

# 2017-2018 STC Catalog & Handbook

## Business Technologies

### Degrees

[Accounting Associate of Applied Science Degree Program](#)

[Business Technology Associate of Applied Science Degree Program](#)

[Business Healthcare Technology Associate of Applied Science Degree Program](#)

[Business Management Associate of Applied Science Degree Program](#)

[Information Technology \(IT\) Professional Associate of Applied Science Degree Program](#)

[Web Site Design/Development Associate of Applied Science Degree Program](#)

### Diplomas

[Accounting Diploma Program](#)

[Business Technology Diploma Program](#)

[Business Healthcare Technology Diploma Program](#)

[Business Management Diploma Program](#)

[Information Technology \(IT\) Professional Diploma Program](#)

[Web Site Design/Development Diploma Program](#)

### Certificates

[Administrative Support Assistant](#)

[Cisco Network Specialist](#)

[CompTIA A+ Certified Preparation](#)

[Computerized Accounting Specialist](#)

[Cyber Crime Specialist Certificate](#)

[Healthcare Billing and Reimbursement Assistant Certificate](#)

[Healthcare Office Assistant Certificate](#)

[Help Desk Specialist](#)

[Human Resource Management Specialist Certificate](#)

[Management and Leadership Specialist Certificate](#)

[Microsoft Excel Application Professional](#)

[Microsoft Network Administrator Certificate](#)

[Microsoft Office Applications Professional](#)

[Microsoft Word Application Professional](#)

[Office Accounting Specialist](#)

[Payroll Accounting Specialist](#)

[Supervisor/ Management Specialist Certificate](#)

[Technical Management Specialist Certificate](#)

[Web Site Developer](#)

## **BUSINESS TECHNOLOGIES**

Southeastern Tech's Business Technologies programs are designed to prepare the student for entry-level positions in business, industry, and government. Responding to the needs of the growing business community, the Business Technologies degree, diploma and certificate programs combine academic theory with practical training using state-of-the-art equipment.

As with all Southeastern Tech programs, students interested in Business Technologies programs should consult the Admissions Office to discuss program admission requirements and entry dates.

### **General Education Core Competencies**

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

### **Capstone Courses**

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

**ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**  
**Major Code AC13**

The Accounting Associate Degree program is a sequence of courses that prepares students for careers in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Students obtaining an accounting associates degree will be able to enter the work force as accountants with the skills necessary to handle financial accounting tasks such as maintaining a set of books for business entities, account classifications, subsidiary record accounting, fixed and intangible assets, current and long-term liabilities, partnerships, corporations, long-term liabilities. They will also be able to handle managerial accounting tasks such as financial statement analysis, job costing, cost behavior and cost-volume-profit analysis budgets, capital investment analysis, accounting for payroll, using computerized accounting systems, using spreadsheets for accounting applications, and income tax preparation.

**EMPLOYMENT OPPORTUNITIES**

Students obtaining an Accounting Degree will be able to enter the work force as accounting technicians with financial recordkeeping responsibilities. More experience can lead to jobs like accounts receivable or accounts payable clerk, payroll clerk or bookkeeper. Students will be able to assist in completing the full accounting cycle, payroll processing, individual income tax return preparation, application of professional ethics in the workplace, and utilize technological resources in the accounting field.

**ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## ACCOUNTING DEGREE CURRICULUM

The standard curriculum for the Accounting degree program is designed for the semester system. Students are accepted into the Accounting degree program each semester. Full time degree students beginning fall semester can complete the degree within approximately five semesters. To graduate, students must earn a minimum of 67 credit hours.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (18 Credits Hour Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours
PSYC 1101	Introductory Psychology	3 credit hours
<i>CHOOSE ONE:</i>		
MATH 1111	College Algebra	3 credit hours
MATH 1101	Mathematical Modeling	3 credit hours
<i>CHOOSE ONE:</i>		
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours

#### **OCCUPATIONAL COURSES (14 Credit Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
ACCT 1100	Financial Accounting I	4 credit hours
ACCT 1105	Financial Accounting II	4 credit hours
ACCT 2000	Managerial Accounting	3 credit hours
ACCT 1115	Computerized Accounting	3 credit hours
ACCT 1120	Spreadsheet Applications	4 credit hours
<i>-OR-</i>		
BUSN 1410	Spreadsheet Concepts and Applications	4 credit hours
ACCT 1125	Individual Tax Accounting	3 credit hours
ACCT 1130	Payroll Accounting	3 credit hours
BUSN 1440	Document Production	4 credit hours
ACCT	Accounting Electives	9 credit hours
<i>-AND-</i>		
	TCSG courses are acceptable for full credit toward the elective hours for this Associate Degree.	9 credit hours

Approved Accounting Electives: ACCT 2140, ACCT 2100, ACCT 2105, ACCT 2110, ACCT 2115, ACCT 2120, ACCT 2135, ACCT 2130, ACCT 2145, ACCT 2150, ACCT 2155

*If a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,907

Books/Supplies: \$4,100

**BUSINESS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**  
**Major Code BA23**

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 degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in the area of administrative technology. Graduates of the program receive a Business Technology, Associate of Applied Science degree.

**EMPLOYMENT OPPORTUNITIES**

The Business Technology degree program is designed to produce graduates who are prepared for employment in a variety of positions in administrative and business fields.

**ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

**BUSINESS TECHNOLOGY CURRICULUM**

The standard curriculum for the Business Technology degree program is designed for the semester system. Students may enter the Business Technology degree program any semester. The degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 67 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (18 Credits Hour Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours
MATH 1111	College Algebra	3 credit hours
<i>CHOOSE ONE:</i>		
PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
<i>CHOOSE ONE:</i>		
PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (49 Credit Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
<i>-OR-</i>		
Guided Elective		
ACCT 1100	Financial Accounting I	4 credit hours
BUSN 1440	Document Production	4 credit hours
BUSN 1420	Database Applications	4 credit hours
BUSN 1240	Office Procedures	3 credit hours
BUSN 1400	Word Processing Applications	4 credit hours
BUSN 2210	Applied Office Procedures	3 credit hours
BUSN 2190	Business Document Proofreading & Editing	3 credit hours
BUSN 1410	Spreadsheet Concepts and Applications	4 credit hours
BUSN 1430	Desktop Publishing & Presentation Applications	4 credit hours
BUSN 1190	Digital Technologies in Business	2 credit hours
BUSN 2160	Electronic Mail Applications	2 credit hours
MGMT 1100	Principles of Management	3 credit hours
	Electives	6 credit hours

Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

\*\*BUSN 2210 will not be accepted as transfer credit from another college.

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1105, MGMT 1110,

MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130,  
MKTG 1100

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees:       \$7,469

Books/Supplies:    \$1,500



**BUSINESS HEALTHCARE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE**  
**DEGREE PROGRAM**  
**Major Code BHT3**

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

**EMPLOYMENT OPPORTUNITIES**

The Business Healthcare Technology degree program is designed to produce graduates who are prepared for employment in a variety of positions in administrative and healthcare fields.

**ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

**BUSINESS HEALTHCARE TECHNOLOGY CURRICULUM**

The standard curriculum for the Business Healthcare Technology degree program is designed for the semester system. Students may enter the Business Healthcare Technology degree program any semester. The degree program generally takes 5-6 semesters to complete. To graduate, students must earn a minimum of 70 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (18 Credit Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours
MATH 1111	College Algebra	3 credit hours
<i>CHOOSE ONE:</i>		
PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
<i>CHOOSE ONE:</i>		
PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (52 Credits Hour Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
OR		
Guided Elective		
ALHS 1090	Medical Terminology for Allied Health Sciences	2 credit hours
ALHS 1011	Structure and Function of the Human Body	5 credit hours
MAST 1120	Human Diseases	3 credit hours
BUSN 1015	Introduction to Healthcare Reimbursement	3 credit hours
BUSN 2340	Healthcare Administrative Procedures	4 credit hours
BUSN 2350	Electronic Health Records	3 credit hours
BUSN 2375	Healthcare Coding	3 credit hours
BUSN 2190	Business Document Proofreading and Editing	3 credit hours
BUSN 1440	Document Production	4 credit hours
ACCT 1100	Financial Accounting I	4 credit hours
	Electives	15 credit hours

\*Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

\*BUSN 2340 will not be accepted as transfer credit from another college.

**Approved Electives:** ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, CIST 1001, CIST 1601, CIST 2127, CIST 2128,  
*2017-2018 Southeastern Technical College Catalog  
Business Technologies*

MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125,  
MGMT 2115, MGMT 2120, MGMT 2130.

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,500

Books/Supplies: \$1,500

**BUSINESS MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**  
**Major Code MD13**

The Business Management 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 General Management or Human Resource Management.

According to the Occupational Outlook Handbook, many managers have a Bachelor's or Master's degree in Business Administration or some specialized field. Many organizations fill their top executive positions by promoting from lower levels as job openings arise. Even workers without a college degree may find themselves rising through the ranks over years of advancement in a company. Overall, the management field is growing, but the opportunities in the industry are increasingly more competitive.

The Business Management area offers degrees with specializations in General Management and Human Resource Management as well as diplomas with a General Specialization. These specialty areas combined with various general core courses determine the completion of the degree or diploma. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those individuals wishing to obtain a Bachelor of Science or a Bachelor of Arts in this dynamic career field.

A manager is one who supervises others, decides the daily priorities of the business or office, delegates projects, and coordinates 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.

**EMPLOYMENT OPPORTUNITIES**

Business Management students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities. The Bureau of Labor Statistics forecasts a 10.57% increase in management, business, and financial occupations between 2008 and 2018. Job prospects are stronger in high-growth industries such as health services and with managers with experience in international economics and marketing who are able to work across national and cultural borders. Competition for jobs is keen.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## BUSINESS MANAGEMENT CURRICULUM

The standard curriculum for the Business Management degree program is designed for the semester system. Students may enter the Business Management degree program each semester. Most courses are offered online. The core classes can also be taken during the day or at night. The program generally takes 5-6 semesters to complete. To graduate, students must earn a minimum of 63-64 credit hours.

### CURRICULUM OUTLINE

#### **GENERAL CORE COURSES and CREDIT HOURS (21 Credit Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours
PSYC 1101	Introductory Psychology	3 credit hours
<i>CHOOSE ONE:</i>		
MATH 1111	College Algebra	3 credit hours
MATH 1101	Mathematical Modeling	3 credit hours
<i>CHOOSE TWO:</i>		
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours

## **OCCUPATIONAL COURSES and CREDIT HOURS (30-31 Credit Hours Required)**

MGMT 1100 Principles of Management	3 credit hours
MGMT 1105 Organizational Behavior	3 credit hours
MGMT 1110 Employment Rules and Regulations	3 credit hours
MGMT 1115 Leadership	3 credit hours
MGMT 1120 Introduction to Business	3 credit hours
MGMT 2115 Human Resource Management	3 credit hours
MGMT 2125 Performance Management	3 credit hours
MGMT 1125 Business Ethics	3 credit hours
MGMT 2215 Team Project	3 credit hours
<i>CHOOSE ONE:</i>	
ACCT 1100 Financial Accounting I	4 credit hours
MGMT 1135 Managerial Accounting and Finance	3 credit hours

### **SPECIALIZATION AREA**

Choose one of the following specializations:

#### **GENERAL MANAGEMENT SPECIALIZATION (12 Credit Hours Required)**

Guided Elective	3 credit hours
Guided Elective	3 credit hours
Guided Elective	3 credit hours
Guided Elective	3 credit hours

#### **HUMAN RESOURCE MANAGEMENT SPECIALIZATION (12 Credit Hours Required)**

MGMT 2120 Labor Management Relations	3 credit hours
MGMT 2130 Employee Training and Development	3 credit hours
MGMT Elective	3 credit hours
<i>CHOOSE ONE:</i>	
MGMT 2205 Service Sector Management	3 credit hours
MGMT 2210 Project Management	3 credit hours

Approved Electives: BUSN 1400, BUSN 1410, MKTG 1100, COMP 1000, BUSN 2190, BUSN 1410

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,825

Books/Supplies: \$2,900

## **INFORMATION TECHNOLOGY PROFESSIONAL DEGREE PROGRAM**

### **Major Code ITP3**

The Information Technology (IT) Professional associate degree program will emphasize specialized training in home and corporate networking; computer maintenance; operating system installation, maintenance, and troubleshooting; information security; computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the Southeastern Technical College service area. The program graduate receives an Associate of Applied Science Degree and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

### **EMPLOYMENT OPPORTUNITIES**

Information Technology (IT) Professionals provide technical assistance, support, and advice to individuals and organizations that depend on information technology. They work within organizations that use computer systems, for computer hardware or software vendors, or for third-party organizations that provide support services on a contract basis, such as help-desk service firms. They set up, test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems.

### **LICENSURE**

Although certification is not required for employment, the IT Professional associate degree program provides the knowledge and skills for students interested in various information technology certifications.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

## **INFORMATION TECHNOLOGY (IT) PROFESSIONAL CURRICULUM**

The standard curriculum for the Information Technology (IT) Professional degree program is designed for the semester system. Students may enter the Information Technology Professional degree program any semester. The Information Technology Professional degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 68-69 credit hours for the Information Technology (IT) Professional degree.

### **CURRICULUM OUTLINE**

#### **GENERAL CORE COURSES and CREDIT HOURS (18 Credit Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours

*CHOOSE ONE:*

MATH 1111	College Algebra	3 credit hours
MATH 1101	Mathematical Modeling	3 credit hours

*CHOOSE TWO:*

PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (50-51 Credit Hours Required)**

CIST 1001	Computer Concepts	4 credit hours
CIST	Operating Systems Elective (CIST 1135)	3-4 credit hours
CIST 1305	Program Design & Development	3 credit hours
CIST 1122	Hardware Installation & Maintenance	4 credit hours
CIST 1601	Information Security Fundamentals	3 credit hours
CIST 2411	Microsoft Client	4 credit hours
CIST	Microsoft Server Elective (CIST 2412 or CIST 2414)	4 credit hours
CIST 2451	Introduction to Networks – CISCO	4 credit hours
CIST 2452	Cisco Routing & Switching Essentials	4 credit hours
CIST	CIST Programming Elective	4 credit hours
CIST	Occupationally Related Electives	10 credit hours

*CHOOSE ONE:*

COMP 1000	Introduction to Computer Literacy	3 credit hours
CIST	CIST Elective	3 credit hours



Approved Electives: COMP 1000, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2413, CIST 2414, CIST 2453, CIST 2454, CIST 1510, CIST 1520, CIST 1530, CIST 1540, CIST 2510, CIST 2921, CIST 2991, CIST 2612, CRJU 1010, CRJU 2050

Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,761

Books/Supplies: \$3,790

## **VIDALIA CAMPUS - WEB SITE DESIGN/DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

### **Major Code IS53**

The Web Site Design/Development 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 Web Site Designers and Developers.

