL COURSES

RNSG	1170	Foundations of Nursing	4	90
RNSG	2070	Maternal Child Nursing	8	210
RNSG	2170	Adult Health Bridge	8	210
RNSG	2280	Leadership Transition	2	30
RNSG	2330	Adult Health Bridge II	8	240

Credit Hours: 60

Practical Nursing

DIPLOMA

The Practical Nursing program is designed to prepare students for the NCLEX-PN and 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.

All candidates for the Practical Nursing program will be required to take the TEAS test (Test of Essential Academic Skills).

Effective July 15, 2020, this Practical Nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July, 2022.

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 https://www.acenursing.org/candidacy/

OFFERED AT THE FOLLOWING CAMPUSES/ DELIVERY MODE

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

SALARY POTENTIAL

- $24,000.00 - $41,267.00

PROGRAM COSTS

- Tuition & Fees: $7,655.00
- Books & Supplies: $1,650.00
- Uniform & Supplies: $300.00
- Liability Insurance (per year): $11.00

ADDITIONAL FEES:

- PN Meridy's Skills Pack: $99.21
- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50 ATI
- Testing Fees: $1,750.00
- BLS for Healthcare Provider: $7.00
- HCA Clinical Fee: $59.50
- Navicent Clinical Fee: $169.50

(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 can find employment at hospitals, doctors' offices, school nurse clinics, nursing homes, home health, and other public and healthcare agencies.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.
- Completion of Health Care Assistant Technical Certificate of Credit.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students. Access links and forms for Competitive Admissions Programs.

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.

ADVISOR(S)

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Leigh Anne Schmidt, Health Care Assistant Instructor

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
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
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2	60
PNSG 2030	Nursing Fundamentals	6	165
PNSG 2035	Nursing Fundamentals Clinical	2	90
PNSG 2210	Medical-Surgical Nursing I	4	75
PNSG 2220	Medical-Surgical Nursing II	4	75
PNSG 2230	Medical-Surgical Nursing III	4	75
PNSG 2240	Medical-Surgical Nursing IV	4	75
PNSG 2250	Maternity Nursing	3	45
PNSG 2255	Maternity Nursing Clinical	1	45
PNSG 2310	Medical-Surgical Nursing Clinical I	2	90
PNSG 2320	Medical-Surgical Nursing Clinical II	2	90
PNSG 2330	Medical-Surgical Nursing Clinical III	2	90
PNSG 2340	Medical-Surgical Nursing		
PSNG 2410	Nursing Leadership	1	15
PNSG 2415	Nursing Leadership Clinical	2	90

Pharmacy Technology

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 DEGREE
- Pharmacy Technology

DIPLOMA
- 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

- $24,960.00 - $31,200.00

PROGRAM COSTS

- Tuition & Fees: $8,155.00
- Books & Supplies: $2,000.00

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- PTCE Application Fee: $129.00
- BLS for Healthcare Provider: $7.00
- Georgia State Board of Pharmacy Registration: $100.00
- GAPS Background Check: $36.25
- HCA Clinical Fee: $59.50
- Science Lab Fee: $50.00

(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. Additional information regarding employment, regulations, certification, job outlook and salary may be found at: 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements.

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.

How do OFTC graduates perform on the national certification exam?
For the years 2017-2020, 98.2% of OFTC graduates passed the Pharmacy Technician Certification Exam.

ADVISOR(S)

Jack Shepherd, Pharmacy Technology Instructor

478-274-7743 | jshepherd@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE ARTS/ COMMUNICATION

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 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
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 Fundamentals	5	90
PHAR 1020	Principles of Dispensing Medications	4	90
PHAR 1030	Principles of Sterile Medication Preparation	4	90
PHAR 1040	Pharmacology	3	60
PHAR 1050	Pharmacy Technology Practicum	5	225
PHAR 2060	Advanced Pharmacy Technology Principles	3	60
PHAR 2070	Advanced Pharmacy Technology Practicum	5	225

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

- $24,960.00 - $45,000.00

PROGRAM COSTS

- Tuition & Fees: $6,924.00
- Books & Supplies: $2,000.00

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- PTCE Application Fee: $129.00
- BLS for Healthcare Provider: $7.00
- Georgia State Board of Pharmacy Registration: $100.00
- GAPS Background Check: $36.25
- HCA Clinical Fee: $59.50

(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 Pharmacy Technology program are prepared for responsible employment positions in hospitals, nursing homes, long-term care facilities, and retail pharmacies. Additional information regarding employment, regulations, certification, job outlook and salary may be found at: 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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. Access links and forms for Competitive Admissions Programs.

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.

How do OFTC graduates perform on the national certification exam?
For the years 2017-2020, 98.2% of OFTC graduates passed the Pharmacy Technician Certification Exam.

ADVISOR(S)

Jack Shepherd, Pharmacy Technology Instructor

478-274-7743 | jshepherd@oftc.edu

CURRICULUM

		CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES			
ENGL 1010	Fundamentals of English I	3	45
MATH 1012	Foundations of Mathematics	3	45
PSYC 1010	Basic Psychology	3	45
OCCUPATION COURSES			
COLL 1060	Introduction to College and Computers	3	50
ALHS 1011	Structure and Function of the Human Body	5	75
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
PHAR 1000	Pharmaceutical Calculations	4	60
PHAR 1010	Pharmacy Technology Fundamentals	5	90
PHAR 1020	Principles of Dispensing Medications	4	90
PHAR 1030	Principles of Sterile Medication Preparation	4	90
PHAR 1040	Pharmacology	3	60
PHAR 1050	Pharmacy Technology Practicum	5	225
PHAR 2060	Advanced Pharmacy Technology Principles	3	60
PHAR 2070	Advanced Pharmacy Technology Practicum	5	225

Radiologic Technology

Students in this program grouping serve as a critical link between the radiologist and the patient. They work with specialized imaging techniques to assist the physician in diagnosing patient conditions. The technician must be an effective communicator in the health care process and must be very thorough while keeping the patient comfortable during a sometimes frightening and uncomfortable series of events. They must be able to manage stress well, express compassion, and remain calm all while doing an accurate job during the imaging process.

