

# ACADEMIC PROGRAMS

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The academic programs offered at Gwinnett Tech have been selected to provide a wide range of career choices for students. Programs are reviewed annually to verify the continued need for training in each area, and new programs are added as the need is established and resources permit. The review process includes faculty, administration, occupational advisory committees at the state and local level, and the Technical College System of Georgia.

The purpose of each Gwinnett Tech program is to provide employment training through general education and technical courses. General education courses support continued personal and professional growth and are designed to enable students to develop and demonstrate skills in reading, writing, oral communications, and math. Technical courses provide the solid basis of skills and knowledge necessary for successful employment and are up-to-date in content, use the most modern equipment possible, and are taught by subject area experts.

In many programs, students have the option of enrolling in degree, diploma, or certificate programs. These three program options are generally distinguished by length in quarters and the number and level of general education classes. Degree programs range from 90 to 136 credit hours in length; diploma programs, from 60 to 103; and certificate programs, from 15 to 59.

Technical certificate of credit programs are a popular option among students. Certificate programs are designed to provide training for entry-level or advanced positions in a brief time frame. Courses taken in these programs generally apply to either degrees or diplomas in the same program area.

Regular admission policies apply to all Gwinnett Tech programs of study. Some programs have additional admission requirements.

## **Academic Advisement**

Students are assigned an academic advisor upon acceptance to a program of study and are encouraged to meet with their advisor for course schedule planning and progress counseling prior to quarterly registration. Students taking general studies or learning support courses pending program admission are not assigned an individual advisor and should contact the advisement desk, located in the Assessment Center. *Although advisors assist students in academic planning, each student is responsible for meeting all graduation requirements.*

## **Advisement Information/Instructor Office Hours**

Students can view advisement information at the advisement tab at [www.gtc-web.org](http://www.gtc-web.org). All full-time instructors have scheduled office hours that are available from the instructor or through the Office of Academic Affairs. Adjunct instructors are generally available for student conferences by appointment before or after scheduled class hours.

### **Accreditation/Certifications/Agency Approvals**

Accreditation is the process through which educational institutions are evaluated by regional and national agencies and associations to establish recognized program quality.

Gwinnett Technical College is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501)** to award the associate of applied science degree.

All programs within the institution that require accreditation with independent accrediting/certification agencies are accredited/certified by those agencies. Programs of study that are specifically accredited/approved/certified by independent, professional, or state agencies are listed on the respective program pages along with the agencies that have accredited them.

### **Course Evaluations**

Course evaluations are randomly distributed for each instructor on a quarterly basis. If a student desires to evaluate an instructor in a course for which no evaluation has been selected, he/she may request an evaluation be completed on that instructor in the Office of Academic Affairs, located in Building 100.

### **Nontraditional Students**

Females enrolled in programs whose enrollment is predominantly male or males enrolled in programs whose enrollment is predominantly female are considered nontraditional students. Gwinnett Tech encourages students to participate in their program of choice regardless of traditional patterns of enrollment.

### **Program Completion Requirements**

Students will be considered as having met the requirements for graduation with an associate degree, diploma, or certificate when the following conditions are met.

1. Student has been accepted to a program of equal or greater level (i.e., certificate, diploma, or degree).
2. Student has completed a program of study, including all required courses/electives in areas required with an adequate number of credit hours.
3. Student has earned a minimum grade of C or better in all courses and electives in the program of study.
4. Student has completed at least 40 percent of required credit from the declared graduation program of study at Gwinnett Technical College (Exceptions may apply to articulating students and students enrolled in the associate of applied science in health program in which students are required to complete a minimum of 25 credit hours at Gwinnett Tech, irrespective of transfer credits or credit by examination.)
5. Student has paid all required fees, fines, and other financial obligations owed to Gwinnett Tech.
6. Student has filed an application for graduation online with the registrar and paid the required \$35 processing fee.
7. Student has cumulative GPA of 2.0 or higher at the time that the graduation application is submitted.