### **EMPLOYMENT OPPORTUNITIES**

Web Site Design/Development Degree graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37
SAT	480		440	
ACT	17	16	19	

### **WEB SITE DESIGN/DEVELOPMENT CURRICULUM**

The standard curriculum for the Web Site Design/Development degree program is designed for the semester system. Students may enter the Web Site Design/Development degree program any semester. The program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 67 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (18 Credit Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1101	Composition and Rhetoric	3 credit hours
ENGL 2130	American Literature	3 credit hours
<i>CHOOSE ONE:</i>		
MATH 1111	College Algebra	3 credit hours
MATH 1101	Mathematical Modeling	3 credit hours
<i>CHOOSE TWO:</i>		
PSYC 1101	Introductory Psychology	3 credit hours
SOCI 1101	Introduction to Sociology	3 credit hours
ECON 1101	Principles of Economics	3 credit hours
SPCH 1101	Public Speaking	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (42 Credit Hours Required)**

CIST 1001	Computer Concepts	4 credit hours
CIST 1305	Program Design & Development	3 credit hours
CIST 1220	Structured Query Language (SQL)	4 credit hours
CIST 1510	Web Development I (HTML)	3 credit hours
CIST 1520	Scripting Technologies (JavaScript)	3 credit hours
CIST 1530	Web Graphics I (Photoshop)	3 credit hours
CIST	CIST Elective (CIST 1540 may be used)	3 credit hours
CIST 1601	Information Security Fundamentals	3 credit hours
CIST 2510	Web Technologies (Adobe Dreamweaver)	3 credit hours
CIST 2550	Web Development II (Database Connectivity)	3 credit hours
CIST 2921	IT Analysis, Design, & Project Management	4 credit hours
<i>CHOOSE ONE:</i>		
COMP 1000	Introduction to Computer Literacy	3 credit hours
CIST	CIST Elective	3 credit hours
<i>CHOOSE ONE:</i>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3 credit hours
CIST 2541	Web Animation II	3 credit hours

### **LANGUAGE ELECTIVES COURSES and CREDIT HOURS (4 Hours Required)**

<i>CHOOSE ONE:</i>		
CIST 2311	Visual BASIC I	4 credit hours
CIST 2341	C# Programming I	4 credit hours

CIST 2351	PHP Programming I	4 credit hours
CIST 2371	Java Programming I	4 credit hours
CIST 2381	Mobile Application Development	4 credit hours
CIST 2560	Web Application Programming I	4 credit hours
CIST 2570	Open Source Web Application Programming I	4 credit hours
CIST 2580	Interactive & Social Apps Integration	4 credit hours

**WEB SITE DESIGN/DEVELOPMENT CAPSTONE COURSES (3 Hours Required)**

*CHOOSE ONE:*

CIST 2950	Web Systems Project	3 credit hours
CIST 2991	CIST Internship I	3 credit hours

Approved Electives: COMP 1000, CIST 1135, CIST 1122, CIST 1305, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2451, CIST 2612

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,469

Books/Supplies: \$4,148

## **ACCOUNTING DIPLOMA PROGRAM** **Major Code AC12**

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

### **EMPLOYMENT OPPORTUNITIES**

Students obtaining an Accounting Diploma will be able to enter the work force as accounting technicians with financial recordkeeping responsibilities. More experience can lead to jobs like accounts receivable or accounts payable clerk, payroll clerk or bookkeeper. Students will be able to assist in completing the full accounting cycle, payroll processing, individual income tax return preparation, application of professional ethics in the workplace, and utilize technological resources in the accounting field.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **ACCOUNTING CURRICULUM**

The standard curriculum for the Accounting diploma program is designed for the semester system. Students are accepted into the accounting program each semester. Full time diploma students beginning fall semester can complete the diploma within four semesters. To graduate, students must earn a minimum of 45 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours
<i>CHOOSE ONE:</i>		
MATH 1011	Business Math	3 credit hours
MATH 1012	Foundations of Mathematics	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (34 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
ACCT 1100	Financial Accounting I	4 credit hours
ACCT 1105	Financial Accounting II	4 credit hours
ACCT 1115	Computerized Accounting	3 credit hours
ACCT 1120	Spreadsheet Applications	4 credit hours
<i>OR</i>		
BUSN 1410	Spreadsheet Concepts and Applications	4 credit hours
ACCT 1125	Individual Tax Accounting	3 credit hours
ACCT 1130	Payroll Accounting	3 credit hours
BUSN 1440	Document Production	4 credit hours
ACCT 2000	Managerial Accounting	3 credit hours
	Occupational Guided Elective	3 credit hours

Approved Electives: ACCT 2140, ACCT 2100, ACCT 2105, ACCT 2110, ACCT 2115, ACCT 2120, ACCT 2135, ACCT 2130, ACCT 2145, ACCT 2150, ACCT 2155, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1330, BUSN 1400, BUSN 1420, BUSN 1430, BUSN 2160, CIST 1001, MGMT 1100, MGMT 1120, MGMT 1125, MKTG 1100

*If a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,301

Books/Supplies: \$2,300

## **BUSINESS TECHNOLOGY DIPLOMA PROGRAM**

### **Major Code BA22**

#### **Business Administrative Assistant Specialization**

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

#### **EMPLOYMENT OPPORTUNITIES**

The Business Technology program is designed to produce graduates who are prepared for employment as secretaries and administrative assistants.

#### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION CURRICULUM**

The standard curriculum for the Business Technology program is designed for the semester system. Students may enter the Business Technology program any semester. The program generally takes 4 semesters to complete. To graduate, students must earn a minimum of 53 credit hours.

### **CURRICULUM OUTLINE**

#### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours

*CHOOSE ONE:*

MATH 1011	Business Math	3 credit hours
MATH 1012	Foundations of Mathematics	3 credit hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (42 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
<i>OR Guided Elective</i>		
ACCT 1100	Financial Accounting I	4 credit hours
BUSN 1440	Document Production	4 credit hours
BUSN 1240	Office Procedures	3 credit hours
BUSN 1400	Word Processing Applications	4 credit hours
BUSN 2210	Applied Office Procedures	3 credit hours
BUSN 2190	Business Document Proofreading and Editing	3 credit hours
BUSN 1410	Spreadsheet Concepts and Applications	4 credit hours
BUSN 1430	Desktop Publishing & Presentation Applications	4 credit hours
BUSN 1190	Digital Technologies in Business	2 credit hours
BUSN 2160	Electronic Mail Applications	2 credit hours
	Electives	6 credit hours

Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

\*\*BUSN 2210 will not be accepted as transfer credit from another college.

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1420, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100



**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,904

Books/Supplies: \$1,500

## **BUSINESS HEALTHCARE TECHNOLOGY DIPLOMA PROGRAM**

### **Major Code BHT2**

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualifications 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 Healthcare Technology Diploma.