Programs by Type of Award

ASSOCIATE OF APPLIED SCIENCE DEGREE

- Diagnostic Medical Sonography
- Radiologic Technology

DIPLOMA

- Computed Tomography Specialist
- Imaging Science Assistant
- Magnetic Resonance Imaging Specialist

Diagnostic Medical Sonography

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Diagnostic Medical Sonography (DMS) Associate Degree program is a sequence of courses that provide didactic and clinical instruction designed to provide the skills, knowledge, and attitudes necessary to graduate and become successful entry-level DMS professionals. Sonographers use high frequency sound waves to produce dynamic visual pictures of internal body structures. The images are evaluated by physicians to make a medical diagnosis.

Graduates will receive an Associate of Science Degree in Diagnostic Medical Sonography. Program graduates who fulfill exit requirements will be eligible to apply to the American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Medical Sonography (ARDMS) testing in the specialty areas of diagnostic medical ultrasound to become a credentialed sonographer.

Students may compete to enter the DMS program each fall semester. A full-time student can complete this program in 6 semesters. To graduate, students must earn a minimum of 78 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Applicants for the program must possess critical thinking skills, excellent communication capabilities, and the ability to provide health care services with compassion and patience.

OFFERED AT THE FOLLOWING CAMPUS

- South Campus (Dublin)

SALARY POTENTIAL

- $65,000 - $70,000

PROGRAM COSTS

- Tuition & Fees: $9,786.00
- Books & Supplies: $2,000.00

ADDITIONAL FEES

- Uniform Costs: $250.00
- Malpractice Fee: $11.00 per academic year
- Criminal Background Check: $49.50
- Drug Screening: $42.00
- My Clinical Exchange Fee: $59.50
- Verified Credentials: $169.50
- BLS for HCP: $7.00
- Trajecsys: $150.00
- Science Lab Fees: $75.00
- Pegasus Lectures ExamSim V3
  Ultrasound Physics: $185.00
- Ergonomic Cable Brace: $25.00

- Butterfly IQ+*: $83.50
  *(last three program semesters)

(Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Successful completion of this program should enable graduates to pursue job opportunities in one of several diagnostic imaging areas such as hospitals, imaging centers, and physician offices.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

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.
www.oftc.edu/admissions/competitive-admissions-programs/

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements at https://www.oftc.edu/programs/articulation-transfer-agreements/.

ADVISOR(S)

Jennifer Eiland, Diagnostic Medical Sonography Instructor
478-275-6647 | jeiland@oftc.edu

CURRICULUM

	CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE ARTS/COMMUNICATION

ENGL 1101	Composition and Rhetoric	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES

PSYC 1101	Introductory Psychology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS

MATH 1111	College Algebra	3	45
MATH 1127	Introduction to Statistics	3	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	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

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.

Access OFTC's Radiologic Technology Program Handbook at https://cmt.oftc.edu/programs/radiologic-technology-201712/.

Students are required to complete the Imaging Science Assistant certificate program prior to competing for the Radiologic Technology degree program.

Students interested in the Radiologic Technology program must understand that there is a potential to being exposed to a Magnetic Resonance Imaging (MRI) environment. The MRI environment consists of strong magnetic fields and radiofrequency waves which may be contraindicated for individuals that have devices implanted in or on their body that should not be subjected to an MRI environment. Additional information regarding MRI safety can be found on the internet and at the following web site: www.mrisafety.com.

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

- $30,000.00 - $39,520.00

PROGRAM COSTS

- Tuition & Fees: $9,024.00
- Books & Supplies: $2,550.00

ADDITIONAL FEES

- Malpractice Insurance: $11.00
- Drug Screen: $42.00
- Criminal Background Check: $49.50
- Dosimeter Scanner (each semester): $11.75
- Left/Right Marker (RADT 1320): $30.00
- Corectec (RADT 2260): $80.00
- HCA Clinical Fee: $59.50
- Navicent Clinical Fee: $169.50
- Trajecsys Fee: $150.00
- Science Lab Fee: $75.00
- RADT Tech Book Camp Fee: $150.00

(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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.
- 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. The OFTC Radiologic Technology degree program is affiliated with the following clinical facilities:

- Carl Vinson VA Medical Center, Dublin, GA
- Dodge County Hospital, Dublin, GA
- Fairview Park Diagnostic Imaging, Dublin, GA
- Fairview Park Hospital, Dublin, GA
- Hughston Clinic, Dublin, GA
- Medical Center, LLP, Dublin GA
- Navicent-Baldwin, 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. Access links and forms for Competitive Admissions Programs. at: www.oftc.edu/admissions/competitive-admissions-programs/

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 the ability to follow directions..
- Students will demonstrate written communication skills.
- Students will demonstrate effective oral communication.
- Students will manipulate technical/positioning factors for non-routine examinations.
- Students will possess professional employment skills.
- Students will demonstrate appropriate reactions to constructive criticism.
- Students will pass the national registry exam 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.
- Graduates will be satisfied with their education.
- Employers will be satisfied with the performance of newly hired technologists.

PROGRAM EFFECTIVENESS DATA AS REPORTED IN THE 2021 PROGRAM ANNUAL REPORT TO JRCERT

- Program Completion Rate (PCR) - 100%
- Credentialing Examination Pass Rate (5 year average) - 84.8%
- Job Placement Rate (5 year average) - 97.7%

Accreditation Status: 5 year Accreditation

For more information on Program Effectiveness Data, please view Program Effectiveness Data Details for this program at https://cmt.oftc.edu/programs/radiologic-technology-201712/.

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.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements at https://www.oftc.edu/programs/articulation-transfer-agreements/.

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

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE ARTS/COMMUNICATION

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 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

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 1090	Medical Terminology for Allied Health Sciences	2	30
RADT 1010	Introduction to Radiology	4	75
RADT 1030	Radiographic Procedures I	3	75
RADT 1060	Radiographic Procedures II	3	75
RADT 1065	Radiologic Science	2	30
RADT 1075	Radiographic Imaging	4	75
RADT 1085	Radiologic Equipment	3	60
RADT 1200	Principles of Radiation Biology and Protection	2	30
RADT 1320	Clinical Radiography I	4	180
RADT 1330	Clinical Radiography II	7	315
RADT 2090	Radiographic Procedures III	2	60
RADT 2260	Radiologic Technology Review	3	45
RADT 2340	Clinical Radiography III	6	270
RADT 2360	Clinical Radiography V	9	405

Computed Tomography Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Computed Tomography Specialist technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

Students may enter the Computed Tomography technical certificate program Spring 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 enrolling in the Computed Tomography (CT) program must be a registered Radiologic Technologist, registered Radiation Therapist, or registered Nuclear Medicine Technologist in good standing.