## Program Structure

### Programs of Study/Majors

Gwinnett Tech offers a wide variety of programs of study (majors) to the prospective student. The greatest amount of time in degree, diploma, and certificate programs is devoted to technical or occupational courses in order to prepare students for employment upon graduation. A complete listing of programs begins on page 80.

Gwinnett Technical College provides basic skill building courses for students. Although these courses may not be required within a program, students who feel the need to strengthen basic areas and have met the prerequisite requirements are encouraged to register for these courses. The following courses are open to students:

BUS 1100	ENG 097
CIS 101	MAT 097
CIS 106	RDG 096
COL 098 (students in diploma or certificate only)	RDG 097
EMP 1000	SCT 100
ENG 096	

### Second Program of Study/Major

Gwinnett Tech will allow a student to enroll in two different programs concurrently, under the following conditions:

1. A second program of study/major is limited to certificate programs.
2. The student must be in good academic standing and have successfully completed at least two quarters in current program of study with no withdrawals and a grade of "C" or better for all courses attempted.
3. The student must receive the approval of the primary (first) major program advisor, Advisement Center advisor, and Financial Aid Director (if a recipient of financial aid) to undertake a second program/major, and the Application for Second Major form is signed and approved by these staff members. Application for Second Major forms may be obtained at the advisement desk in the Student One-Stop Center in Building 100.
4. Special exceptions to this procedure may be made upon the recommendation of Advisement Center staff for those students whose primary (first) major start date will be delayed due to entry date or competitive admissions selection dates.
5. Notice to financial aid recipients: Veterans' Affairs will not pay for second majors. Pell and HOPE will not pay for second majors for students with associate degree majors.
6. Applications for second major must be submitted and completed by the published deadlines in order to be processed for the beginning of the following term.

### Student Changes of Program Major

Students are allowed a maximum of two changes of program major per academic year (July 1 - June 30), except upon the recommendation and approval of the program advisor and an advisement center advisor. A request for a Change of Major form may be obtained next to the Advisement Desk, located in the Assessment Center of Building 100. Applications for change of major must be submitted and completed by the published deadline in order to be processed for the beginning of the next quarter.

**General Education Courses.** All associate degree and diploma programs include specified general education courses. Associate degree programs require at least 25 credits of general education college-level courses; and all programs require at least five credits from each of the following areas: English, humanities/fine arts, social/behavioral sciences, and natural sciences/ mathematics. Diploma programs require a minimum of 13 credit hours in English, mathematics, and interpersonal relations and professional development.

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Some course requirements may be met by courses other than those indicated in the program of study. Students should consult with their academic advisors regarding alternate courses.

### AREA I – English/Humanities/Fine Arts

*\*Successful completion of a Humanities/Fine Arts course is required as five of the minimum hours taken for degree programs.*

ENG 1101	Composition & Rhetoric	HIS 1111	World History I*
ENG 1102	Literature & Composition*	HIS 1112	World History II*
ENG 2130	American Literature*	HIS 2111	U. S. History I*
ART 1101	Art Appreciation*	HIS 2112	U. S. History II*
HUM 1101	Introduction to Humanities*	ENG 1105	Technical Communications
MUS 1101	Music Appreciation*	SPC 1101	Public Speaking

### AREA II - Social/Behavioral Sciences

ECO 1101	Principles of Economics	PSY 2103	Human Development
ECO 2105	Principles of Macroeconomics	PSY 2250	Abnormal Psychology
ECO 2106	Principles of Microeconomics	SOC 1101	Introduction to Sociology
PSY 1101	Introduction to Psychology	POL 1101	American Government
PSY 1150	Industrial/Organizational Psychology		