### **EMPLOYMENT OPPORTUNITIES**

The Business Healthcare Technology program is designed to produce graduates who are prepared for employment as healthcare administrative assistants.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **BUSINESS HEALTHCARE TECHNOLOGY CURRICULUM**

The standard curriculum for the Business Healthcare Technology diploma is designed for the semester system. Students may enter the program any semester. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 55 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours
<i>CHOOSE ONE:</i>		
MATH 1011	Business Math	3 credit hours
MATH 1012	Foundation of Mathematics	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (44 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
<i>OR Guided Elective</i>		
ACCT 1100	Financial Accounting I	4 credit hours
ALHS 1011	Structure and Function of the Human Body	5 credit hours
ALHS 1090	Medical Terminology for Allied Health Science	2 credit hours
BUSN 1015	Introduction to Healthcare Reimbursement	3 credit hours
BUSN 1440	Document Production	4 credit hours
BUSN 2190	Business Document Proofreading and Editing	3 credit hours
BUSN 2340	Healthcare Administrative Procedures	4 credit hours
BUSN 2350	Electronic Health Records	3 credit hours
BUSN 2375	Healthcare Coding	3 credit hours
MAST 1120	Human Diseases	3 credit hours
	Electives	7 credit hours

\*BUSN 2340 will not be accepted as transfer credit from another college.

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$5,982

Books/Supplies: \$1,500

## **BUSINESS MANAGEMENT DIPLOMA PROGRAM**

### **Major Code MD12**

The Business Management program 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 with a specialization in General Management.

According to the Occupational Outlook Handbook, many managers have a Bachelor's or Master's degree in Business Administration or some specialized field. Many organizations fill their top executives by promoting from lower levels as job openings arise. Even workers without a college degree may find themselves rising through the ranks over years of advancement in a company. Overall, the management field is growing, but the opportunities in the industry are increasingly more competitive.

The Business Management area offers a diploma with a specialization in General Management. This specialty area combined with general core courses determines the completion of the diploma. Opportunities for continual educational growth may be pursued in a degree at the technical college as well as the university level. Collegiate programs in the School of Business with a major in Management are available to those individuals wishing to obtain a Bachelor of Science or a Bachelor of Arts in this dynamic career field.

A manager is one who supervises others, decides the daily priorities of the business or office, delegates projects, and coordinates 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.

### **EMPLOYMENT OPPORTUNITIES**

Business Management students have a wide variety of jobs to select from such as: small business management, retail management, management trainees, supervisory trainees, and entrepreneurship opportunities.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## BUSINESS MANAGEMENT CURRICULUM

The standard curriculum for the Business Management diploma program is designed for the semester system. Students may enter the Business Management diploma program each semester. Most courses are offered online. The core classes can be taken during the day or at night. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 47-48 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
<i>CHOOSE ONE:</i>		
MATH 1011	Business Math	3 credit hours
MATH 1012	Foundations of Mathematics	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (36-37 Hours Required)**

MGMT 1100	Principles of Management	3 credit hours
MGMT 1105	Organizational Behavior	3 credit hours
MGMT 1115	Leadership	3 credit hours
MGMT 1120	Introduction to Business	3 credit hours
MGMT 1125	Business Ethics	3 credit hours
MGMT 2115	Human Resource Management	3 credit hours
MGMT 2125	Performance Management	3 credit hours
MGMT 2215	Team Project	3 credit hours
	Guided Electives**	6 credit hours
<i>CHOOSE ONE:</i>		
ACCT 1100	Financial Accounting I	4 credit hours
MGMT 1135	Managerial Accounting and Finance	3 credit hours
<i>CHOOSE ONE:</i>		
MGMT 1110	Employment Rules and Regulations	3 credit hours
MKTG 1130	Business Regulations and Compliance	3 credit hours

Approved Electives: BUSN 1400, BUSN 1410, MKTG 1100, COMP 1000, BUSN 2190, BUSN 1410

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,260

Books/Supplies: \$2,600

## **INFORMATION TECHNOLOGY PROFESSIONAL DIPLOMA PROGRAM**

### **Major Code ITP4**

The Information Technology (IT) Professional diploma program will emphasize specialized training in home and corporate networking, computer maintenance, operating system installation, maintenance, and troubleshooting, information security, computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the Southeastern Technical College service area. The program graduate receives a diploma and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

### **EMPLOYMENT OPPORTUNITIES**

Information Technology (IT) Professionals provide technical assistance, support, and advice to individuals and organizations that depend on information technology. They work within organizations that use computer systems, for computer hardware or software vendors, or for third-party organizations that provide support services on a contract basis, such as help-desk service firms. They set up, test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems.

### **LICENSURE**

Although certification is not required for employment, the Information Technology Professional diploma program provides the knowledge and skills for students interested in various information technology certifications.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## **INFORMATION TECHNOLOGY (IT) PROFESSIONAL CURRICULUM**

The standard curriculum for the Information Technology (IT) Professional diploma program is designed for the semester system. Students may enter the Information Technology Professional diploma program any semester. The Information Technology (IT) Professional diploma program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 61-62 credit hours.

### **CURRICULUM OUTLINE**

#### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours
MATH 1012	Foundations of Mathematics	3 credit hours

#### **OCCUPATIONAL COURSES and CREDIT HOURS (50-51 Hours Required)**

CIST 1001	Computer Concepts	4 credit hours
CIST	Operating Systems Elective (CIST 1135)	3-4 credit hours
CIST 1305	Program Design & Development	3 credit hours
CIST 1122	Hardware Installation & Maintenance	4 credit hours
CIST 1601	Information Security Fundamentals	3 credit hours
CIST 2411	Microsoft Client	4 credit hours
CIST	Microsoft Server Elective (CIST 2412 or CIST 2414)	4 credit hours
CIST 2451	Introduction to Networks – CISCO	4 credit hours
CIST 2452	Cisco Routing & Switching Essentials	4 credit hours
CIST	CIST Programming Elective	4 credit hours
CIST	Occupationally Related Electives	10 credit hours

#### *CHOOSE ONE:*

COMP 1000	Introduction to Computer Literacy	3 credit hours
CIST	CIST Elective	3 credit hours

Approved Electives: COMP 1000, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2413, CIST 2414, CIST 2453, CIST 2454, CIST 1510, CIST 1520, CIST 1530, CIST 1540, CIST 2510, CIST 2921, CIST 2991, CIST 2612, CRJU 1010, CRJU 2050

Approved Programming Electives: CIST 1220, CIST 2311, CIST 2341, CIST 2351, CIST 2371, CIST 2381, CIST 2560, CIST 2570, CIST 2580



**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,138

Books/Supplies: \$2,550

## **VIDALIA CAMPUS - WEB SITE DESIGN/DEVELOPMENT DIPLOMA PROGRAM** **Major Code IS64**

The Web Site Design/Development 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 Web Site Designers and Developers.