Applicants should possess excellent attention to detail, empathetic patient interaction abilities, detailed understanding of human anatomy, and an understanding of scientific principles.

OFFERED AT THE FOLLOWING CAMPUS
- South Campus (Dublin)
- Online (Distance Education)

SALARY POTENTIAL
- $50,000.00 – $55,000.00

PROGRAM COSTS
- Tuition & Fees: $2,762.00
- Books & Supplies: $1,000.00

ADDITIONAL FEES
- Criminal Background Check: $49.50
- Drug Screening: $42.00
- Malpractice Fee: $11.00
- Dosimeter Scanners: $23.50
- HCA Clinical Fees: $59.50

(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

CT Technologists perform specialized radiograph exams for diagnostic purposes. They primarily work in hospitals, physicians' offices, imaging centers, medical and diagnostic laboratories, and outpatient care centers.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.
- Be a registered Radiologic Technologist, registered Radiation Therapist, or registered Nuclear Medicine Technologist in good standing.

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: https://www.oftc.edu/admissions/ competitive-admissions-programs/

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

OCCUPATIONAL COURSES

Course	Title	Credit Hours	Contact Hours
RADT 2201	Introduction to Computed Tomography	2	30
RADT 2210	Computed Tomography Physics and Instrumentation	5	75
RADT 2220	Computed Tomography Procedures I	3	45
RADT 2230	Computed Tomography Procedures II	3	45
RADT 2250	Computed Tomography Clinical I	4	180
RADT 2265	Computed Tomography Clinical II	4	180

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

- $15,080.00 - $18,720.00

PROGRAM COSTS

- Tuition & Fees: $4,093.00
- Books & Supplies: See program advisor

ADDITIONAL FEES

- BLS for Healthcare Provider: $7.00
- Science Lab Fee: $50.00

(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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

COMPETITIVE ADMISSION REQUIREMENTS

Access links and forms for Competitive Admissions Programs at https://www.oftc.edu/admissions/competitive-admissions-programs/

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.

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

GENERAL CORE COURSES

ENGL	1101	Composition and Rhetoric	3	45
ENGL	2130	American Literature	3	45

Choose one of the following:

MATH	1103	Quantitative Skills and Reasoning	3	45
MATH	1111	College Algebra	3	45

PSYC	1101	Introductory Psychology	3	45

NON-GENERAL EDUCATION 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	1090	Medical Terminology for Allied Health Sciences	2	30
COLL	1060	Introduction to College and Computers	3	50
IMSA	1100	Clinical Practice	2	60
RADT	1010	Introduction to Radiology	4	75

Magnetic Resonance Imaging Specialist

TECHNICAL CERTIFICATE OF CREDIT

The Magnetic Resonance Imaging (MRI) technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform MRI exams, and to sit for the Post-Primary Magnetic Resonance Imaging certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging, as well as providing for continuing educational requirements.

Students may enter the Magnetic Resonance Imaging technical certificate program Fall Semester. A full-time student can complete this program in 2 semesters. To graduate, students must earn a minimum of 24 semester credit hours.

CAREER TRAITS/REQUIREMENTS

Individuals enrolling in the Magnetic Resonance Imaging program must be a registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, or registered Nuclear Medicine Technologist in good standing.

Applicants should possess excellent attention to detail, composed patient interaction abilities, outstanding math skills, and an understanding of scientific principles.

OFFERED AT THE FOLLOWING CAMPUS

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

SALARY POTENTIAL

- $60,000.00 – $65,000.00

PROGRAM COSTS

- Tuition & Fees: $3,062.00
- Books & Supplies: $743.00

ADDITIONAL FEES

- Malpractice Fee: $11.00
- Criminal Background Check: $49.50
- Drug Screen: $42.00
- HCA Clinical Fee: $59.50

(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

MRI Technologists perform diagnostic imaging exams using MRI scanners. They primarily work in hospitals, physicians' offices, imaging centers, medical and diagnostic laboratories, and outpatient care centers.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED;
- Be a registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, or registered Nuclear Medicine Technologist in good standing.

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. Access links and forms for Competitive Admissions Programs at: www.oftc.edu/admissions/competitive-admissions-programs/

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

OCCUPATIONAL COURSES

MRIM 2300	Orientation and Introduction to MRI	3	45
MRIM 2320	MRI Procedures and Cross Sectional Anatomy	3	60
MRIM 2330	MRI Physics and Instrumentation	3	60
MRIM 2350	Magnetic Resonance Imaging Clinical Education I	6	270
MRIM 2360	Magnetic Resonance Imaging Clinical Education II	6	270
MRIM 2370	MRI Review	3	45

Respiratory Care

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 DEGREE

- 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. 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

Completion of Oconee Fall Line Technical College's CoARC-accredited Respiratory Care program meets educational requirements to apply for a Respiratory Care professional license in Georgia.

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

- $33,696.00 - $60,748.00

PROGRAM COSTS

Tuition & Fees:	$10,086.00
Books & Supplies:	$4,500.00

ADDITIONAL FEES

Malpractice Insurance:	$11.00
Drug Screen:	$42.00
Criminal Background Check:	$49.50
BLS for Healthcare Provider:	$7.00 T
esting Fee (RESP 2090):	$358.75
ACLS Certification:	$10.00
Testing Fee (RESP 2160):	$358.75
PALS:	$10.00
Testing Fee (RESP 2190):	$358.75
NRP Certification:	$40.00
Clinical Fees:	up to $500.00
Science Lab Fees:	$100.00
Testing Fee (RESP 2220):	$358.75

(Costs 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

COMPETITIVE ADMISSION REQUIREMENTS

Students must complete an application to compete for their name to be placed on the list of potential program students. If more students apply to compete than there are seats available, the competitive process is followed with the exception of PSB testing. Access links and forms for Competitive Admissions Programs and the Respiratory Handbook at https://cmt.oftc.edu/programs/respiratory-care-201712/.