### AREA III - Natural Science/Mathematics

AHS 1126	Health Science Physics	MAT 1100	Quantitative Skills & Reasoning
AHS 1127	Health Sciences Chemistry	MAT 1101	Mathematical Modeling
BIO 1111	Biology I	MAT 1111	College Algebra
BIO 1112	Biology II	MAT 1113	Precalculus
BIO 2113	Anatomy & Physiology I	MAT 1127	Introduction to Statistics
BIO 2114	Anatomy & Physiology II	MAT 1131	Differential Calculus
BIO 2117	Introductory Microbiology	PHY 1110	Introductory Physics
PSC 1111	Physical Science	PHY 1111	Mechanics
CHM 1111	Chemistry I	PHY 1112	Electricity & Magnetism
CHM 1112	Chemistry II	PHY 1113	Fluids, Heat, Sound, & Light
CHM 1213	Survey of Inorganic Chemistry		
CHM 1214	Survey of Organic Chemistry & Biochemistry		

**Student Learning Outcomes.** Gwinnett Tech, in conjunction with employers and others, believes that learning outcomes foster the knowledge, skills, and values essential to students in their pursuit of lifelong learning and a career. Achievement of these outcomes occurs over several courses throughout a student's educational experience and guarantees access to all the overlying skills important for graduates of GTC to have mastered. These include the following:

*Computation Skills:* Students will learn to add, subtract, multiply, divide, and work with exponents with whole numbers, integers, decimals, fractions, and algebraic expressions related to their program of study.

*Technical Competency:* The student will learn, synthesize, interpret and perform technical competencies at industry specified standards of quality and time.

*Work Ethics:* Graduates of GTC will begin employment with positive work ethics skills, which will enhance their value as employees.

*Written Communications:* Students will learn to organize ideas and, using standard written English, express ideas clearly in a variety of documents related to college and the workplace.

*Oral Communications:* The student will demonstrate the ability to communicate in clear, coherent, and credible language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small and large groups.

**Critical Thinking:** Critical thinking is a set of cognitive skills requiring mental agility and intellectual discipline gathered from, or generated by, observation, experience, reflection, reasoning, or communication and used to analyze, synthesize, or evaluate information associated with solving complex, real world problems.

**Computer Proficiency:** Students will acquire current knowledge of computer terminology, access information through electronic communications and perform basic tasks using business application software.

Each academic program at Gwinnett Tech identifies outcomes to address the continuous improvement of education. The learning outcomes are directly addressed by methods and criteria designed to demonstrate achievement of those outcomes, and improvements are implemented that impact the quality of each program's function. A learning outcome is a brief, clear statement identifying in measurable terms the intended result of achievement of competencies. Learning outcomes focus on the specific performance(s) students are expected to demonstrate when the outcome is achieved. The means of assessment is a description of the methodology used to gather data in order to determine whether the learning outcomes have been achieved. Success criterion is a statement of the specific standards that identify successful achievement of the intended learning outcome.

**Electives.** Electives are designated in two ways - general and technical or technically-related. Students may choose general electives from the variety of programs offered at Gwinnett Tech. Students must choose technical or technically-related electives from the program area indicated with academic advisor approval. Students must also meet all prerequisites for elective courses, including test scores.

**Note:** Diploma-level general education courses cannot be used as electives in associate degree programs.

### **Associate of Applied Science in Health**

Students who have completed a Technical College System of Georgia health program at a diploma level may have that training apply toward earning an associate degree. The associate of applied science degree in health studies applies to those students who are best served by a customized degree.

### **Credit by Examination. (See page 21.)**

**Non-collegiate Sponsored Credit.** Students requesting credit for non-collegiate sponsored instruction must bring a transcript of the instructional activity or an official copy of the test results for inclusion in their academic records. Certificates of attendance or completion along with an official course description will suffice if the institution or training agency does not provide official transcripts; copies will be placed in the student's academic record. Credit awards are to be in compliance with American Council on Education (ACE) or other agency guidelines. If credit is being requested for training not evaluated by ACE or another official agency, the credit award may be recommended by an advisory committee/subcommittee convened for that purpose or by a committee appointed by the vice president of academic affairs.

### **Technical Education Guarantee**

The Technical College System of Georgia has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow Georgia's technical colleges to offer their business partners the following guarantee.

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

This guarantee applies to all Gwinnett Tech graduates who are employed in their field of training and is in effect for a period of two years after graduation.