

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](#)

[Computer Information Systems Associate of Applied Science Degree Program – Computer Support Specialist](#)

[Computer Information Systems Associate of Applied Science Degree Program – Networking Specialist](#)

[Computer Information Systems Associate of Applied Science Degree Program – Web Site Design](#)

Diplomas

[Accounting Diploma Program](#)

[Business Technology Diploma Program \(Business\)](#)

[Business Healthcare Technology Diploma Program](#)

[Business Management Diploma Program](#)

[Computer Information Systems Diploma Program – Computer Support Specialist](#)

[Computer Information Systems Diploma Program – Networking Specialist](#)

[Computer Information Systems Diploma Program – Web Site Design](#)

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE ONE:</u>		
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
SOCI 1101	Introduction to Sociology	3
OCCUPATIONAL COURSES		49
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
OR		
BUSN 1410	Spreadsheet Concepts and Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
ACCT xxxx	Accounting Electives	9
-AND-		
XXXX xxxx	TCSG courses are acceptable for full credit toward the elective hours for this Associate Degree.	9

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: \$7,788

Books/Supplies: \$4,100

Business Technology Associate of Applied Science Degree Program
Major Code BA23
(Formally Business Administrative Technology)

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
CHOOSE ONE:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
CHOOSE ONE:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
OCCUPATIONAL COURSES		49
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
BUSN 1420	Database Applications	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1190	Digital Technologies in Business	2
BUSN 2160	Electronic Mail Applications	2
MGMT 1100	Principles of Management	3
XXXX xxxx	Electives	6

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
Beginning Spring 2017

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
MATH 1111	College Algebra	3
CHOOSE ONE:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
CHOOSE ONE:		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
OCCUPATIONAL COURSES		52
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1011	Structure and Function of the Human Body	5
MAST 1120	Human Diseases	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2370	Healthcare Coding	3
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1440	Document Production	4
ACCT 1100	Financial Accounting I	4
XXXXxxxx	Electives	15

*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, 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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		21
COLL 1040	College Foundations (Institutional Credit Only)	3
ECON 1101	Principles of Economics	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
PSYC 1101	Introductory Psychology	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE ONE:</u>		
SPCH 1101	Public Speaking	3
SOCI 1101	Introduction to Sociology	3
OCCUPATIONAL COURSES		30-31
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 1125	Business Ethics	3
MGMT 2215	Team Project	3
<u>CHOOSE ONE:</u>		
ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3

SPECIALIZATION AREA

Choose one of the following specializations:

GENERAL MANAGEMENT SPECIALIZATION 12

MGMT xxxx	Elective	3
MGMT xxxx	Elective	3
MGMT xxxx	Elective	3
Guided xxxx	Elective	3

HUMAN RESOURCE MANAGEMENT SPECIALIZATION 12

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT xxxx	Elective	3

CHOOSE ONE:

MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3

Approved Electives: BUSN 1400, BUSN 1410, MKTG 1100, BUSN 1240

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,825

Books/Supplies: \$2,900

Computer Information Systems Associate of Applied Science Degree Program Major Code CS23

COMPUTER SUPPORT SPECIALIST

The Computer Support Specialist 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 computer support specialists.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems associate degree graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide 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:

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

COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the Computer Support Specialist degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The Computer Support Specialist degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 66-67 credit hours for the Computer Support Specialist degree.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
OCCUPATIONAL COURSES		48-49
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1122	Hardware Installation & Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, & Project Management (CAPSTONE COURSE)	4
CIST 1220	Structured Query Language (SQL)	4
CIST XXXX	Occupationally Related Electives	12
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 1135	Operating Systems & Virtual/Cloud Computing	4
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4
<u>CHOOSE ONE:</u>		
CIST 2126	Comprehensive Presentations and Email Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2120	Supporting Application Software	4

Approved Electives: COMP 1000, CIST 1130, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2451, CIST 2452, CIST 2453, CIST 2454, CIST 1510, CIST 1530, CIST 1540, CIST 2510, CIST 2991

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,469

Books/Supplies: \$3,790

Computer Information Systems Associate of Applied Science Degree Program Major Code NS13

NETWORKING SPECIALIST

The Networking Specialist 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 networking specialists.