ARTICULATION AGREEMENTS

For information on further advancing your education after completing your Associate of Applied Science Degree, see our Articulation (Transfer) Agreements at https://www.oftc.edu/programs/articulation-transfer-agreements/.

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 (www.coarc.com).

Oconee Fall Line Technical College Program COARC number: 200474

The CoARC website lists student Programmatic Outcomes Data at https://coarc.com/students/programmatic-outcomes-data/

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

GENERAL EDUCATION CORE
(REQUIRED MINIMUM: 15 SEMESTER HOURS)

AREA I - LANGUAGE ARTS/COMMUNICATION

ENGL 1101	Composition & Rhetoric	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES

PSYC 1101	Introductory Psychology	3	45

AREA III - NATURAL SCIENCES/MATHEMATICS

MATH 1111	College Algebra	3	45
CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
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

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 are 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

ASSOCIATE OF APPLIED SCIENCE DEGREE

• Interdisciplinary Studies - Welding and Joining Technology

DIPLOMA

• Welding and Joining Technology

TECHNICAL CERTIFICATE OF CREDIT

• Advanced Shielded Metal Arc Welder
• Basic Shielded Metal Arc Welder
• Flux Cored Arc Welder
• Gas Metal Arc Welder
• Gas Tungsten Arc Welder
• Pipe Shielded Metal Arc Welding
• Pipe Welder

Interdisciplinary Studies - Welding and Joining Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associates of Applied Science Degree in Welding and Joining Technology 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 an Interdisciplinary Studies - Welding and Joining Technology degree, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Students are accepted into the Interdisciplinary Studies - Welding and Joining Technology degree 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.

CAREER TRAITS/REQUIREMENTS

Individuals wanting to enroll in the Interdisciplinary Studies - Welding and Joining Technology degree 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

- $35,000.00 -$42,000.00

PROGRAM COSTS

- Tuition & Fees: $7,043.00
- Books & Supplies: $500.00

   (Costs are estimated and are subject to change.)

EMPLOYMENT OPPORTUNITIES

Graduates of the Interdisciplinary Studies - Welding and Joining Technology degree 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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 Interdisciplinary Studies - Welding and Joining Technology degree program are not offered online.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

AREA I - LANGUAGE ARTS/COMMUNICATIONS (6 CREDIT HOURS REQUIRED)

ENGL 1101	Composition & Rhetoric	3	45
ENGL 1102	Literature and Composition	3	45

AREA II - SOCIAL/BEHAVIORAL SCIENCES (6 CREDIT HOURS REQUIRED)

Students must take the following course:

PSYC 1101	Introductory Psychology	3	45

Choose 3 credit hours:

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

AREA III - NATURAL SCIENCES/MATHEMATICS (6 CREDIT HOURS REQUIRED)

Choose 3 credit hours:

MATH 1103	Quantitative Skills and Reasoning	3	45
MATH 1111	College Algebra	3	45

Choose 3 or more credit hours:

CHEM 1151	Survey of Inorganic Chemistry	3	45
CHEM 1151L	Survey of Inorganic Chemistry Lab	1	45
PHYS 1110	Conceptual Physics	3	45
PHYS 1110L	Conceptual Physics Lab	1	45
MATH 1113	Precalculus	3	45
MATH 1127	Introduction to Statistics	3	45

AREA IV - HUMANITIES/FINE ARTS

Choose one of the following:

ENGL 2110	World Literature	3	45
ENGL 2130	American Literature	3	45

OCCUPATIONAL COURSES

Choose 40 additional credit hours:

WELD 1000	Introduction to Welding Technology	4	90
WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1030	Blueprint Reading for Welding Technology	4	90
WELD 1040	Flat Shielded Metal Arc Welding	4	90
WELD 1050	Horizontal Shielded Metal Arc Welding	4	90
WELD 1060	Vertical Shielded Metal Arc Welding	4	100
WELD 1070	Overhead Shielded Metal Arc Welding	4	90
WELD 1090	Gas Metal Arc Welding	4	90
WELD 1110	Gas Tungsten Arc Welding	4	90
WELD 1120	Preparation for Industrial Qualification	4	90
COLL 1060	Introduction to College and Computers	3	50
XXXX XXXX	Occupational Elective	3	0

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

- $35,000.00 -$42,000.00

PROGRAM COSTS

- Tuition & Fees: $6,724.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS

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

WELD 1000	Introduction to Welding Technology	4	90
WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1030	Blueprint Reading for Welding Technology	4	90
WELD 1040	Flat Shielded Metal Arc Welding	4	90
WELD 1050	Horizontal Shielded Metal Arc Welding	4	90
WELD 1060	Vertical Shielded Metal Arc Welding	4	90
WELD 1070	Overhead Shielded Metal Arc Welding	4	90
WELD 1090	Gas Metal Arc Welding	4	90
WELD 1110	Gas Tungsten Arc Welding	4	90
WELD 1120	Preparation for Industrial Qualification	4	90

Occupational Elective Requirement - 6 Credit Hours:

COLL 1060	Introduction to College and Computers	3	50
XXXX XXXX	Occupational Elective	3	0

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

- North Campus (Sandersville)
- South Campus (Dublin)
- Jefferson County Center

SALARY POTENTIAL

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $1,862.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
WELD 1050	Horizontal Shielded Metal Arc Welding	4	90
WELD 1060	Vertical Shielded Metal Arc Welding	4	90
WELD 1070	Overhead Shielded Metal Arc Welding	4	90

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $1,531.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
WELD 1000	Introduction to Welding Technology	4	90
WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1040	Flat Shielded Metal Arc Welding	4	90

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $1,831.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

		CREDIT HOURS	CONTACT HOURS
OCCUPATIONAL COURSES			
WELD 1000	Introduction to Welding Technology	4	90
WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1153	Flux Cored Arc Welding	4	90
XXXX XXXX	Occupational Elective	3	0

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $1,831.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

OCCUPATIONAL COURSES

		CREDIT HOURS	CONTACT HOURS
WELD 1000	Introduction to Welding Technology	4	90
WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1090	Gas Metal Arc Welding	4	90
XXXX XXXX	Occupational Elective	3	0

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $2,162.00
- 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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/ Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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

			CREDIT HOURS	CONTACT HOURS
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

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $4,493.00
- 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS
GENERAL EDUCATION COURSES		
MATH 1012 Foundations of Mathematics	3	45
OCCUPATIONAL COURSES		
WELD 1000 Introduction to Welding Technology	4	90

WELD 1010	Oxyfuel and Plasma Cutting	4	90
WELD 1040	Flat Shielded Metal Arc Welding	4	90
WELD 1050	Horizontal Shielded Metal Arc Welding	4	90
WELD 1060	Vertical Shielded Metal Arc Welding	4	90
WELD 1070	Overhead Shielded Metal Arc Welding	4	90
WELD 1120	Preparation for Industrial Qualification	4	90
WELD 1152	Pipe Welding	4	105

Pipe Welder

TECHNICAL CERTIFICATE OF CREDIT

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

- $35,000.00 - $42,000.00

PROGRAM COSTS

- Tuition & Fees: $1,562.00
- 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 Piper 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.