### **EMPLOYMENT OPPORTUNITIES**

Web Site Design/Development Diploma graduates are capable of obtaining Web/Multimedia Management and Webmaster occupations. The program prepares individuals to develop and maintain web sites and to host web pages at one or a group of web sites, and to function as designated webmasters. Includes web page design and editing; information resources management; web policy and procedures; Internet applications of information systems security; user interfacing and usability research; and relevant management and communications skills.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **WEB SITE DESIGN/DEVELOPMENT CURRICULUM**

The standard curriculum for the Web Site Design/Development diploma program is designed for the semester system. Students may enter the Web Site Design/Development diploma program any semester. The program generally takes 4-5 semesters to complete. To graduate, students must earn a minimum of 57 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (11 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
EMPL 1000	Interpersonal Relations & Professional Development	2 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours
MATH 1012	Foundations of Mathematics	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (46 Hours Required)**

CIST 1001	Computer Concepts	4 credit hours
CIST 1305	Program Design & Development	3 credit hours
CIST 1220	Structured Query Language (SQL)	4 credit hours
CIST 1510	Web Development I (HTML)	3 credit hours
CIST 1520	Scripting Technologies (JavaScript)	3 credit hours
CIST 1530	Web Graphics I (Photoshop)	3 credit hours
CIST	CIST Elective (CIST 1540 may be used)	3 credit hours
CIST 1601	Information Security Fundamentals	3 credit hours
CIST 2510	Web Technologies (Adobe Dreamweaver)	3 credit hours
CIST 2550	Web Development II (Database Connectivity)	
	CAPSTONE COURSE	3 credit hours
CIST 2921	IT Analysis, Design, & Project Management	4 credit hours
	<i>CHOOSE ONE:</i>	
COMP 1000	Introduction to Computer Literacy	3 credit hours
CIST	CIST Elective	3 credit hours
	<i>CHOOSE ONE:</i>	
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3 credit hours
CIST 2541	Web Animation II	3 credit hours

### **LANGUAGE ELECTIVES COURSES (4 Hours Required)**

*CHOOSE ONE:*

CIST 2311	Visual BASIC I	4 credit hours
CIST 2341	C# Programming I	4 credit hours
CIST 2351	PHP Programming I	4 credit hours
CIST 2371	Java Programming I	4 credit hours
CIST 2381	Mobile Application Development	4 credit hours
CIST 2560	Web Application Programming I	4 credit hours
CIST 2570	Open Source Web Application Programming I	4 credit hours
CIST 2580	Interactive & Social Apps Integration	4 credit hours

Approved Electives: COMP 1000, CIST 1135, CIST 1122, CIST 1305, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2451, CIST 2612

**PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,579

Books/Supplies: \$3,390

## **ADMINISTRATIVE SUPPORT ASSISTANT** **Major Code AS21**

The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

### **EMPLOYMENT OPPORTUNITIES**

The Administrative Support Assistant certificate program prepares students for employment in many different types of office environments with emphasis placed on computers, office procedures, word processing, and accounting.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **ADMINISTRATIVE SUPPORT ASSISTANT CURRICULUM**

The standard curriculum for the Administrative Support Assistant certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 1-2 semesters to complete. To graduate, students must earn a minimum of 20 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (20 Hours Required)**

COMP 1000 Introduction to Computer Literacy	3 credit hours
OR Guided Elective	
BUSN 1440 Document Production	4 credit hours
BUSN 1240 Office Procedures	3 credit hours
BUSN 1400 Word Processing Applications	4 credit hours
Electives	6 credit hours

*Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.*

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2190, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,418

Books/Supplies: \$750

## **CISCO NETWORK SPECIALIST** **Major Code CN71**

The purpose of the Cisco Network Specialist TCC program is to prepare students for careers in networking using a sequence of specific courses. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes preparation for the Cisco Certified Networking Associate (CCNA) exam. Students are introduced to such topics as the OSI model, router configuration, multiple protocols, Local Area Networks (LAN), Switching, WANS, and internetworking as a whole. Program completers receive a Cisco Network Specialist certificate.

### **EMPLOYMENT OPPORTUNITIES**

Cisco Network Specialist certificate graduates are employable in a variety of entry level positions in networking related occupations. Graduates will be able to build, maintain, and troubleshoot computer networks, and connect these networks to other networks and the Internet.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **CISCO NETWORK SPECIALIST CURRICULUM**

The standard curriculum for the Cisco Network Specialist certificate program is designed for the semester system. Students may enter the program during any semester when CIST 2441 is offered. The Cisco Network Specialist certificate program can be completed within 4 semesters. To graduate, students must earn a minimum of 16 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (16 Hours Required)**

CIST 2451	Introduction to Networks - CISCO	4 credit hours
CIST 2452	Cisco Routing and Switching Essentials	4 credit hours
CIST 2453	Cisco Scaling Networks	4 credit hours
CIST 2454	Cisco Connecting Networks	4 credit hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,700

Books/Supplies: \$838



## **COMPTIA A+ CERTIFIED PREPARATION** **Major Code CA61**

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

### **EMPLOYMENT OPPORTUNITIES**

CompTIA A+ Certified Preparation certificate graduates are capable of obtaining employment in the area of computer hardware and software sales, and computer service and technical support.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **COMPTIA A+ CERTIFIED PREPARATION CURRICULUM**

The standard curriculum for the CompTIA A+ Certified Preparation certificate is designed for the semester system. Students may enter the program any semester. The CompTIA A+ Certified Preparation Certificate program generally takes 2-3 semesters to complete. To graduate, students must earn a minimum of 11 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (10-11 Hours Required)**

CIST 1122 Hardware Installation & Maintenance 4 credit hours

*CHOOSE ONE:*

COMP 1000 Introduction to Computer Literacy 3 credit hours

CIST CIST Elective 3 credit hours

*CHOOSE ONE:*

CIST 1135 Operating Systems & Virtual/Cloud Computing 4 credit hours

CIST 2411 Microsoft Client 4 credit hours

Approved Electives: COMP 1000, CIST 1220, CIST 1305, CIST 1510, CIST 1530, CIST 1540, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2510, CIST 2921, CIST 2991, CIST 2612

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,936

Books/Supplies: \$761

## **COMPUTERIZED ACCOUNTING SPECIALIST** **Major Code CAY1**

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

### **EMPLOYMENT OPPORTUNITIES**

Students obtaining a computerized accounting specialist certificate will be able to enter the work force as accounting technicians with responsibilities such as computing, classifying, and recording numerical data utilizing accounting software, using computer systems to perform any combination of routine calculating, posting, and verifying duties, checking accuracy of calculations and posting pertaining to business transactions recorded by other workers.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **COMPUTERIZED ACCOUNTING SPECIALIST CURRICULUM**

The standard curriculum for the Computerized Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 3 semesters to complete. To graduate, students must earn a minimum of 21 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (21 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
ACCT 1100	Financial Accounting I	4 credit hours
ACCT 1105	Financial Accounting II	4 credit hours
ACCT 1115	Computerized Accounting	3 credit hours
ACCT 1120	Spreadsheet Applications	4 credit hours
OR		
BUSN 1410	Spreadsheet Concepts and Applications	4 credit hours
ACCT	Accounting Elective	3 credit hours

Approved Electives: ACCT 2000, ACCT 1125, ACCT 1130, ACCT 2140, ACCT 2100, ACCT 2105, ACCT 2110, ACCT 2115, ACCT 2120, ACCT 2135, ACCT 2130, ACCT 2145, ACCT 2150, ACCT 2155

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,769

Books/Supplies: \$1,200

## **CYBER CRIME SPECIALIST CERTIFICATE** **Major Code CCR1**

The Cyber Crime Specialist certificate provides training in computer forensics and cybercrime. This certificate will better prepare the students to become computer forensics professionals by providing the basic training in computer forensics and cybercrime needed for entry-level computer forensics technicians.