EMPLOYMENT OPPORTUNITIES

Networking Specialist graduates are capable of obtaining Computer Systems Networking and Telecommunications occupations. The program focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems associate degree programs provide 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:

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

NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the Networking Specialist degree program is designed for the semester system. Students may enter any of the Computer Information Systems degree programs any semester. The Networking Specialist degree program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 70 credit hours for the Networking Specialist degree.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
OCCUPATIONAL COURSES		36
CIST 1001	Computer Concepts	4
CIST 1601	Information Security Fundamentals	3
CIST 1122	Hardware Installation & Maintenance	4
CIST xxxx	Occupationally Related Electives	14
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 1135	Operating Systems & Virtual/Cloud Computing	4
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4

Microsoft Track		16
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator (CAPSTONE COURSE)	4
CISCO Discovery Track (CIST 2451 must be completed)		16
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks (CAPSTONE COURSE)	4
CIST xxxx	Networking Elective	4

Approved Electives: COMP 1000, CIST 1130, 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

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$7,825

Books/Supplies: \$3,966

VIDALIA CAMPUS

Computer Information Systems Associate of Applied Science Degree Program

Major Code IS53

WEB SITE DESIGN

The Computer Information Systems Web Site Design 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.

EMPLOYMENT OPPORTUNITIES

Web Site Design 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:

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

WEB SITE DESIGN CURRICULUM

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

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		18
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1101	Composition and Rhetoric	3
ENGL 2130	American Literature	3
<u>CHOOSE ONE:</u>		
MATH 1111	College Algebra	3
MATH 1101	Mathematical Modeling	3
<u>CHOOSE TWO:</u>		
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
ECON 1101	Principles of Economics	3
SPCH 1101	Public Speaking	3
OCCUPATIONAL COURSES		42
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST XXXX	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
CIST 2921	IT Analysis, Design, & Project Management	4
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3

LANGUAGE ELECTIVES COURSES - (CHOOSE ONE) 4

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

WEB SITE DESIGN CAPSTONE COURSES - (CHOOSE ONE) 3

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

Approved Electives: COMP 1000, CIST 1130, CIST 1135, CIST 1122, CIST 1305, CIST 1401, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2451

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
CHOOSE ONE:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		34
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
OR		
BUSN 1410	Spreadsheet Concepts and Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
BUSN 1440	Document Production	4
ACCT 2000	Managerial Accounting	3
XXXX xxxx	Occupational Guided Elective	3

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 1400, BUSN 1430, 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: \$5,192

Books/Supplies: \$2,300

Business Technology Diploma Program
Major Code BA22
(Formally Business Administrative Technology)

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		42
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 1190	Digital Technologies in Business	2
BUSN 2160	Electronic Mail Applications	2
XXXX xxxx	Electives	6

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 (formally Business Technology Medical Administrative Assistant)
Major Code BHT2
Beginning Spring 2017

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundation of Mathematics	3
OCCUPATIONAL COURSES		44
COMP 1000	Introduction to Computers	3
OR Guided Elective		
ACCT 1100	Financial Accounting I	4
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2370	Healthcare Coding	3
MAST 1120	Human Diseases	3
XXXX xxxx	Electives	7

*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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
<u>CHOOSE ONE:</u>		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		36-37
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
XXXX xxxx	Guided Electives**	6
<u>CHOOSE ONE:</u>		
ACCT 1100	Financial Accounting I	4
MGMT 1135	Managerial Accounting and Finance	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Rules and Regulations	3
MKTG 1130	Business Regulations and Compliance	3

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,260

Books/Supplies: \$2,600

Computer Information Systems Diploma Program Major Code CS14

COMPUTER SUPPORT SPECIALIST

The Computer Support Specialist 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 computer support specialists.

EMPLOYMENT OPPORTUNITIES

Computer Information Systems diploma graduates are capable of performing many different types of jobs. Job opportunities exist in the areas of computer hardware and software sales, installation and repair, computer programming, computer networking, software and technical support, and web site design.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide 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:

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

COMPUTER SUPPORT SPECIALIST CURRICULUM

The standard curriculum for the Computer Support Specialist diploma program is designed for the semester system. Students may enter the diploma program any semester. The Computer Support Specialist diploma program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 59-60 credit hours for the Computer Support Specialist diploma.