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;
- OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher or GED.

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.

ADVISOR(S)

Josh Bridges, Welding Instructor

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CURRICULUM

	CREDIT HOURS	CONTACT HOURS

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 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 [c] 4 credit hours. For example: ACCT 1100 - Financial Accounting: 75-4).

       (a)   (b)   (c) (d)

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)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 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.

ACCT 2140 - Legal Environment of Business: 3-3
(Pre-requisite: Program Admission)

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

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 in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1030 - Car Detailing: 120-3
(Pre-requisite: Program Admission)

This course trains students to inspect and improve the appearance of vehicles to a reconditioned state by cleaning, polishing, waxing, treating, and spot painting the vehicle finish and components. Topics include: engine cleaning, interior care, exterior finishing, tire, fender-well and under-car cleaning, convertible/cloth top care, trunk detailing, and applying decals and pin stripes. Safety and appropriate use of materials will be emphasized. This course will also prepare students to properly interact with customers in order to generate repeat business.

AIRC 1005 - Refrigeration Fundamentals: 90-4
(Pre-requisite: Provisional Admission)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 - Refrigeration Principles and Practices: 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.

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 1140 - Health Care Communication: 45-3
(Pre-requisite: Diploma level proficiency in Reading, English, and Math)

Effective communication skills are essential for all health care workers. This course aims to improve understanding of the ways in which people communicate and relate to each other in various health care settings. It also seeks to promote more effective communication and relationships among health care workers, patients, and other health team members. Course content is designed for front line workers in any health care profession or setting.

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 laboratory 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: 90-4
(Pre-requisite: MCHT 1011 and MCHT 1012 OR IDSY 1161)

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: 105-4
(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.

APBT 2100 - Applied Bus. Tech. Field Experience/ Internship: 540-12
(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.

APBT 2101 - Applied Bus. Tech. Field Experience/ Internship I: 135-3
(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.

APBT 2102 - Applied Bus. Tech. Field Experience/ Internship II: 135-3
(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.

APBT 2103 - Applied Bus. Tech. Field Experience/Internship III: 135-3

(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.

APBT 2104 - Applied Bus. Tech. Field Experience/ Internship IV: 135-3
(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, IDSY 1120)

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

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; refrigerant 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)

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)

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 health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insur-

ance; 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 1070 - Site Layout Footings and Foundations: 4-3
(Pre-requisite: None)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for laboratory and field practice. Topics include: zoning regulations and building codes, plot plan interpretation, the nature of concrete, building layout, squaring methods, batter board installation, footings, foundation types, foundation forms, edge forms, and materials estimation.

CARP 1105 - Floor Wall and Stair Framing: 6-4
(Pre-requisite: None)

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: 6-4
(Pre-requisite: None)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Roof Coverings: 6-4
(Pre-requisite: None)

Introduces materials identification, estimation, and installation procedures for exterior finishes, trim and roof covering, including window and door unit installation. Topics include: doors and windows, siding, trim, and roofing types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishes: 6-4
(Pre-requisite: None)

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, interior doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Advanced Residential Finishes and Decks: 5-3
(Pre-requisite: None)

This course discusses finishing and trim techniques for residential floors, fireplaces, stairs, and decks. Emphasis will be placed on identification, estimation and installation of various types of finish materials and coverings. The course also introduces locating and installing cabinets and millwork.

CARP 1310 - Doors and Door Hardware: 3-2
(Pre-requisite: None)

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: 6-4
(Pre-requisite: None)

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 - Carpentry Internship - Practicum: 9-3
(Pre-requisite: Program Advisor Approval)

The 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

CCMN 1050 - Commercial Building Code: 2-2
(Pre-requisite: None)

This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.

CCMN 1060 - Construction Estimating I: 5-4
(Pre-requisite: CCMN 1030)

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

CCMN 2010 - Construction Law: 3-3
(Pre-requisite: None)

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims,

arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

CCMN 2020 - Construction Scheduling: 4-4
(Pre-requisite: None)

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, timescaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

CHEM 1151 - Survey of Inorganic Chemistry: 45-3
(Pre-requisite: None Co-Requisite: 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-Requisite: 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.

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)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

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, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1601 - Information Security Fundamentals: 4-3
(Pre-requisite: None)

OFTC may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums: COMPASS/ASSET, SAT, ACT, PSAT, PACT, Accuplacer/Accuplacer Next Generation/Companion, HOPE GPA after completion of 10th grade of 2.6 or higher, or GED.

CIST 2120 - Supporting Application Software: 105-4
(Pre-requisite: COMP 1000 or COLL 1060)

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

CIST 2126 - Comprehensive Presentations and eMail Techniques: 75-3
(Pre-requisite: Program Admission)

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 2130 - Desktop Support Concepts: 75-3
This course is designed to give an overview to Desktop Support Management.

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 objected-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 objected-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 troubleshoot 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 2451 - Cisco Network Fundamentals: 90-4
(Pre-requisite: Program Admission)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

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 commission 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, hack-

ing 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 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).

CMTT 2010 - Residential Estimating Review: 3-3
(Pre-requisite: None)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly

CMTT 2020 - Construction Drafting I: 5-3
(Pre-requisite: None)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

CMTT 2050 - Residential Code Review: 4-3
(Pre-requisite: None)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

CMTT 2130 - Computerized Construction Scheduling: 4-3
(Pre-requisite: None)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized

scheduling of a simulated construction job

CMTT 2170 - Construction Contracting: 3-3
(Pre-requisite: None)

This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.