### **EMPLOYMENT OPPORTUNITIES**

Information security specialists and computer forensic technicians in business and industrial firms, Internet Service Providers, law enforcement agencies and other government institutions.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
CPE	235	235		

### **CYBER CRIME SPECIALIST CURRICULUM**

The standard curriculum for the Cyber Crime Specialist Certificate program is designed for the semester system. Students may enter the program during any semester. The certificate program generally takes 3-4 semesters to complete. To graduate, students must earn a minimum of 21 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (21 Hours Required)**

CIST 1001	Computer Concepts	4 credit hours
CIST 1601	Information Security Fundamentals	3 credit hours
CRJU 1010	Introduction to Criminal Justice	3 credit hours
CRJU 2050	Criminal Procedure	3 credit hours
CIST 1122	Hardware Installation and Maintenance	4 credit hours
CIST 2612	Computer Forensics	4 credit hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,500

Books/Supplies: \$750

## **HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT** **Major Code HBA1**

The Healthcare Billing and Reimbursement Assistant Certificate is designed to provide instruction in medical facility reimbursement and compliance regulations.

### **EMPLOYMENT OPPORTUNITIES**

The Healthcare Billing and Reimbursement Assistant certificate program prepares students for entry-level employment as a healthcare billing and reimbursement assistant in a physician's office, hospital, clinic, or other related areas.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT CURRICULUM**

The standard curriculum for the Healthcare Billing and Reimbursement Assistant certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 3-4 semesters to complete. To graduate, students must earn a minimum of 22 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (22 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
OR		
Guided Elective		
ALHS 1090	Medical Terminology for Allied Health Sciences	2 credit hours
ALHS 1011	Structure and Function of the Human Body	5 credit hours
MAST 1120	Human Diseases	3 credit hours
BUSN 1015	Introduction to Healthcare Reimbursement	3 credit hours
BUSN 2350	Electronic Health Records	3 credit hours
BUSN 2375	Healthcare Coding	3 credit hours

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2340, CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130.

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,774

Books/Supplies: \$750



## **HEALTHCARE OFFICE ASSISTANT** **Major Code HFA1**

The Healthcare Office Assistant Certificate 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 Business Healthcare Technology.

### **EMPLOYMENT OPPORTUNITIES**

The Healthcare Office Assistant certificate program prepares students for entry-level employment as a receptionist in a physician's office, hospital, clinic, or other related areas.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **HEALTHCARE OFFICE ASSISTANT CURRICULUM**

The standard curriculum for the Healthcare Office Assistant certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 3-4 semesters to complete. To graduate, students must earn a minimum of 36 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (6 Hours Required)**

COLL 1040	College Foundations (Institutional Credit Only)	3 credit hours
ENGL 1010	Fundamentals of English I	3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (30 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 credit hours
OR		
Guided Elective		
ALHS 1090	Medical Terminology for Allied Health Sciences	2 credit hours
ALHS 1011	Structure and Function of the Human Body	5 credit hours
MAST 1120	Human Diseases	3 credit hours
BUSN 1015	Introduction to Healthcare Reimbursement	3 credit hours
BUSN 1440	Document Production	4 credit hours
BUSN 2340	Healthcare Administrative Procedures	4 credit hours
BUSN 2350	Electronic Health Records	3 credit hours
	Electives	3 credit hours

Note--Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

\*BUSN 2340 will not be accepted as transfer credit from another college.

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2370, CIST 1001, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,774

Books/Supplies: \$750

## **HELP DESK SPECIALIST** **Major Code HD41**

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

### **EMPLOYMENT OPPORTUNITIES**

Help Desk Assistant certificate graduates can obtain positions as help desk computer specialists and/or technical support specialists. The program focuses on computers, computing problems and solutions, and the design of computer systems and user interfaces.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **HELP DESK SPECIALIST CERTIFICATE CURRICULUM**

The standard curriculum for the Help Desk Specialist certificate program is designed for the semester system. Students may enter the program any semester. The Help Desk Specialist certificate program can be completed within 2-3 semesters. To graduate, students must earn a minimum of 26 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (26 Hours Required)**

CIST 1135	Operating Systems & Virtual/Cloud Computing	4 credit hours
CIST 1122	Hardware Installation & Maintenance	4 credit hours
CIST 1001	Computer Concepts	4 credit hours
CIST 2130	Desktop Support Concepts	3 credit hours
CIST	CIST Elective	4 credit hours
CIST 2451	Introduction to Networks - CISCO	4 credit hours
<i>CHOOSE ONE:</i>		
COMP 1000	Introduction to Computer Literacy	3 credit hours
CIST	CIST Elective	3 credit hours

Approved Electives: COMP 1000, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2452, CIST 2453, CIST 2454, CIST 1510, CIST 1530, CIST 1540, CIST 2510, CIST 2991, CIST 2612

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,360

Books/Supplies: \$1,717

## **HUMAN RESOURCE MANAGEMENT SPECIALIST CERTIFICATE**

### **Major Code HRM1**

The Human Resource Management Specialist Certificate prepares individuals to perform human resources functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Human Resources Management Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, human resources specialists coordinate the recruitment, hiring, and training of new employees as well as benefits administration and labor relations. Employment is expected to grow much faster than the average for all human resources, training, and labor relations managers and specialist occupations. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Human resource personnel perform administrative activities related to hiring, training, benefits coordination, and labor relations for the organization. Supervisors and managers in this field require strong interpersonal 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 the job.

### **EMPLOYMENT OPPORTUNITIES**

Human Resource Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, human resource specialist, management trainees, and supervisory trainees. Among industries, firms involved in management, consulting, and employment services should offer many job opportunities, as businesses increasingly contract out human resources functions or hire human resources specialists on a temporary basis to deal with increasing costs and complexity of training and development programs. Demand for specialists also should increase in outsourcing firms that develop and administer complex employee benefits and compensation packages for other organizations.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<u>Test</u>	<u>Reading</u>	<u>Writing</u>	<u>Numerical</u>	<u>Algebra</u>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## HUMAN RESOURCE MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Human Resource Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Human Resource Management Specialist certificate takes approximately 3 semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

### CURRICULUM OUTLINE

#### OCCUPATIONAL COURSES and CREDIT HOURS (18 Hours Required)

MGMT 1105 Organizational Behavior	3 credit hours
MGMT 2115 Human Resource Management	3 credit hours
MGMT 2125 Performance Management	3 credit hours
MGMT 2130 Employee Training & Development	3 credit hours
MGMT Elective	3 credit hours
<i>CHOOSE ONE:</i>	
MGMT 1110 Employment Rules and Regulations	3 credit hours
MGMT 2120 Labor Management Relations	3 credit hours

Approved Electives: BUSN 1400, BUSN 1410, MKTG 1100

#### PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,826

Books/Supplies: \$910

## **MANAGEMENT AND LEADERSHIP SPECIALIST CERTIFICATE**

### **Major Code MAL1**

The Management/Leadership Specialist Certificate prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Management/Leadership Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, job opportunities for Management/Leadership Specialist will grow as fast as the average. Keen competition is expected for jobs as the number of applicants greatly exceeds the number of job openings. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Management/Leadership Specialists perform the managerial function for the organization. Supervisors are the first line of management between hourly employees and management. Leaders in this field require good interpersonal 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 the job.