CURRICULUM OUTLINE	CREDITS
GENERAL CORE COURSES	11
COLL 1040 College Foundations (Institutional Credit Only)	3
EMPL 1000 Interpersonal Relations and Professional Development	2
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
OCCUPATIONAL COURSES	48-49
CIST 1001 Computer Concepts	4
CIST 1305 Program Design & Development	3
CIST 1122 Hardware Installation & Maintenance	4
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis, Design, & Project Management (CAPSTONE COURSE)	4
CIST 1220 Structured Query Language (SQL)	4
CIST XXXX Occupationally Related Electives	12
<u>CHOOSE ONE:</u>	
COMP 1000 Introduction to Computers	3
CIST XXXX CIST Elective	3
<u>CHOOSE ONE:</u>	
CIST 1135 Operating Systems & Virtual/Cloud Computing	4
CIST 2411 Microsoft Client	4
<u>CHOOSE ONE:</u>	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks - CISCO	4
<u>CHOOSE ONE:</u>	
CIST 2126 Comprehensive Presentations and Email Techniques	3
CIST 2127 Comprehensive Word Processing Techniques	3
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2129 Comprehensive Database Techniques	4
CIST 2120 Supporting Application Software	4

Approved Electives: COMP 1000, CIST 1130, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2412, CIST 2413, CIST 2414, CIST 2451, CIST 2452, CIST 2453, CIST 2454, CIST 1510, CIST 1530, CIST 1540, CIST 2510, CIST 2991

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,846
Books/Supplies: \$2,550

Computer Information Systems Diploma Program Major Code NS14

NETWORKING SPECIALIST

The Networking Specialist 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 networking specialists.

EMPLOYMENT OPPORTUNITIES

Networking Specialist graduates are capable of obtaining Computer Systems Networking and Telecommunications occupations. The program focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity, and that prepares individuals to function as network specialists and managers at various levels. Includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting.

LICENSURE

Although certification is not required for employment, each of the Computer Information Systems diploma programs provide 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:

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

NETWORKING SPECIALIST CURRICULUM

The standard curriculum for the Networking Specialist diploma program is designed for the semester system. Students may enter the diploma program any semester. The Networking Specialist diploma program generally takes 5 semesters to complete. To graduate, students must earn a minimum of 58 credit hours for the Networking Specialist diploma.

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		31
CIST 1001	Computer Concepts	4
CIST 1601	Information Security Fundamentals	3
CIST 1122	Hardware Installation & Maintenance	4
CIST xxxx	Occupationally Related Electives	9
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 1135	Operating Systems & Virtual/Cloud Computing	4
CIST 2411	Microsoft Client	4
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4
Microsoft Track		16
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator (CAPSTONE COURSE)	4
CISCO Discovery Track (CIST 2451 must be completed)		16
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks (CAPSTONE COURSE)	4
CIST xxx	Networking Elective	4

Approved Electives: COMP 1000, CIST 1130, 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

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$6,757

Books/Supplies: \$3,468

VIDALIA CAMPUS
Computer Information Systems Diploma Program
Major Code IS64

WEB SITE DESIGN

The Web Site Design 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.

EMPLOYMENT OPPORTUNITIES

Web Site Design 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:

Test	Reading	Writing	Numerical	Algebra
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 CURRICULUM

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

CURRICULUM OUTLINE		CREDITS
GENERAL CORE COURSES		11
COLL 1040	College Foundations (Institutional Credit Only)	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		46
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST XXXX	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity) CAPSTONE COURSE	3
CIST 2921	IT Analysis, Design, & Project Management	4
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)		4
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

Approved Electives: COMP 1000, CIST 1130, CIST 1135, CIST 1122, CIST 1305, CIST 1401, CIST 2126, CIST 2127, CIST 2128, CIST 2129, CIST 2120, CIST 2130, CIST 2411, CIST 2451

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		20
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
XXXX xxxx	Electives	6

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		16
CIST 2451	Introduction to Networks - CISCO	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2454	Cisco Connecting Networks	4

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		10-11
CIST 1122	Hardware Installation & Maintenance	4
CHOOSE ONE:		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
CHOOSE ONE:		
CIST 1135	Operating Systems & Virtual/Cloud Computing	4
CIST 2411	Microsoft Client	4