COFC 1011 - Overview of Building Construction Practices and Materials: 4-3
(Pre-requisite: None)

This course covers the introduction to a residential construction project from start to finish. Topics to 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: 5-3
(Pre-requisite: None)

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 1050 - Construction Print Reading Fundamentals: 3-3
(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: 5-4
(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 Management and Wellness, Studying and Test-Taking Skills, and Communication Skills.

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 instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

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.

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 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 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 1062 - Methods of Criminal Investigation: 45-3
(Pre-requisite: Program Admission/**OFTC REQUIRE-MENT** 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 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 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: 3-45
(Pre-requisite: 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 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: 46-2
(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 demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 - Combination Vehicle Advanced Operations: 110-4
(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 demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a trailer safely on public roads through a variety of maneuvers

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.

DFTG 1101 - CAD Fundamentals: 6-4
(Pre-requisite: None)

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

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, lighting 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: 116-4
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 Electronics Systems II: 93-3
(Pre-requisite: Co-Requisites: 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: 94-3
(Pre-requisite: Co-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: 184-6
(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.

DIET 2003 - Marine Auxiliary Systems: 157-6
(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: 185-6
(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: 159-6
(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 Drive Trains: 161-7
(Pre-requisite: None Co-Requisites: DIET 1000, DIET 1010)

This course introduces drive train systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts and universal joints, and drive axles.

DIET 2140 - Introduction to Mobile Temperature Control: 45-3
This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

DIET 2141 - Transport Temperature Control Certification: 45-3
Introduces the service technician certification process and the features and benefits of certification.

DMSO 1010 - Foundations of Sonography: 75-3
(Pre-requisite: Program Admission)

Using classroom didactic instruction and laboratory experiences, this foundations course prepares students for the role of a sonographer. The course provides a base of knowledge and experiences from which complementary and subsequent courses build on. Topics include diagnostic medical sonography history; medical ethics and law; patient privacy and confidentiality; body mechanics, lifts and transfers; patient assessment and administration of care; transducer care; response to medical emergencies; professionalism; medical and sonographic terminology; cultural competence; ergonomics: work related musculoskeletal disorders; basic

sonographic physical principles and system operation; Maslow's Hierarchy of Needs, and sonographic scanning techniques

DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance: 75-3
(Pre-requisite: Program Admission)

This course combines the didactic education of sectional anatomy with active student participation in classroom laboratory experience. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Topics include: normal sectional anatomy of the neck, liver, biliary system, pancreas, genitourinary tract, spleen, peritoneal cavity, retroperitoneum, gastrointestinal tract, and vascular system structures within the upper and lower extremity; anatomic planes related to sonographic images; sonographic appearance and sonographic patterns of structures in the female and male pelvis, neck, liver, biliary system, pancreas, peritoneum and retroperitoneum, gastrointestinal tract, non cardiac chest, and upper and low extremities; and related imaging, laboratory testing procedures and functional testing procedures.

DMSO 1040 - Sonographic Physics and Instrumentation: 75-3
(Pre-requisite: Program Admission)

Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters. Topics include: basic principles and wave analysis; propagation of acoustic waves through tissues; principles of pulse echo imaging; sonographic transducers and sound beams; hemodynamic and Doppler imaging; sonographic instrumentation; artifacts; quality assurance/quality control of sonographic instruments; bioeffects and safety. Student laboratory scanning hours are included in this course.

DMSO 1050 - Abdominal Sonography I: 75-3
(Pre-requisite: Program Admission)

This course combines the didactic education of normal and abnormal abdominal with active student participation in classroom laboratory experience. Introduces advanced abdominal anatomy, sonographic appearance and procedures, pathology and pathophysiology for diagnostic medical sonography. Topics include: embryology; anatomy; protocols for all organs and organ systems of the abdomen and non-cardiac chest; variants of normal and congenital anomalies; function of organ and organ systems; patient history and indications for examination; scanning techniques;

normal sonographic appearance; pathology and pathophysiology; related imaging and functional testing results; normal and abnormal Doppler and color flow characteristics.

DMSO 1060 - Clinical Sonography I: 180-4
(Pre-requisite: Program Admission)

Provides students with a more detailed introduction into the hospital, clinic or other patient care setting work experience. This course covers the control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality. Sonographic examinations are conducted under direct and indirect supervision. Topics include: oral and written communication; provide basic patient care; equipment manipulation for optimum image resolution; ergonomically correct scanning techniques; perform basic sonographic examinations of normal and abnormal abdominal anatomy and superficial structures; related imaging procedures and relevant laboratory findings; students must demonstrate progression of knowledge and scanning skills during this clinical rotation.

DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics: 45-2
(Pre-requisite: Program Admission)

This course introduces gynecology physiology, pathology, and pathophysiology along with normal and abnormal embryonic and fetal development during the first trimester using diagnostic medical sonography. Topics include: the role of the sonographer in obstetric imaging; antepartum obstetric sonography evaluation; Doppler imaging for the obstetric patient; significant laboratory values in early pregnancy; anatomy, physiology, pathology and pathophysiology of the female pelvis; gynecologic patient care and imaging techniques; clinical assessment of obstetrical patient; normal first trimester; uterine and extrauterine assessment during the first trimester; first trimester complications; prudent use; and performance standards and documentation.

DMSO 1080 - Sonographic Physics and Instrumentation Registry Review: 30-1
(Pre-requisite: Program Admission)

Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication; physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation; and quality assurance/quality control of equipment.

DMSO 1090 - Introduction to Vascular Sonography: 30-1
(Pre-requisite: Program Admission)

This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

DMSO 1100 - Clinical Sonography II: 270-6
(Pre-requisite: Program Admission)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students conduct sonographic examinations under direct and indirect supervision while continuing to improve their communication, professionalism and critical thinking skills. Topics include: patient care issues; advanced scanning techniques; normal anatomy and pathologic conditions of the abdomen; normal and abnormal sonographic imaging of the male pelvis; normal and abnormal anatomy and pathology of the female pelvis; normal and abnormal uterine and fetal development through the first trimester; and introduction to vascular sonography.