### **EMPLOYMENT OPPORTUNITIES**

Management/Leadership Specialist graduates have a wide variety of jobs to select from such as: small business management, management trainees, and supervisory trainees. While the Bureau of Labor Statistics expects employment to grow as fast as the average, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## MANAGEMENT/LEADERSHIP SPECIALIST CURRICULUM

The standard curriculum for the Management/Leadership Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Management/Leadership Specialist certificate takes approximately 3 semesters to complete and is online. To graduate, students must earn a minimum of 18 hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (18 Hours Required)**

COMP 1000 Introduction to Computer Literacy	3 credit hours
MGMT 1100 Principles of Management	3 credit hours
MGMT 1115 Leadership	3 credit hours
MGMT 2125 Performance Management	3 credit hours
MGMT 2130 Employee Training & Development	3 credit hours
<i>CHOOSE ONE:</i>	
MGMT 1110 Employment Rules and Regulations	3 credit hours
MGMT 2120 Labor Management Relations	3 credit hours

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,569

Books/Supplies: \$1,050



## **MICROSOFT EXCEL APPLICATION PROFESSIONAL** **Major Code ME51**

The Microsoft Excel Application Professional prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

### **EMPLOYMENT OPPORTUNITIES**

The Microsoft Excel Application Professional certificate program prepares students for entry-level employment in the data entry/spreadsheet field.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **MICROSOFT EXCEL APPLICATION PROFESSIONAL**

The standard curriculum for the Microsoft Excel Application Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

## CURRICULUM OUTLINE

### **GENERAL CORE COURSES and CREDIT HOURS (6 Hours Required)**

COLL 1040 College Foundations (Institutional Credit Only) 3 credit hours

*CHOOSE ONE:*

MATH 1011 Business Math 3 credit hours

MATH 1012 Foundations of Mathematics 3 credit hours

### **OCCUPATIONAL COURSES and CREDIT HOURS (10 Hours Required)**

COMP 1000 Introduction to Computer Literacy 3 credit hours

OR

Guided Elective

BUSN 1410 Spreadsheet Concepts and Applications 4 credit hours

Elective 3 credit hours

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1240, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1400, BUSN 1420, BUSN 1430, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,973

Books/Supplies: \$750

## **MICROSOFT NETWORK ADMINISTRATOR CERTIFICATE** **Major Code MS11**

The Microsoft Network Administrator certificate provides training in Microsoft networking. This certificate will prepare the students 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.

### **EMPLOYMENT OPPORTUNITIES**

Microsoft Network Administrator certificate graduates are employable in a variety of entry level positions in entry-level computer networking positions. Graduates will be able to provide users with networking support, and maintain and troubleshoot networks.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
CPE	235	235		

### **MICROSOFT NETWORK ADMINISTRATOR CURRICULUM**

The standard curriculum for the Microsoft Network Administrator Certificate program is designed for the semester system. Students may enter the program during any semester when CIST 2411 is offered. The certificate program generally takes 3-4 semesters to complete. To graduate, students must earn a minimum of 16 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (16 Hours Required)**

CIST 2411	Microsoft Client	4 credit hours
CIST 2412	Windows Server Directory Services	4 credit hours
CIST 2413	Microsoft Server Infrastructure	4 credit hours
<i>CHOOSE ONE:</i>		
CIST 2414	Microsoft Server Administrator	4 credit hours
CIST 2420	Microsoft Exchange Server	4 credit hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,700

Books/Supplies: \$1,038

## **MICROSOFT OFFICE APPLICATIONS PROFESSIONAL**

### **Major Code MF41**

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Office Specialist (MOS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

### **EMPLOYMENT OPPORTUNITIES**

The Microsoft Office Applications Professional certificate program prepares students for employment in many different types of office environments with emphasis placed on word processing, spreadsheet, database, and presentation applications.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **MICROSOFT OFFICE APPLICATIONS PROFESSIONAL CURRICULUM**

The standard curriculum for the Microsoft Office Applications Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 22 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (22 Hours Required)**

COMP 1000 Introduction to Computer Literacy	3 credit hours
OR Guided Elective	
BUSN 1420 Database Applications	4 credit hours
BUSN 1400 Word Processing Applications	4 credit hours
BUSN 1410 Spreadsheet Concepts and Applications	4 credit hours
BUSN 1430 Desktop Publishing & Presentation Applications	4 credit hours
Electives	3 credit hours

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 2240, BUSN 2250, BUSN 2340, BUSN 2370, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,596

Books/Supplies: \$750

## **MICROSOFT WORD APPLICATION PROFESSIONAL** **Major Code MWA1**

The Microsoft Word Application Professional Certificate will provide students with the basic knowledge and skills needed to obtain employment in entry-level jobs using word processing. The certificate emphasizes keyboarding and word processing.

### **EMPLOYMENT OPPORTUNITIES**

The Microsoft Word Application Professional certificate program prepares students for entry-level employment in the data entry/word processing field.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **MICROSOFT WORD APPLICATION PROFESSIONAL**

The standard curriculum for the Microsoft Word Application Professional certificate program is designed for the semester system. Students may enter the program any semester. The certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

## CURRICULUM OUTLINE

### OCCUPATIONAL COURSES and CREDIT HOURS (14 Hours Required)

COMP 1000 Introduction to Computer Literacy	3 Credit Hours
---	----------------

OR

Guided Elective

BUSN 1440 Document Production	4 Credit Hours
-------------------------------	----------------

BUSN 1400 Word Processing Applications	4 Credit Hours
--	----------------

Electives	3 Credit Hours
-----------	----------------

Note-Upon entry into the program, if a student is unable to meet the speed requirement of 25 wpm for BUSN 1440, BUSN 1100 must be taken as a required elective.

Approved Electives: ACCT 1105, ACCT 1120, ACCT 2140, BUSN 1100, BUSN 1190, BUSN 1250, BUSN 1320, BUSN 1330, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 2160, BUSN 2240, BUSN 2250, CIST 1001, CIST 1130, CIST 1601, CIST 2127, CIST 2128, MGMT 1100, MGMT 1105, MGMT 1110, MGMT 1115, MGMT 1120, MGMT 1125, MGMT 2115, MGMT 2120, MGMT 2130, MKTG 1100

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,884

Books/Supplies: \$750



## **OFFICE ACCOUNTING SPECIALIST**

### **Major Code OA31**

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

### **EMPLOYMENT OPPORTUNITIES**

Students obtaining an office accounting certificate will be able to enter the work force as accounting technicians with responsibilities such as creating and maintaining financial accounting files or other records, setting up spreadsheets, and entering accounting data into computer systems, verifying statistical reports for accuracy and completeness, processing invoices and expense reports for payment, and ensuring all financial and accounting information is recorded correctly.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **OFFICE ACCOUNTING SPECIALIST CURRICULUM**

The standard curriculum for the Office Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 14 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (14 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 Credit Hours
ACCT 1100	Financial Accounting I	4 Credit Hours
ACCT 1105	Financial Accounting II	4 Credit Hours
ACCT 1115	Computerized Accounting	3 Credit Hours

complete. To graduate, students must earn a minimum of 14 credit hours.

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,894

Books/Supplies: \$770

## **PAYROLL ACCOUNTING SPECIALIST**

### **Major Code PA61**

The Payroll Accounting Specialist certificate program provides entry-level payroll accounting skills. The certificate emphasizes principles of accounting, computerized accounting, principles of payroll accounting, and basic computer skills.