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

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		21
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
OR		
BUSN 1410	Spreadsheet Concepts and Applications	4
ACCT XXXX	Accounting Elective	3

Approved Electives: ACCT 1110, 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: \$2,826

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		21
CIST 1001	Computer Concepts	4
CIST 1601	Information Security Fundamentals	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 2612	Computer Forensics	4

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
Beginning Spring 2017

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		22
COMP 1000	Introduction to Computers	3
OR		
	Guided Elective	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1011	Structure and Function of the Human Body	5
MAST 1120	Human Diseases	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2350	Electronic Health Records	3
BUSN 2370	Healthcare Coding	3

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 (formally Medical Front Office Assistant)
Major Code HFA1
Beginning Spring 2017

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		6
COLL 1040	College Foundations (Institutional Credit Only)	3
ENGL 1010	Fundamentals of English I	3
OCCUPATIONAL COURSES		30
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1011	Structure and Function of the Human Body	5
MAST 1120	Human Diseases	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
XXXX xxxx	Electives	3

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		26
CIST 1135	Operating Systems & Virtual/Cloud Computing	4
CIST 1122	Hardware Installation & Maintenance	4
CIST 1001	Computer Concepts	4
CIST 2130	Desktop Support Concepts	3
CIST xxxx	CIST Elective	4
<u>CHOOSE ONE:</u>		
COMP 1000	Introduction to Computers	3
CIST XXXX	CIST Elective	3
<u>CHOOSE ONE:</u>		
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4

Approved Electives: COMP 1000, CIST 1130, 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

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 HRMI***

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		18
MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training & Development	3
MGMT xxxx	Elective	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3

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 MALI***

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:

Test	Reading	Writing	Numerical	Algebra
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 15 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		15
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training & Development	3
CHOOSE ONE:		
MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,569

Books/Supplies: \$1050

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
GENERAL CORE COURSES		6
COLL 1040	College Foundations (Institutional Credit Only)	3
CHOOSE ONE:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
OCCUPATIONAL COURSES		10
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
BUSN 1410	Spreadsheet Concepts and Applications	4
XXXX xxxx	Elective	3

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		16
CIST 2411	Microsoft Client	4
CIST 2412	Windows Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
<u>CHOOSE ONE:</u>		
CIST 2414	Microsoft Server Administrator	4
CIST 2420	Microsoft Exchange Server	4

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		22
COMP 1000	Introduction to Computers	3
OR		
Guided Elective		
BUSN 1420	Database Applications	4
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
XXXX xxxx	Electives	3

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		14
COMP 1000 OR Guided Elective	Introduction to Computers	3
BUSN 1440	Document Production	4
BUSN 1400	Word Processing Applications	4
XXXX xxxx	Electives	3

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		14
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$1,884

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		17
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$2,151

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		12
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3

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:

Test	Reading	Writing	Numerical	Algebra
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 21 hours.

CURRICULUM OUTLINE		CREDITS
OCCUPATIONAL COURSES		21
MGMT 1100	Principles of Management	3
MGMT 2115	Human Resource Management	3
MGMT xxxx	Occupational Guided Electives	12
<u>CHOOSE ONE:</u>		
MGMT 1110	Employment Rules and Regulations	3
MGMT 2120	Labor Management Relations	3

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:

Test	Reading	Writing	Numerical	Algebra
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		CREDITS
OCCUPATIONAL COURSES		31
CIST 1305	Program Design & Development	3
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I (HTML)	3
CIST 1520	Scripting Technologies (JavaScript)	3
CIST 1530	Web Graphics I (Photoshop)	3
CIST xxxx	CIST Elective (CIST 1540 may be used)	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies (Adobe Dreamweaver)	3
CIST 2550	Web Development II (Database Connectivity)	3
CHOOSE ONE:		
CIST 2531	Web Graphics II (Advanced Adobe Photoshop)	3
CIST 2541	Web Animation II	3
LANGUAGE ELECTIVES COURSES - (CHOOSE ONE)		4
CIST 2311	Visual BASIC I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2580	Interactive & Social Apps Integration	4

PROGRAM COSTS

(Costs are estimates and are subject to change)

Tuition/Fees: \$4,391

Books/Supplies: \$2,524