DMSO 2010 - OB Second and Third Trimesters: 60-3
(Pre-requisite: Program Admission)

Using classroom instruction and laboratory experiences this course introduces the knowledge of fetal anatomy, pathology, pathophysiology and procedures for diagnostic medical sonography. Instruction emphasizes normal fetal growth, fetal anomalies and maternal complications throughout all the second and third trimesters. Topics include: fetal assessment in the normal second and third trimesters; extra-fetal assessment of the second and third trimesters; assess abnormal fetal growth; high risk obstetrics; fetal structural abnormalities; genetic abnormalities and syndromes; interventional procedures; post partum complications; prudent use; and performance standards and documentation

DMSO 2020 - Specialized Sonographic Procedures: 45-2
(Pre-requisite: Program Admission)

This course provides students with three independent areas of concentration. They are High Resolution Sonography, Interventional Sonography and Pediatric Sonography. I. High Resolution Sonography introduces superficial structure anatomy, pathology and procedures for diagnostic medical sonography. II. Interventional Sonography this course provides instruction in sonographic procedures which are considered invasive and/or require sterile procedures. III. Pediatric Sonography provides the sonography student with specialized imaging procedures for the pediatric patient. Topics include: Intervention Sonography use of sonography in interventional procedures, transducer care, infection control, response to medical emergencies, contrast media, and organ transplant; High Resolution Sonography contrast media, and organ transplant; High Resolution Imaging anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, pathology and pathophysiology, correlative and prior imaging, pertinent lab values; Pediatric Sonography embryology, anatomy and normal variants,

function and physiology, indications for examination, sonographic imaging, and pathology and pathophysiology

DMSO 2031 - Clinical Sonography III (Part A): 45-1
(Pre-requisite: Program Admission)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing songraphic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

DMSO 2032 - Clinical Sonography III (Part B): 315-7
(Pre-requisite: Program Admission)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing songraphic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review: 60-2
(Pre-requisite: Program Admission)

Provides a review of knowledge from previous courses and helps the student prepare for ARDMS national certification examinations for sonography. Information concerning test taking skills is also reviewed. Topics include: patient care, preparation and technique; instrumentation, normal pelvic anatomy; abnormal pelvic anatomy; extra-pelvic pathology associated with gynecology; pediatric sonography; post menopause; infertility and endocrinology; first trimester; placenta, amniotic fluid, umbilical cord; second and third trimester; congenital fetal anomalies; complications during pregnancy; fetal demise; coexisting disorders; HIPPA and patient care techniques utilizing a professional sonographer; anatomy and physiology of abdominal structures, small parts, and superficial structures; patient preparation and protocols for sonographic examination of abdominal struc-

ture; clinical indications, pertinent related diagnostic imaging procedures and laboratory tests; sonographic technique and appearance of normal anatomic abdominal structures, small parts; characteristic sonographic features and/or patterns of pathology in the abdomen, small parts; and instrumentation.

DMSO 2050 - Clinical Sonography IV: 450-10
(Pre-requisite: Program Admission)

Provides a culminating work experience in the hospital, clinic or other patient care setting for students to improve skills in performing procedures introduced during prior clinical and didactic courses to the level of an entry-level sonographer. Topics include: refinement of equipment manipulation techniques, performance of sonographic examinations as an entry-level sonographer, role of the sonographer in performing interventional/invasive procedures, and completion of necessary competency requirements for graduation.

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 recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 - Health, Safety and Nutrition: 60-3
(Pre-requisite: Provisional Admission)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 - Curriculum and Assessment: 60-3
(Pre-requisite: ECCE 1103 Co-requisite: ECCE 1103)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive

development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 - Creative Activities for Children: 60-3
(Pre-requisite: Provisional Admission)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 - Early Childhood Care and Education Practicum: 105-3
(Pre-requisite: ECCE 1105 Co-Requisite: ECCE 1105)

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. 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 2115 - Language and Literacy: 60-3
(Pre-requisite: ECCE 1103 Co-Requisite: ECCE 1103)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 - Math and Science: 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 diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

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. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches;

using content knowledge to build meaningful curriculum; and becoming a professional.

ECCE 2246 - Early Childhood Care and Education Internship II: 270-6
(Pre-requisite: ECCE 1101, ECCE 1103 Co-Requisite: ECCE 1105)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

ECCE 2310 - Paraprofessional Methods and Materials: 45-3
(Pre-requisite: ECCE 1103 Co-Requisite: ECCE 1103)

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 - Paraprofessional Roles and Practices: 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 2320 - Program Administration and Facility Management: 45-3
(Pre-requisite: Provisional Admission)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 - Personnel Management: 45-3
(Pre-requisite: Provisional Admission)

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection,

hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 - Infant/Toddler Development: 45-3
(Pre-requisite: Provisional Admission)

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

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 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 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 micro-computer 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 emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

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 includes: 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 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 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 1010 - Direct Current Fundamentals: 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.

ELTR 1020 - Alternating Current Fundamentals: 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 tolls 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 method 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 Devlpmnt: 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.

ENGL 0097 - EnglishII: 45-3
(Pre-requisite: Appropriate Placement Test Score or ENGL 0096)

Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

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 skills.

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 2110 - World Literature: 45-3
(Pre-requisite: ENGL 1101 with a "C" or better)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era

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.

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management: 45-3
(Pre-requisite: Program Admission)

Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

HRTM 1160 - Food and Beverage Management: 45-3
(Pre-requisite: Program Admission)

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

HRTM 1201 - Hospitality Marketing: 45-3
(Pre-requisite: Program Admission)

Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

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 semicon-ductor 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, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 - DC Circuit Analysis: 50-3
(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 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 1130 - 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 1150 - DC and AC Motors: 60-3
(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 understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1170 - Industrial Mechanics: 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 princi-

ples 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.

LOGI 1000 - Business Logistics: 45-3
(Pre-requisite: Program Admission)

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

LOGI 1010 - Purchasing: 45-3
(Pre-requisite: None)

Provides a general knowledge of purchasing for todays Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

LOGI 1020 - Materials Management: 45-3
(Pre-requisite: None)

This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective material management improves supply chain performance.

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, respiratory evaluations, 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 Diseases: 60-3
(Pre-requisite: Program Admission, ALHS 1011, ALHS 1090)

Provides a review of anatomy and physiology per body system and 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: review of anatomy and physiology and diseases of body systems

MAST 1170 - Medical Assisting Externship: 160-4
(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: 60-4
(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.