### **EMPLOYMENT OPPORTUNITIES**

The Payroll Accounting Specialist certificate program prepares students for entry-level employment in the accounting field. Payroll and timekeeping clerks compile and post employee time and payroll data. They may compute and post wages and deductions and may prepare paychecks. They ensure that employees are paid on time and their paychecks are accurate.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **PAYROLL ACCOUNTING SPECIALIST**

The standard curriculum for the Payroll Accounting Specialist certificate program is designed for the semester system. Students may enter the program each semester. For students beginning fall semester, the certificate generally takes 2 semesters to complete. To graduate, students must earn a minimum of 17 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (17 Hours Required)**

COMP 1000	Introduction to Computer Literacy	3 Credit Hours
ACCT 1100	Financial Accounting I	4 Credit Hours
ACCT 1105	Financial Accounting II	4 Credit Hours
ACCT 1115	Computerized Accounting	3 Credit Hours
ACCT 1130	Payroll Accounting	3 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,161

Books/Supplies: \$1,020

## **SUPERVISOR/ MANAGEMENT SPECIALIST CERTIFICATE** **Major Code SS31**

The Supervisor/Manager Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Supervisor/Manager Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, job opportunities for Supervisor/Manager Specialist will grow as fast as the average. Keen competition is expected for jobs as the number of applicants greatly exceeds the number of job openings. College graduates and those who have earned certification should have the best job opportunities. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

Supervisor/Manager 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 interpersonal 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 the job.

### **EMPLOYMENT OPPORTUNITIES**

Supervisor/Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees. While the Bureau of Labor Statistics expects employment to grow as fast as the average, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## SUPERVISOR/MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Supervisor/ Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Supervisor/ Management Specialist certificate takes approximately 3 semesters to complete and is online. To graduate, students must earn a minimum of 12 hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (12 Hours Required)**

MGMT 1100 Principles of Management	3 Credit Hours
MGMT 1115 Leadership	3 Credit Hours
MGMT 2115 Human Resource Management	3 Credit Hours
<i>CHOOSE ONE:</i>	
MGMT 1110 Employment Rules and Regulations	3 Credit Hours
MGMT 2120 Labor Management Relations	3 Credit Hours

## PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,292

Books/Supplies: \$710

## **TECHNICAL MANAGEMENT SPECIALIST CERTIFICATE** **Major Code TMS1**

The Technical Management Specialist Certificate is designed to build upon a student's previously achieved TCC, Diploma or Associate Degree and add the management component to their education. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required to work in the student's current area of expertise. Graduates will receive a Technical Management Specialist TCC.

According to the Occupational Outlook Handbook of the Bureau of Labor Statistics, management candidates coordinate the people and equipment involved in the organizational processes. Many organizations fill their management positions by hiring from within and promoting from lower levels as job openings arise. Competition for these positions can be very competitive and management education can provide a competitive edge.

Students interested in continuing their education and advance their careers may continue their education at the technical college level in the Business Management program. Students may pursue an associate degree or diploma in Business Management. Opportunities for continual educational growth may be pursued at the university level. Collegiate programs in the School of Business with a major in Management are available to those students wishing to obtain a Bachelor of Science or a Bachelor of Arts in their chosen field or industry.

A manager is one who supervises others, decides the daily priorities of the organization or office, delegates projects, and coordinates teams to meet the goals of the organization. Managers must have persuasive and clear communication skills, analytical minds, and the skill to evaluate complex relationships among numerous factors. Managers also should exhibit personal qualities such as leadership, determination, motivation, self-confidence, and sound business judgment.

### **EMPLOYMENT OPPORTUNITIES**

Technical Management Specialist graduates have a wide variety of jobs to select from such as: small business management, retail management, management trainees, and supervisory trainees. While the Bureau of Labor Statistics expects employment to be sustained, applicants with management experience along with a college degree in industrial engineering, management, or a related field, will enjoy the best job prospects.

## ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

## TECHNICAL MANAGEMENT SPECIALIST CURRICULUM

The standard curriculum for the Technical Management Specialist certificate program is designed for the semester system. Students may enter the program each semester. The Technical Management Specialist certificate takes approximately 3 semesters to complete and is online. To graduate, students must earn a minimum of 24 hours.

### CURRICULUM OUTLINE

#### **OCCUPATIONAL COURSES and CREDIT HOURS (24 Hours Required)**

COMP 1000 Introduction to Computer Literacy	3 Credit Hours
MGMT 1100 Principles of Management	3 Credit Hours
MGMT 2115 Human Resource Management	3 Credit Hours
MGMT xxxx Occupational Guided Electives	12 Credit Hours
<i>CHOOSE ONE:</i>	
MGMT 1110 Employment Rules and Regulations	3 Credit Hours
MGMT 2120 Labor Management Relations	3 Credit Hours

Approved Electives: BUSN 1400, BUSN 1410, MKTG 1000

#### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$3,093

Books/Supplies: \$1,200



## **VIDALIA CAMPUS - WEB SITE DEVELOPER**

### **Major Code ISE1**

The curriculum in the Web Site Developer TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products. Program graduates earn a Computer Information Systems Technology/Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons already either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skill with advanced courses and skills.

### **EMPLOYMENT OPPORTUNITIES**

Graduates will be able to obtain employment in the areas of web site design and web site maintenance. This can be contract work for private individuals and/or businesses.

### **ADMISSIONS CRITERIA**

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit an official copy of your high school transcript or high school equivalent scores;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<b>Test</b>	<b>Reading</b>	<b>Writing</b>	<b>Numerical</b>	<b>Algebra</b>
ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT	430		400	
ACT	13	12	17	
GAHSGT	235	235		

### **WEB SITE DEVELOPER CURRICULUM**

The standard curriculum for the Web Site Developer certificate is designed for the semester system. Students may enter the certificate program any semester. The Web Site Developer certificate generally takes 4 semesters to complete. To graduate, students must earn a minimum of 35 credit hours.

## CURRICULUM OUTLINE

### **OCCUPATIONAL COURSES and CREDIT HOURS (31 Hours Required)**

CIST 1305	Program Design & Development	3 Credit Hours
CIST 1220	Structured Query Language (SQL)	4 Credit Hours
CIST 1510	Web Development I (HTML)	3 Credit Hours
CIST 1520	Scripting Technologies (JavaScript)	3 Credit Hours
CIST 1530	Web Graphics I (Photoshop)	3 Credit Hours
CIST	CIST Elective (CIST 1540 may be used)	3 Credit Hours
CIST 1601	Information Security Fundamentals	3 Credit Hours
CIST 2510	Web Technologies (Adobe Dreamweaver)	3 Credit Hours
CIST 2550	Web Development II (Database Connectivity)	3 Credit Hours
<i>CHOOSE ONE:</i>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3 Credit Hours
CIST 2541	Web Animation II	3 Credit Hours

### **LANGUAGE ELECTIVES COURSES and CREDIT HOURS (4 Hours Required)**

*CHOOSE ONE:*

CIST 2311	Visual BASIC I	4 Credit Hours
CIST 2341	C# Programming I	4 Credit Hours
CIST 2351	PHP Programming I	4 Credit Hours
CIST 2371	Java Programming I	4 Credit Hours
CIST 2381	Mobile Application Development	4 Credit Hours
CIST 2560	Web Application Programming I	4 Credit Hours
CIST 2570	Open Source Web Application Programming I	4 Credit Hours
CIST 2580	Interactive & Social Apps Integration	4 Credit Hours

### **PROGRAM COSTS**

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,391

Books/Supplies: \$2,524