MAST 2100 - Electronic Medical Office Technology: 45-2
(Pre-requisite: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310 BUSN 1400 COMP 1000)

This course provides an introduction to the office management of medical administrative and electronic health records. Topics include: electronic health records (EHR); health record electronic coding; electronic office manage-ment software applications; and privacy and security of health records

MAST 2108 - Physician's Practice Management: 210-6
(Pre-requisite: Program Admission Co-requisites: HIMT 1200, MAST 1110)

Provides an overview of management of the physician practice healthcare business procedures and processes. Topics include: Physician Practice Processes, Financial and Revenue Cycle Management, Healthcare Regulation and Reform, Electronic Medical Records, Human Resources, Healthcare Planning and Workflow.

MATH 0097 - Math II: 45-3
(Pre-requisite: MATH 0096 or appropriate placement test scores.)

Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

MATH 0098 - Elementary Algebra: 60-3
(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: 60-3
(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 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 1103 - Quantitative Skills and Reasoning: 45-3
(Pre-requisite: Appropriate Placement Test Score or MATH 0098)

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 technol-

ogy 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 or MATH 0098 and MATH 0099.)

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 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. OFTC Prerequisite: MATH 1111)

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
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCHT 1012 - Print Reading for Machine Tool: 45-3
Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 - Machine Tool Math: 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 1020 - Heat Treatment and Surface Grinding: 90-4
(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: 90-4
Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCHT 1120 - Mill Operations I: 90-4
Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 - Lathe Operations II: 90-4
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: 90-4
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
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 super-

vision, 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 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.

MRIM 2300 - Orientation and Introduction to MRI: 45-3
(Pre-requisite: Program Admission Co-requisites: MRIM 2320, MRIM 2350)

Provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy: 60-3
(Pre-requisite: Program Admission Pre-requisites: MRIM 2300, MRIM 2350)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax,abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

MRIM 2330 - MRI Physics and Instrumentation: 60-3
(Pre-requisite: Program Admission Pre-requisite: MRIM 2360, MRIM 2370)

Introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I: 270-6
(Pre-requisite: Program Admission Co-requisites: MRIM 2300, MRIM 2320)

Introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality and progress toward completion of clinical competency evaluations.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II: 270-6
(Pre-requisite: Program Admission Co-Requisite: MRIM 2330, MRIM 2370)

Intermediate course that reinforces learning obtained in MRI 110. Topics include exam preparations, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

MRIM 2370 - MRI Review: 45-3
(Pre-requisite: Program Admission Co-requisites: MRIM 2300, MRIM 2320, MRIM 2330)

Provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquisition for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures

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 measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 - Pharmacy Technology Fundamentals: 90-5
(Pre-requisite: Provisional Admission)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 - Principles of Dispensing Medications: 90-4
(Pre-requisite: PHAR 1000, PHAR 1010)

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 - Principles of Sterile Medication Preparation: 90-4
(Pre-requisite: PHAR 1000, PHAR 1010)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHAR 1040 - Pharmacology: 60-4
(Pre-requisite: Program Admission)

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1050 - Pharmacy Technology Practicum: 225-5
(Pre-requisite: PHAR 1000, PHAR 1010)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

PHAR 2060 - Advanced Pharmacy Technology Principles: 60-3
(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 2060)

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), mechanical waves, theory of heat and heat transfer, and thermodynamics.

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 the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and

skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 - Nursing Fundamentals Clinical: 90-2
(Pre-requisite: Program Admission.)

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: heath 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 using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

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 us-

ing 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 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 ex-

perience 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 2340 - Medical-Surgical Nursing Clinical IV: 90-2
(Pre-requisite: PNSG 2030, PNSG 2010, PNSG 2210, PNSG 2220, PNSG 2230, Co-Requisite: PNSG 2330)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 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 2410 - Nursing Leadership: 15-1
(Pre-requisite: Program Admission. OFTC Pre-requisites: PNSG 2010, PNSG 2030, PNSG 2210, PNSG 2220, 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.

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.

POLS 1101 - American Government: 45-3
(Pre-requisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

PSYC 1010 - Basic Psychology: 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.

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, psychopathology and interventions, stress and health, and social psychology.

PSYC 2103 - Human Development: 45-3
(Pre-requisite: PSYC 1101)

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

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 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 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 2201 - Introduction to Computed Tomography: 30-2
(Pre-requisite: Program Admission Co-requisites: RADT 2220, RADT 2250)

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 - Computed Tomography Physics and Instrumentation: 75-5
(Pre-requisite: Program Admission Co-Requisites: RADT 2230, RADT 2265)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 - Computed Tomography Procedures I: 45-3
(Pre-requisite: Program Admission Co-requisites: RADT 2201, RADT 2250)

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 - Computed Tomography Procedures II: 45-3
(Pre-requisite: Program Admission Co-Requisites: RADT 2210, RADT 2265)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 - Computed Tomography Clinical I: 180-4
(Pre-requisite: Program Admission Co-Requisite: RADT

2201, RADT 2220)

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

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 2265 - Computed Tomography Clinical II: 180-4
(Pre-requisite: Program Admission Co-Requisites: RADT 2210, RADT 2230)

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

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 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.

READ 0097 - READ 0097: 45-3
(Pre-requisite: READ 0096 or appropriate entrance reading scores.)

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RESP 1110 - Pharmacology: 60-3
(Pre-requisite: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111)

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)

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

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, neuromuscular 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 assessment, and adolescent respiratory care.

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, ox-

ygen 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, hemo-dynamic 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, intra-partal, 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 responsibility 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. Devel-

opment of personal responsibility and ethical behavior is acquired through supervised lab and clinical experiences with selected clients.

SOCI 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 1110 - Gas Tungsten 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 1000 - Introduction to Welding Technology: 90-4
(Pre-requisite: Provisional Admission)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, oxyacetylene welding, and welding career potentials.

WELD 1010 - Oxyfuel and Plasma Cutting: 90-4
(Pre-requisite: Co-requisite: WELD 1000)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting principles, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory plasma machine setup and operation, and plasma cutting techniques.

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: Co-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, selection and applications for horizontal SMAW, 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
(Pre-requisite: WELD 1000)

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 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. 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

Albright, Amy
- A.S., Nursing, Albany State University
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- Credentials: RN, BLS, ACLS

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- BLS Certification

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